



PEASEDOWN ST JOHN PARISH COUNCIL

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

**Minutes of the Full Council Meeting held on Tuesday 17th March 2020 at 7.00pm
at Beacon Hall, French Close, Peasedown St John**

Present:

Councillors:

Jo Davis; Simon Kidd; Andrew Larcombe; Conor Ogilvie-Davidson; Jonathan Rich (Vice-Chair); Les Sprake; Kathy Thomas (Chair).

In attendance:

Tanya West – Parish Clerk

Public Session

One member of the public was present at the meeting; they did not have any matters to raise.

C298 – 17/03/2020

Apologies for Absence & Casual Vacancy

Apologies for absence were received from Cllrs Barbara Bailey; John Bailey; Audrey Gillard-Sprake; Gavin Heathcote; Samantha Heathcote and Ray Love who were all self-isolating due to Coronavirus. Apologies for absence were also received from Cllrs Mandy Clarke; Richard Clarke and Claire Parfitt due to personal commitments. All these apologies were duly noted.

It was reported that a by-election had not been called and so the current Casual Vacancy can be filled by co-option. Electoral Services had confirmed that legislation states:

'Where a casual vacancy [...] is not required to be filled by election, the parish or community council must, as soon as practicable after the expiry of the period of 14 days co-opt a person to fill the vacancy.'

Due to the exceptional circumstances with Coronavirus and the associated restrictions in place it was **resolved** to defer the co-option for the Casual Vacancy.

The Clerk to notify those people that had expressed an interest in the position to date.

C299 – 17/03/2020

Declarations of Interest

No further interests to those already disclosed to the Monitoring Officer were declared.

C300 – 17/03/2020

Minutes

The minutes of the Full Council meeting held on 18th February 2020 had been circulated in advance of the meeting. It was **resolved** they be accepted as a true and correct record of the meeting.

C301 – 17/03/2020

Update on Planner

Councillors received an update and reviewed the Actions Register saved on Microsoft Planner. The Clerk will be allocating the morning after each meeting to update Planner; assigning deadlines and resource to each of the actions raised. They will then be moved to the 'outstanding' or 'completed' buckets accordingly.

C302 – 17/03/2020

Items for Urgent Report

It was reported that the basket swings on both Beacon Field and the Recreation Ground had been subject of vandalism. This had been reported to the Police and replacements for the stolen and broken parts had been ordered. The stolen items to be reported on the Parish Council Facebook page to try and assist with their recovery.

C303 – 17/03/2020

Chair's Report

The Chair thanked those councillors who were able to attend this meeting thus enabling the necessary decision and delegations to be made in order for the Council to continue to operate, as far as possible, under these difficult circumstances.

