



**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 21<sup>st</sup> April 2020 at 7.00pm**  
**Held Remotely via MS Teams**

**Present:**

**Councillors:**

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

**In attendance:**

Tanya West – Parish Clerk

**Important Note:**

Due to Coronavirus Covid-19 pandemic and the measures the Government has implemented in response to this, the requirement for Parish Councils to hold public meetings in person with all members present in one place cannot be met.

As a consequence, the Coronavirus Act 2020 provided the powers to the Secretary of State to make the following regulation:

*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.*

This Regulation came in to force on 4 April 2020 and enables local councils to hold remote meetings (including by video and telephone conferencing) until 7<sup>th</sup> May 2021 (or sooner if the Government rules are relaxed).

During this period, Peasedown St John Parish Council meetings will be conducted remotely via an online platform (in this instance via MS Teams).

The meeting initially commenced at 7.00pm, however, due to technical difficulties the meeting had to be stopped and was then re-started at 7.30pm.

**Public Session**

Three members of the public were present at the meeting; they did not have any matters to raise.

<b>C323 – 21/04/2020</b>	<b>Attendance Roll Call and Declarations of Interest</b>
The attendance roll call was undertaken (those present are detailed above). No further interests to those already disclosed to the Monitoring Officer were declared.	
<b>C324 – 21/04/2020</b>	<b>Apologies for Absence</b>
Apologies for absence were received from Cllr Ray Love who was absent due to lack of technology enabling him to be present at this meeting. This apology was duly noted. It was also noted that steps were in place to attempt to resolve this situation.	
<b>C325 – 21/04/2020</b>	<b>Protocol for Remote Parish Council Meetings</b>
Pre-reading provided a copy of the draft Protocol for Remote Parish Council Meetings document. This document had been already been discussed informally by councillors as part of a practice remote meeting and was subsequently updated to accommodate the feedback provided from this meeting. The	

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pre-reading also provided detail on required amendments to Standing Orders and this was further explained by the Chair. The following decisions were subsequently made.

- i. It was **resolved** that Standing Order 3L be supplemented with the addition of:  
*For remote meetings voting on a question shall be undertaken by the affirmation of the meeting if there is no dissent or by roll call. Also, requests for a recorded vote must be made before the vote commences.*
- ii. It was **resolved** that this amendment to Standing Orders is applied with immediate effect and note that it is required due to Coronavirus restrictions preventing group gatherings, and is in accordance with Statutory Instrument 2020 No. 392.
- iii. It was **resolved** that the running of remote Parish Council meetings and the amendment of Standing Orders will be in accordance with Peasedown St John Parish Council's Protocol for Remote Parish Council Meetings.
- iv. It was **resolved** to adopt the Protocol for Remote Parish Council Meetings (appendix C325i refers).

### **C326 – 21/04/2020 Minutes**

- i. Having been circulated in advance of the meeting, it was resolved to accept the minutes of the Full Council meeting held on 17<sup>th</sup> March 2020 as a true and correct record of that meeting.
- ii. The Chair signed the minutes of the Full Council meeting held on 17<sup>th</sup> March 2020.

### **C327 – 21/04/2020 Items for Urgent Report**

Cllr Thomas reported that several resolutions had been drafted in preparation for the items due to be discussed at the meeting. As councillors should always come to meetings with an open mind, the Chair reminded them that the drafted resolutions were not provided as a means of pre-determination, but to aid the meeting to run succinctly, it being the first remote meeting held by the Parish Council. The Chair encouraged councillors to suggest rewording of any of the drafted resolutions, or to vote against them if they felt it appropriate.

### **C328 – 21/04/2020 Annual Meeting of the Full Council**

Pre-reading provided a report on the temporary amendments to legislation, due to Coronavirus, in relation to the Annual Meeting of the Full Council. It was acknowledged that if the Annual Meeting did not go ahead there would be some items which are usually included on the agenda for that meeting that may be included for sign-off at an ordinary council meeting in May, for example, the annual ratifying of direct debits and approving regular operational payments.