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C304 – 17/03/2020

Advisory Panel Updates

- A. Councillors received updates and considered recommendations from the following Advisory Panels which have met since the last Full Council meeting:
- i. **Council Structure Review Advisory Panel** – Meeting held on 30th January 2020 at 6pm at Beacon Hall. As Cllr Bailey was absent from the meeting, he was unable to provide the presentation. It was therefore agreed that the suggested changes to the Standing Orders and Terms of Reference and Delegations are temporarily put on hold as, following experiences during the Coronavirus pandemic, further changes are likely to be required. The current documents will remain to be used until such time as the suggested changes can be fully reviewed and approved.
 - ii. **Clerk Liaison Panel** – Meeting held on 10th March 2020 at 5.30pm. A verbal update was provided by Cllr Simon Kidd advising that the last meeting was dominated by discussions around preparations planning for the impact of Coronavirus on the Council's operations. See minute C307-17/03/2020 for full details.
 - iii. **Digital Transformation Strategy Advisory Panel** – Meeting held on 21st February 2020 at 6.00pm at Beacon Hall. Presentation slides on the proposals for phase 1 of this project had been circulated as pre-reading and can be found attached as appendix C304i. The main points are that initially MS Teams will be a communications mechanism, but in time all information/files will be accessed via this application. A date will need to be determined for a switch-over for all files moving onto Teams and the Clerk and Cllr Ogilvie-Davidson will work together on the migration of these files. However, Coronavirus will delay the roll-out of this project as all councillors and staff will need to be conversant with Teams before the changeover takes place. In the interim, Cllr Kidd will circulate some online training links for councillors.
 - iv. **Executive Committee Advisory Panel** – Meeting held on 12th March 2020 at 7.30pm. Notes from the meeting were circulated with the pre-reading, for information. Councillors noted the following actions/recommendations:
 - An overview of working practice and emergency procedures to be put in place to ensure business continuity during the current Coronavirus pandemic. The committee members support the actions proposed that as far as possible the council operates in line with legislation.
 - The order of known business document was noted. The Clerk was requested to obtain prices for wireless microphones for council meetings that are compatible with the planned streaming of meetings in the future.
 - The Clerk was requested to arrange for the final equality act compliant gate works to be scheduled.
 - The Committed Expenditure document was reviewed, and the Clerk was requested to prepare suggested resolutions for the moving of the remaining balances of completed projects e.g. the MUGA back to General Reserves.
 - v. **Finance & Amenities Committee Advisory Panel** – Meeting held on 12th March 2020 at 6.30pm at Beacon Hall. Notes from the meeting were circulated with the pre-reading, for information. The majority of the actions/recommendations were considered under minute C308-17/03/2020, apart from those listed below which were noted or approved as follows:
 - Noted - To investigate turnaround on banners advertising the Parish Council's community grants scheme. If they can be actioned quickly; they should be made and erected ASAP.
 - Noted - To liaise with Greensward to establish if any additional works can be done to improve the pitch.
 - **Resolved** for a sum of up to £5,000+VAT - To recommend to Full Council that some of the surplus operational monies for the current financial year are released and used to replace the fire doors in the main hall.
 - Noted - To include as an agenda item for the F&A Committee meeting in April a review on EMR as accruals for works that are needed bi/tri-annually e.g. varnishing of the hall floor, replacement PCs, etc.
 - Noted - To review the tree surveys to establish realistically what costs are required for the 2020/21 financial year in relation to tree works and to report back so it can be established whether budget from 2019/20 needs to be carried forward to 2020/21. Once the costs are established it will then become a Personnel Committee/CLP issue to deal with the implementation of these works.

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- vi. The next Finance & Amenities Committee meeting was scheduled to be held on 28th April 2020 but due to some committee members being unable to attend it was **resolved** to ratify a request to reschedule this meeting to 30th April 2020.
- vii. **Personnel Committee Advisory Panel** – Meeting held on 10th March 2020 at 7.00pm at Beacon Hall. See minute C311-17/03/2020 for the policies reviewed at this meeting.
- viii. **Signage Advisory Panel** – No meeting; updates supplied to councillors via MS Planner. Following a meeting with the Chair and the Clerk, B&NES Council had provided the below suggestion for signage to Beacon Hall: *Two additional Beacon Hall signs to be placed either side of the roundabout at the entrance to Orchard Way. These can replace the community centre signs, which can be attached to the existing posts, also to relocate the existing sign at the top of Dunkerton Hill.*
Councillors **resolved** to agree to this suggestion.
- ix. **VE-Day 75th Year Anniversary Event Advisory Panel** – Meeting held on Tuesday 17th March 2020 at 6.00pm at Beacon Hall. It was **resolved** to postpone this event, due to Coronavirus, and to hold it as a joint VE/VJ event in August 2020, under the same format as previously agreed.

B. Councillors received notice of the forthcoming Advisory Panel meetings:

- i. **Clerk Liaison Panel** – Meeting scheduled for Thursday 2nd April 2020.
- ii. **Executive Committee Advisory Panel** – Meeting scheduled for Tuesday 7th April 2020 at 7.00pm.
- iii. **Football Club Liaison Advisory Panel** – Meeting scheduled for Tuesday 24th March 2020 at 7.00pm.
- iv. **VE-Day 75th Year Anniversary Event Advisory Panel** – Meeting schedule for Tuesday 21st April 2020 at 6.00pm.

C305 – 17/03/2020 Protocol on the Death of a Senior National or Local Figure

Cllr Thomas advised that she had held informal meetings with representatives from the Primary School, The Meeting Place, St John's Church and the Community Library, all of whom have seen a copy of this document and have confirmed they are happy to have books of condolence placed at their premises. Councillors considered the suggested amendments to the Protocol on the Death of a Senior or National Local Figure document. It was **resolved** to add the locations of The Hive and the Circle Hospital to place books of condolence and to retain Prince Harry in the document until such time as 'HRH' title is officially removed.

The Clerk to contact the relevant organisations with a short letter and providing a copy of the revised document.

C306 – 17/03/2020 Youth Hub & Youth Work Provision

Councillors reviewed a letter from Peasedown Youth Partnership advising that they had now appointed a youth worker who commenced work on 3rd March 2020. The letter also formally requested the Parish Council to release the earmarked donation of £5,000 for youth work provision following the resolution at the Full Council meeting in April 2019 (minute C369 – 16/04/2019 refers).

It was **resolved** to release the £5,000 from Committed Expenditure and pay Peasedown Youth Partnership accordingly.

Councillors **resolved** not to distribute a list of information/activities held at the Hive for Peasedown Youth Partnership with the Parish Council newsletter.

C307 – 17/03/2020 Preparations for Coronavirus

Councillors reviewed a paper prepared on suggestions for changes to the Parish Council operations following guidance from the Government, Public Health and NALC regarding changes required as a result of Coronavirus.

The paper had been put together following discussions by the Clerk Liaison Panel. After considerable discussions the following was agreed:

- i. To close the Parish Office to members of the public and councillors. The only people to enter the office will be office staff (one at a time), unless they request the presence of another person for operational necessity reasons.
- ii. To **resolve** to provide full refunds to hall hirers that have to cancel their bookings due to Coronavirus restrictions.
- iii. To **resolve** to temporarily delegate decisions to the Clerk, in consultation with the members of the Clerk Liaison Panel, after communicating with all members of the Council and considering their feedback, to enable the Parish Council to continue to operate during the period that restrictions related to Coronavirus apply.

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- iv. To **resolve** to allocate £5,000 from General Reserves to a new operational budget '502019 – Coronavirus Related Matters' and that this money can be spent in connection with decisions made by the Clerk and the members of the Clerk Liaison Panel.
- v. To **resolve** to temporarily amended Financial Regulation 4.1 and to increase the RFOs expenditure limit of £500 up to £5,000 in respect, only to the operational budget '502019 – Coronavirus Related Matters'.
- vi. To **resolve** to accept the document, noting that it will continue to be updated as and when Government/Public Health/NALC advice changes.
- vii. To **resolve** to delegate to the Clerk, in conjunction with members of the Burial Committee, any decision regarding temporary limits on interments at Ashgrove Cemetery.

C308 – 17/03/2020 Financial Matters

- i. Councillors reviewed the schedule of payments raised since the Full Council meeting on 18th February 2020 (appendix C308i refers). It was **resolved** that the invoice for £1,284+VAT for Total Floor Care Ltd. be paid [it being over the Clerk's sign-off level and previously recommended for approval by the Finance & Amenities Advisory Panel]. It was also **resolved** that all the other payments on this schedule be ratified.
- ii. Councillors considered subscription payments for various professional supporting bodies. It was **resolved** to approve membership subscriptions for the 2020-21 council year for Avon Local Councils' Association (£834.27) and for the Society of Local Council Clerks (£227.00).
- iii. Councillors received a report on General and Ear Marked Reserves and Committed Expenditure. In accordance with recommendations from the Executive Committee Advisory Panel, it was **resolved** to move the remaining £171.74 balance of the MUGA, Youth Shelter and Play Equipment Upgrade project back to General Reserves.
- iv. Councillors considered an invoice for £500+VAT from the Parish Council's solicitor for work on the Persimmon land transfer and in accordance with the recommendation from the Finance & Amenities Advisory Panel **resolved** to pay this invoice from the '502013 – Professional Fees' operational budget.
- v. Councillors considered a request from the Personnel Committee to release up to £1,000 from Reserves to carry out training identified by recent appraisals to be completed by April 2020. In accordance with the recommendation from the Finance & Amenities Advisory Panel it was **resolved** that the '502014 – Staff/Councillors Training' operational budget for the 2020/21 financial year is increased by £1,000.
- vi. Councillors considered a request to release funds from Ear Marked Reserves for a replacement door for the Parish Office. In accordance with the recommendation from the Finance & Amenities Advisory Panel it was **resolved** to proceed with an order for a replacement office door, at a cost of up to £2,000+VAT to be met using the '607009 – Beacon Hall Building Maintenance' operational budget. The exact style and colour to be agreed by the Clerk in consultation with the members of the Finance & Amenities Committee.
- vii. Councillors considered a request to release funds of up to £5,000 from Reserves to cover emergency works to comply with Coronavirus requirements. In accordance with the recommendation from the Finance & Amenities Advisory Panel it was **resolved** that a new operational budget is created '502019 – Coronavirus Related Matters' and that £5,000 from General Reserves is allocated to this operational budget.
- viii. Councillors considered a request to release funds from Reserves for laptops and associated hardware for Parish Office staff. In accordance with the recommendation from the Finance & Amenities Advisory Panel it was **resolved** that this cost, up to £3,000+VAT, is met using the '502017 - IT Software & Hardware' operational budget and that the decision for the purchasing of these items is delegated to the Clerk in consultation with the members of the Clerk Liaison Panel.