It was **resolved** that, in accordance with Statutory Instrument 2020 No. 392, Peasedown St John Parish Council does not hold an Annual Meeting of the Full Council in May 2020 and that all existing appointments and Standing Committees continue with the current set up.

It was noted that this resolution does not prevent councillors from resigning from any existing appointments if they wish to do so. In such instances, any vacant appointments may be filled on an ad-hoc basis.

### **C329 – 21/04/2020 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** – Cllr Bailey reported that although he was unfortunately unable to provide the presentation on the suggested changes to the Standing Orders and Terms of Reference and Delegations, he considered the documents robust enough to stand as they are for the time being. It was therefore **resolved** that the existing work undertaken by this Advisory Panel is put on hold and that a final review of the Standing Orders and Terms of Reference and Delegations documents be undertaken by the Advisory Panel once the period of Coronavirus lockdown has been lifted in order to capture additional changes that may be required, such as remote meetings.
  - ii. **Clerk Liaison Panel** – Meeting held on 2<sup>nd</sup> April 2020 at 4.30pm. The notes from this meeting will be published in due course. The majority of the meeting was dominated by discussions around preparations and planning for remote parish council meetings.
  - iii. **Digital Transformation Strategy Advisory Panel** – No Advisory Panel meeting had been held since the last Full Council meeting, however, Cllr Kidd reported that due to Coronavirus, phase one of the strategy has more or less implemented without being able to undertake the scheduled training sessions. Councillors were thanked for their help in making this transformation happen.
  - iv. **Executive Committee Advisory Panel** – Meeting held on 7<sup>th</sup> April 2020 at 7.30pm. The notes from the meeting had been circulated with the pre-reading, for information, most of it being updates on project work that had already been agreed by Full Council. There was one recommendation for consideration by councillors:

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It was **resolved** to approve the recommendations from the Executive Committee Advisory Panel for the Bench Seating and Dog Area on Beacon Field project, in that a hedge is no longer installed along the fence line and that that remaining £893 is spent on a hardcore surface to the entrance to the dog exercise area and that a sixth picnic bench is purchased and installed on Beacon Field.

- v. **Football Club Liaison Advisory Panel** – Meeting held on 24<sup>th</sup> March 2020 at 7.00pm remotely via MS Teams. The notes from the meeting had been circulated with the pre-reading, for information.
- vi. **Streetlighting Maintenance Advisory Panel** – The Panel had not met since the last meeting, but the Action Register on Planner would be updated with the current status.
- vii. **VE-Day 75<sup>th</sup> Year Anniversary Event Advisory Panel** – Meeting held on Tuesday 21<sup>st</sup> April 2020 at 6.00pm remotely via MS Teams. The Panel had met to discuss any progress undertaken with bookings etc. for this event. It was **resolved** to ratify that the date of the VE/VJ-Day 75<sup>th</sup> Year Anniversary Event to be hosted by the Parish Council will be Saturday 15<sup>th</sup> August 2020.

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

- i. **Clerk Liaison Panel** – Meeting scheduled for Thursday 7<sup>th</sup> May 2020.
- ii. **Executive Committee Advisory Panel** – Meeting scheduled for Tuesday 5<sup>th</sup> May 2020 at 7.00pm.
- iii. **Street Lighting Maintenance Advisory Panel** – Meeting date to be determined.

### Resolution Relating to Six Month Rule

It was **resolved** that in accordance with Standing Order 10a.xv, Standing Order 7a and 7b (six-month rule) is temporarily suspended, to allow the following items to be discussed:

#### C330 – 21/04/2020

#### Coronavirus Update

Councillors received an update on Parish Council operations and actions/decisions undertaken since the last meeting following guidance from the Government, Public Health and NALC regarding Coronavirus. This included a report on the closure of public open spaces within the parish. Recommendations from the Clerk Liaison Panel regarding Parish Council maintained open spaces, floral displays and delegated responsibilities were discussed at length and the following decisions were made:

- i. It was **resolved** to ratify the decision to cancel the Annual Village Meeting, scheduled to be held on 31st March 2020, due to Coronavirus restrictions preventing group gatherings, in accordance with Statutory Instrument 2020 No. 392. The reports due to be presented at this meeting will be made available on the Parish Council website.
- ii. It was **resolved** that the Recreation Ground and Beacon Field remain closed but that this decision is reviewed at every Full Council meeting.
- iii. It was **resolved** that Ashgrove Cemetery is opened within the normal hours but that the vehicle gate and the toilet remain closed. Also, that signage is displayed clearly stating the rules that should be adhered to in line with Government guidance. Also, that this decision is reviewed at every Full Council meeting.
- iv. It was **resolved** that Ecewiche Green is opened on the proviso that signage is put up to make it absolutely clear it is in line with Government guidance on open spaces and that social distancing measures must be adhered to. For example, it should only be used for walking, running, etc. and not for sunbathing, gatherings, etc. and that the use of picnic benches is not permitted. Also, that this decision is reviewed at every Full Council meeting.
- v. It was **resolved** that the beds and planters are planted out by the Caretakers and the usual casual labour if extra help is required. Also, that volunteers are not used on this occasion so as to keep risk to a minimum and so that social distancing measures can be applied.
- vi. It was **resolved** to rescind the following resolution made under minute C307-17/03/2020 at the March Full Council meeting:  
*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.*
- vii. It was **resolved**, to temporarily delegate urgent 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 respond quickly to changing situations during the period that restrictions related to Coronavirus apply. This delegation only applies to urgent

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matters that cannot wait for a decision to be made at a scheduled Full Council or Committee meeting. This delegation will be reviewed at every Full Council meeting.

### Resolution to Reinstate Six Month Rule

It was **resolved** to reinstate Standing Order 7a and 7b.

#### C331 – 21/04/2020 Financial Matters

- i. Councillors reviewed the schedule of payments raised since the Full Council meeting on 17<sup>th</sup> March 2020 in relation to the accounts for year ending 31<sup>st</sup> March 2020 (appendix C331i refers). It was **resolved** that the invoice for £2,665+VAT for Greensward Sports Consultancy Ltd. be paid [it being over the Clerk's sign-off level and previously recommended for approval by the Football Club Liaison Advisory Panel].  
It was also **resolved** that all the other payments on this schedule be ratified.
- ii. Councillors reviewed the schedule of payments raised since the Full Council meeting on 17<sup>th</sup> March 2020 in relation to the accounts for year ending 31<sup>st</sup> March 2021 (appendix C331ii refers). It was **resolved** that all the payments on this schedule be ratified.
- iii. Councillors considered subscription payments for various professional supporting bodies. It was **resolved** to approve membership subscriptions for the 2020-21 council year to the Institute of Cemetery and Crematorium Management (£95.00) and to Bath Community Transport (£10.00).