C309 – 17/03/2020 CCTV at Beacon Hall

Councillors received a report regarding the installation of CCTV at Beacon Hall. Due to recent events, it was agreed that this project should proceed as a matter of priority and so it was resolved to increase the budget for this project to £5,000, to be taken from General Reserves, and for the decision on which company to proceed with to be delegated to the Clerk in conjunction with member of the CCTV Advisory Panel.

C310 – 17/03/2020 Planning Related Matters

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

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- i. Ref. **20/00849/FUL** - 59 Underleaf Way, Peasedown St. John, Bath, BA2 8SR - Erection of single storey extension to garage and conversion to annex for elderly and disabled relative – Mr & Mrs Parrett.
No concerns were raised regarding this application and so it was **resolved** that it be supported.
- ii. Ref. **20/00947/FUL** - 79 New Buildings, Peasedown St. John, Bath, BA2 8LB - Erection of two storey extension to the right-hand side of property - Mrs Louise Jones.
No concerns were raised regarding this application and so it was **resolved** that it be supported.
- iii. Ref. **20/00996/HPD** - 41 Faulkland View, Peasedown St. John, Bath, BA2 8TG - Prior approval request for single storey rear conservatory that would 1) extend beyond the rear wall of the original house by 5.40 metres 2) have a maximum height of 4.00 metres and 3) have eaves that are 3.00 metres high – Mr Leon Swaby.
No concerns were raised regarding this application and so it was **resolved** that it be supported.

B. Councillors received, for information, a report on the following (appendix C310i 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.

C311 – 17/03/2020 Policies & Strategic Documents

Councillors considered recommendations from the Personnel Committee after the review of policies at their meetings. It was **resolved** to adopt the below listed new and amended policies, as circulated in the pre-reading:

- Acceptable Usage Policy
- Employee Sickness Policy
- Lone Working Policy
- New Councillor Induction Protocol
- Time Off for Dependents Policy.

C312 – 17/03/2020 Persimmon Land Transfer

To receive update regarding the Persimmon land transfer to the Parish Council and to make any associated decisions.

This item was not discussed, due to time limitations and lack of information. It will therefore be included on the next Full Council meeting agenda.

C313 – 17/03/2020 General Power of Competence

To receive update and to determine whether to work towards being able to exercise the General Power of Competence in the future.

This item was not discussed, due to time limitations and lack of information. It will therefore be included on the next Full Council meeting agenda.

C314 – 17/03/2020 Correspondence, Complaints & Issues

Councillors reviewed, on Planner, items of significant correspondence, complaints and issues received since the last meeting that should be brought to the Council's attention for information and possible future action.

Cllr Rich expressed his concerns with the delay in actioning a query that had been raised by a resident regarding a flooding issue. The query had been logged on Planner but had not been actioned. Cllr Rich had subsequently reported the issue on the Fix My Street website, and it was resolved within a matter of days.

C315 – 17/03/2020 Streetlighting Maintenance

The Streetlighting Maintenance Advisory Panel met on 5th March and the following action points were raised. Further updates to be provided to Full Council once the relevant information had been obtained.

- A meeting to be arranged as soon as possible with a representative from Volker Highways, with a view to discussing the possibility of a contract as an addition to (and on the same terms as) the B&NES contract.
- If this is not possible, discuss the possibility of a contract as part of a consortium with other parishes in the area – ideally with the capacity for each parish to have separate arrangements for reporting faults and invoicing.
- Volker to be made aware that the Parish Council lights have recently been upgraded, as this might have a bearing on the price.

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- In preparation for the meeting with Volker, an up-date on the exact number of lights owned by the Parish Council and whether any of these still need up-grading to LED (e.g. Bloomfield Cottages). Also, an update on when SSE might complete any orders already placed.
- Next meeting to be arranged with representative from Volker – some possible dates to be obtained.

C316 – 17/03/2020 Outside Bodies

i. Councillors received an update on meetings attended since the last Full Council meeting, as follows:
Parishes Liaison Group – Representatives: Chair and Clerk
Last meeting – Not met since the last Full Council meeting.
Next meeting – Tuesday 31st March 2020 at 6.30pm at the Community Space, Keynsham.

Somer Valley Forum – Representatives: Cllr Mandy Clarke & Cllr Jonathan Rich
Last meeting – AGM on Wednesday 19th February 2020 at 6.00pm in the Assembly Room of Midsomer Norton Town Hall. This meeting was attended by Cllr Jonathan Rich and an email detailing notes from the meeting had been circulated as pre-reading.
Next meeting – Wednesday 17th June 2020 at 6.00pm at Swallow Community Café, Church Road, St Nicholas Church Centre, Radstock, BA3 3QG.

Local Flood Representative – Representatives: Cllr Jonathan Rich
Last meeting – Not met since the last Full Council meeting.
Next meeting – BANES Prepared Resilience Day on Thursday, 19 March 2020 from 10am – 4pm at The Guildhall, Bath. Details of the event were circulated as pre-reading for the February Full Council meeting. Cllr Rich to advise if he is able to attend, otherwise will be opened up to other interested councillors.

Community Centre Network – Representatives: Cllr Audrey Gillard-Sprake
Last meeting – Not met since the last Full Council meeting.
Next meeting – Thursday 26th March 2020 at 12 noon at Camerton Village Hall.

ii. Councillors received, for information, a list of **Police updates** and local incidents.
It was noted that the dates of the next **Police Beat Surgeries** are:
➤ Thursday 19th March 2020, 19:00 – 19:30 – The Apple Tree, Shoscombe.
➤ Saturday 21st March 2020, 10:00 - 11:00 – The Meeting Place, Bath Road.

C317 – 17/03/2020 Invitations and Representations

- i. There were no invitations requesting representation from the Parish Council.
- ii. There were no reports from events that had been attended since the last meeting.

C318 – 17/03/2020 Risk Register

To receive the updated Risk Register; to review the revised document and adopt accordingly.
This item was not discussed, due to time limitations and lack of information. It will therefore be included on the next Full Council meeting agenda.

C319 – 17/03/2020 Memorials at Ashgrove Cemetery

It was **resolved** to accept the revised application, to incorporate and flower holder hole, on the standard black base granite slab for Kenneth Cox in Section G at Ashgrove Cemetery.

C320 – 17/03/2020 Future Agenda Items & Cllr Questions

No future agenda items or questions on items not otherwise covered on the agenda were raised.

C321 – 17/03/2020 Review of New Actions

Councillors reviewed that any actions generated from the meeting had been correctly captured on the Actions Register/Planner.

C322 – 17/03/2020 Date and Time of Next Meeting

The next meeting of the Full Council is scheduled to be held on Tuesday 21st April 2020 at 7pm at Beacon Hall.