#### C332 – 21/04/2020 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:
  - i. Ref. **20/01045/FUL** - 24 Old England Way, Peasedown St. John, Bath, BA2 8TL - Erection of bedroom extension above existing garage - Mr Alex Hussey.  
The proposed development was not considered to have a detrimental impact on the neighbouring properties nor be out of keeping with the surrounding area and as such it was **resolved** the application should be supported.
  - ii. Ref. **20/01092/FUL** - 60 Eckweek Road, Peasedown St. John, Bath, BA2 8EJ - Erection of garage and conservatory (Resubmission) - Mr And Mrs Peter Leray.  
A site visit had been undertaken and photographs of the proposed development site and adjoining footpath were displayed at the meeting.  
It was **resolved** that the Parish Council objects to this application on the basis that the plans and application submitted does not reflect what is actually on site.  
There is a hedgerow and some trees located to the east of the property which would need to be removed in order to extend out the existing boundary and build the garage. The plans indicate there will be a close-boarded fence along this boundary, which abuts a footpath from Old England Way to Eckweek Road. This would result in the loss of vegetation and wildlife habitat.  
Furthermore, concerns were raised that the proposed parking area would allow vehicles to be driven out virtually across the entrance to this footpath, which could be a hazard to pedestrians.
  - iii. Ref. **20/01195/FUL** - 17 Heritage Close, Peasedown St. John, Bath, BA2 8TJ - Erection of timber fence to match existing at rear boundary of site - Mrs M Boren.  
It was **resolved** to object to this application on the basis that the fence breaches the original planning regulations applied when the Orchard Way estate was built (to maintain Orchard Way as a green corridor) and because another property, also located adjacent Orchard Way, was issued with an Enforcement Notice for carrying out similar works (enforcement case reference 15/00327/UNDEV refers). Also, it will result in a loss of natural habitat for birds and wildlife.
- B. It was reported that B&NES Council are consulting on updates to their planning policies; a Local Plan Partial Update and a Draft Statement of Community Involvement. Comments are due to be submitted by 1<sup>st</sup> June 2020.  
It was **resolved** to appoint an Advisory Panel to review these documents and report back to the Council. It was **resolved** that membership of the Advisory Panel include Cllrs. Audrey Gillard-Sprake; Conor Ogilvie-Davidson; Claire Parfitt; Jonathan Rich; Les Sprake and Kathy Thomas, with Cllr Rich appointed as the Chair.

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It was also reported that B&NES Council will be undertaking a 'Call for Sites' for which areas can be registered online to be investigated for their suitability as development land. This will probably result in the Parish Council being consulted again at a later date.

- C. Councillors received, for information, a report on the following (appendix C332i 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.

### **C333 – 21/04/2020 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.

The majority of the correspondence received was related to the open spaces being closed, so a response can now be sent advising of the decisions made under item C330 - 21/04/2020.

### **C334 – 21/04/2020 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 – The meeting scheduled for Tuesday 31<sup>st</sup> March 2020 was cancelled. The meeting will be rescheduled in due course.

**Avon Local Councils Association (B&NES ALCA Area Group and County Meetings)** -

Representatives: Chair and Clerk

Last meeting (B&NES Area Group) – Not met since the last Full Council meeting.

Next meeting (B&NES Area Group) – Thursday 11<sup>th</sup> June 2020 at 7.30pm at Saltford Parish Hall.

**Somer Valley Forum** – Representatives: Cllr Mandy Clarke & Cllr Jonathan Rich

Last meeting – Not met since the last Full Council meeting.

Next meeting – Wednesday 17<sup>th</sup> 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<sup>th</sup> March 2020 was cancelled. The event will be rescheduled in due course.

**Community Centre Network** – Representatives: Cllr Audrey Gillard-Sprake

Last meeting – Thursday 26<sup>th</sup> March 2020 at 12 noon remote meeting via Zoom. This was attended by Cllr Kathy Thomas. The notes from the meeting had been circulated as pre-reading.

Next meeting – Thursday 16<sup>th</sup> April 2020 at 12 noon remote meeting via Zoom. Cllr Thomas to attend.

- ii. Councillors received, for information, a list of **Police updates** and local incidents.

It was noted that the **Police Beat Surgeries** have been temporarily suspended due to Coronavirus.

### **C335 – 21/04/2020 Calendar of Meetings for the 2020-21 Council Year**

Councillors reviewed the proposed calendar of council meetings in preparation for adoption at the next meeting. It noted that monthly councillor surgeries will continue to be held and that future projects will be the topic of discussion at these surgeries on a quarterly basis.

Councillors were asked to raise any queries directly to the Clerk before the end of the month.

### **C336 – 21/04/2020 Update on Planner**

Councillors received an update and reviewed the Actions Register saved on Microsoft Planner.