The meeting closed at 9.30pm

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

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DRAFT**Appendix C308i - Schedule of payments made since the Full Council meeting on 18th February 2020 in relation to the accounts for the year ending 31st March 2020**

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
07/02/2020	Tindle Newspapers West Country Ltd.	BH Lineage Advert - February 2020	C022 - 14/05/2019	£17.56	£3.61	BACS
14/02/2020	Screwfix Direct Ltd. & B&Q	Fluorescent tube light bulbs for Beacon Hall	Fin. Regs. 4.1	£7.82	£1.56	BACS
15/02/2020	BT Payment Services Ltd.	Mobile Phone Costs - Feb to Mar 2020	F&A049 - 07/01/2020	£5.00	£1.00	Direct Debit
18/02/2020	Office Monster	Copier paper, clips, punch pockets, laminating pouches	C022 - 14/05/2019	£54.38	£10.88	BACS
18/02/2020	Total Floor Care (Bridgwater) Ltd.	Deep clean and overcoat hall floor with varnish	C308 – 17/03/2020	£1,284.00	£256.80	BACS
19/02/2020	Printerland.co.uk	Toner cartridges	C022 - 14/05/2019	£496.00	£99.20	BACS
19/02/2020	Printerland.co.uk	Black toner cartridge	C022 - 14/05/2019	£97.00	£19.40	BACS
19/02/2020	Society of Local Council Clerks	ILCA Qualification Fee for Administration Officer	PC053 – 26/11/2019	£99.00	£19.80	BACS
20/02/2020	Society of Local Council Clerks	ILCA Qualification Fee for Administration Officer	PC053 - 26/11/2019	£99.00	£19.80	BACS
20/02/2020	Vision ICT	Website changes for Operation London Bridge	C222 - 17/12/2019	£35.00	£7.00	BACS
21/02/2020	Fosseway Press	A3 Printing and laminating of Rules/Conduct for Meetings	Fin. Regs. 4.1	£10.00	£2.00	BACS
21/02/2020	The Consortium	Postage stamps	C022 - 14/05/2019	£69.40	£0.00	BACS
21/02/2020	The Consortium	Zip bags for key collectors	Fin. Regs. 4.1	£9.29	£1.86	BACS
21/02/2020	The Consortium	Urinal blocks	Fin. Regs. 4.1	£12.89	£2.58	BACS
21/02/2020	Toplink Envelopes Ltd.	Printing of Spring 2020 Newsletter	C022 - 14/05/2019	£365.50	£0.00	BACS
24/02/2020	Screwfix Direct Ltd. & B&Q	Cable ties	Fin. Regs. 4.1	£4.82	£0.96	BACS
24/02/2020	Screwfix Direct Ltd. & B&Q	Coach bolts and washers to repair picnic benches & make secu	Fin. Regs. 4.1	£39.46	£7.90	BACS
24/02/2020	The Design Print Distribution Group Ltd.	Delivery of Spring 2020 Newsletter	C022 - 14/05/2019	£252.00	£50.40	BACS
25/02/2020	Equip4work Ltd / OfficeFurnitureOnline.co.uk	6x Club Chairs for Beacon Hall	Fin. Regs. 4.1	£168.00	£33.60	BACS
25/02/2020	Screwfix Direct Ltd. & B&Q	Adhesive cable ties for internet cable in Parish Office	Fin. Regs. 4.1	£3.95	£0.79	BACS
26/02/2020	BWS Standfast Security Systems Ltd.	Repair to broken emergency light in main hall	Fin. Regs. 4.1	£85.00	£17.00	BACS
26/02/2020	Screwfix Direct Ltd. & B&Q	Combination padlock for bin in Beacon Hall car park	Fin. Regs. 4.1	£14.16	£2.83	BACS
27/02/2020	SWALEC / SSE	BH Gas - 03/12/19 to 26/02/20	C022 - 14/05/2019	£496.98	£99.39	Direct Debit
28/02/2020	Softcat Plc	MS Office 365 E3 Subscriptions x23 - Jan. 2020	C221 - 17/12/2019	£293.41	£58.68	BACS
29/02/2020	Allstar Business Solutions Ltd.	Fuel Card - February 2020	C022 - 14/05/2019	£2.09	£0.42	Direct Debit

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Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
01/03/2020	Avon Local Councils' Association	Annual Membership Subscription to ALCA 2020-21	C308 – 17/03/2020	£834.27	£0.00	BACS
01/03/2020	B&NES Council	Business Rates - Beacon Hall - March 2020	C022 - 14/05/2019	£282.00	£0.00	Direct Debit
01/03/2020	B&NES Council	Business Rates - Ashgrove Cemetery - March 2020	C022 - 14/05/2019	£161.00	£0.00	Direct Debit
01/03/2020	Sage (UK) Limited	Online subscription for Sage 50 Accounts - March 2020	C022 - 14/05/2019	£41.00	£8.20	Direct Debit
02/03/2020	A.J. Charlton & Sons Ltd.	2x bench seats for dog exercise area and postcrete for insta	C161 - 15/10/2019	£348.30	£69.66	BACS
02/03/2020	E-ON	RG Changing Rooms Electric	C022 - 14/05/2019	£59.27	£2.96	BACS
05/03/2020	Gompels Healthcare Ltd	Alcohol hand sanitiser and dispensers for Beacon Hall	Fin. Regs. 4.1	£67.74	£13.55	BACS
06/03/2020	Tindle Newspapers West Country Ltd.	BH Lineage Ad - March 2020	C022 - 14/05/2019	£17.56	£3.51	BACS
08/03/2020	BT Payment Services Ltd.	BH Telephone & Broadband 01/03/20 to 31/03/20	C022 - 14/05/2019	£53.44	£10.69	Direct Debit
10/03/2020	Clean as a Whistle	Cleaning of oven at Beacon Hall	Fin. Regs. 4.1	£69.00	£0.00	BACS
10/03/2020	Screwfix Direct Ltd. & B&Q	Light bulbs for Beacon Hall toilets	Fin. Regs. 4.1	£4.32	£0.86	BACS
16/03/2020	Internal Audit & Compliance Ltd.	Annual Data Protection Officer Fee 2019-20	Fin. Regs. 4.1	£75.00	£15.00	BACS
16/03/2020	Lloyds Bank plc	Credit Card - February 2020 - Statement Reconciled as per Fin. Regs. 5.5	Fin. Regs. 6.20	£538.23	£0.00	Direct Debit
				£6,572.84	£841.89	
21/02/2020	PSJPC - Bank Funds Transfer	Bank Transfer of Funds from Deposit to Current Account	Fin. Regs. 5.6 & 5.7	£20,000.00	£0.00	Auto.

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Appendix C310i – 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 last Full Council meeting on 18th February 2020, decisions have been received from B&NES Council on the following applications:

- i. None.

Planning Enforcement

Since the last Full Council meeting on 18th February 2020, the following enforcement matters are still in progress. Updates are being pursued by the Clerk. Any responses received will be reported at the meeting:

- i. **14/00806/UNAUTH** - Land behind site of Peasedown Community Farm, Dunkerton Hill, Bath – Unauthorised use/activity.
- ii. Parcels of land for sale (agreed development site ref. 17/00147/FUL) Land adjacent to Kingswell, Eckweek Lane, Peasedown St John – Parcels appear to be being sold individually.

Planning Applications Not Invited to Comment (for information only)

Since the last Full Council meeting on 18th February 2020, applications validated by B&NES Council upon which the Parish Council is not invited to comment are as follows:

- i. None.

Since the last Full Council meeting on 18th February 2020, applications determined by B&NES Council upon which the Parish Council is not invited to comment are as follows:

- i. Ref. **19/05511/COND** - Land Between Hillside View And Bath Road, Greenlands Road, Peasedown St. John, Bath - Discharge of conditions 15, 21 and 22 of application 12/05477/OUT allowed on appeal 3rd June 2014 (Erection of 89 dwellings (72 houses/17 flats) and 288 sq m of Class B1 floorspace. Provision of public open space (including allotments) and landscaping. 2 no. vehicular accesses from Greenlands Road. Undergrounding of existing overhead lines) – Curo Enterprise Limited. Conditions **discharged**.
- ii. Ref. **20/00934/COND** - Peasedown St John Primary School, Bath Road, Peasedown St. John, Bath, BA2 8DH - Discharge of condition 5 of application 19/02864/REG03 (Demolition of an existing modular building and construction of a stand-alone teaching building to provide 4no. classrooms and small hall, with ancillary accommodation. New landscaping with MUGA pitch and fencing) - H Mealing And Sons Ltd. Condition **discharged**.

Since the last Full Council meeting on 18th February 2020, applications pending determination by B&NES Council upon which the Parish Council was not invited to comment are as follows:

- i. Ref. **19/05273/COND** - Land Between Hillside View And Bath Road, Greenlands Road, Peasedown St. John, Bath, - Discharge of conditions 4 (drainage scheme), 5 (outfall culvert), 6 (watercourse and drainage management), 7 (foul drainage strategy), 9 (archaeological evaluation), 16 (contamination assessment), 17 (contamination remediation scheme) and 20 (contamination monitoring) of application 12/05477/OUT (Erection of 89 dwellings (72 houses/17 flats) and 288 sq m of Class B1 floorspace. Provision of public open space (including allotments) and landscaping. 2 no. vehicular accesses from Greenlands Road. Undergrounding of existing overhead lines) – Curo Enterprise Ltd.
- ii. Ref. **19/05515/COND** - Land Between Hillside View And Bath Road, Greenlands Road, Peasedown St. John, Bath - Discharge of conditions 1 and 3 for application 16/03829/RES (Approval of reserved matters with regard to outline application 12/05477/OUT allowed on appeal 3rd June 2014 for the erection of 89 dwellings (72 houses, 17 flats), provision of public open space and landscaping, 1 vehicular access from Greenlands Road, undergrounding of overhead lines.) – Curo Enterprise Limited.

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- iii. Ref. **20/00039/COND** - 15 Greenlands Road, Peasedown St. John, Bath, BA2 8EZ - Discharge of conditions 5,6,7,8 and 9 of application 18/03836/OUT (Erection of 3 no. dwellings (Outline application with access to be determined and all other matters reserved)) – Mr L. Gould.
- iv. Ref. **20/00144/D6BA** - Land Between Hillside View and Bath Road, Greenlands Road, Peasedown St. John, Bath - Discharge of Clause 1, Schedule 3 (details of affordable housing) of S.106 Unilateral Undertaking dated 14 April 2014 associated with outline planning permission ref: 12/05477/OUT (erection of 89 dwellings on land at Greenlands Road) – Curo Enterprise Limited.
- v. Ref. **20/00354/CLPU** - 112 Wellow Lane, Peasedown St. John, Bath, BA2 8JS - Provision of loft conversion to include erection of dormer window extension and insertion of window to gable end (Certificate of Lawfulness for a Proposed Development) – Mr Mark Keen.

Planning Appeals (for information only)

Since the last Full Council meeting on 18th February 2020, the following appeals were lodged/determined:

- i. None.

Since the last Full Council meeting on 18th February 2020, the following appeals are in progress:

- i. **Appeal In Progress** Ref: **19/00067/RF** – (planning application ref. **19/03190/FUL**) - Cleeves Cottage, Gassons, Peasedown St. John, Bath - Partial change of use from garage/workshop (B2) to residential (C3) - Appellant: Mr J Walter.

Planning Applications Pending Decision (for information only)

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

- i. Ref. **19/05100/M6A** - Land Between Hillside View And Bath Road, Greenlands Road, Peasedown St. John, Bath, - Application to modify a planning obligation contained in the Unilateral Undertaking (as amended) pursuant to Outline Planning Consent 12/05477/OUT – Curo.
- ii. Ref. **20/00386/FUL** – 17 Heritage Close, Peasedown St. John, Bath, BA2 8TJ – Erection of a single storey rear extension to provide sunroom – Mrs M. Boren.

Planning Applications for Neighbouring Parishes

Since the last Full Council meeting on 18th February 2020 the following application from a neighbouring parish has been identified as potentially having an impact on Peasedown St John:

- None yet specified – please see attached the following weekly lists of all applications:
 - No. 09 – week commencing 24th February 2020
 - No. 10 – week commencing 2nd March 2020
 - No. 11 – week commencing 9th March 2020