There was an issue with some projects/actions being recorded in more than one place on Planner. The Clerk is currently working on amalgamating those items which are duplicated.

Memorials are now being more appropriately documented; they will be logged on Planner when the application is received and the process of approval, installation, checks following installation, invoicing, etc. will be logged as individual tasks within the action. The action will not be closed until fully complete.

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**C337 – 21/04/2020**

**Future Agenda Items & Cllr Questions**

Councillors were requested to raise any future agenda items or questions items directly to the Clerk.

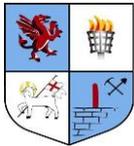
**C338 – 21/04/2020**

**Date and Time of Next Meeting**

The next meeting of the Full Council is scheduled to be held on Tuesday 12<sup>th</sup> May 2020 at 7pm remotely via MS Teams.

The meeting closed at 9.59pm

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



## **PEASEDOWN ST. JOHN PARISH COUNCIL PROTOCOL FOR REMOTE PARISH COUNCIL MEETINGS**

Written: April 2020

Adopted: Full Council Min. C325 - 21/04/2020

Last Reviewed:

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### **Introduction**

Due to Coronavirus Covid-19 pandemic and the measures the Government has implemented in response to this, the requirement for Parish Councils to hold public meetings in person with all members present in one place cannot be met.

As a consequence, the Coronavirus Act 2020 provided the powers to the Secretary of State to make the following regulation:

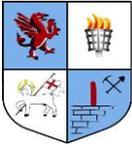
*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.*

This Regulation came in to force on 4 April 2020 and enables local councils to hold remote meetings (including by video and telephone conferencing) until 7<sup>th</sup> May 2021 (or sooner if the Government rules are relaxed).

During this period, Peasedown St John Parish Council meetings will be conducted remotely via an online platform. Access to the meeting for councillors must be via a Parish Council email address.

### **Meetings Generally**

1. The Council's Code of Conduct still applies.
2. Everyone logged into the meeting should be respectful towards one another.
3. Chairman to still Chair the meeting.
4. Councillors should still submit their apologies to the Clerk if they cannot make a meeting.
5. Declaration of Interests still apply [any declarations to be reported at the meeting as part of the attendance roll call].
  - a. If you believe you have a declaration of interest for something on the agenda, it would be helpful if you could raise it with the Clerk prior to the meeting. If it is a pecuniary interest, you will need to log out of the meeting during the discussion and re-join for the next agenda item (the Clerk will message you when it is appropriate to re-join the meeting).
6. Everyone, including members of the public, must mute their microphone when not speaking. This may be controlled by the Clerk.
7. For each relevant agenda item, the Chair to read from a list of Councillors names and ask them in turn if there is anything they wish to say or ask in relation to each topic being discussed.



8. Resolutions will be typed within the 'Chat' function of the meeting. They may be typed by the Clerk or the proposer of the resolution. The content of the resolution will therefore be available to all and the Chair can read out the resolution prior to voting.
9. Individuals to state their name before speaking.
10. Pre-reading will be made available to councillors and hopefully the public (unless confidential). Please ensure the documents are read prior to the meeting and raise any questions to the Clerk before the meeting.
11. Drinking of alcohol during meetings should not take place in respect of Standing Order 3.a (*Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost*).

### Voting

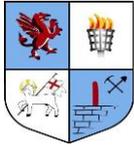
1. It should be noted that it was resolved for Standing Order 3.1 to be supplemented with the bold text shown below:

*3.1 - Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.*

***For remote meetings voting on a question shall be undertaken by the affirmation of the meeting if there is no dissent or by roll call. Also, requests for a recorded vote must be made before the vote commences.***
2. Following discussion, voting will be undertaken by:
  - a. the affirmation of the meeting if there is no dissent [by assent]; or
  - b. roll call. The Chair will call your name, you will verbally confirm, if you are 'for', 'against' or 'abstain' the resolution. At the point a majority has been reached, the voting will cease, unless a recorded vote is called. In which case all councillors must indicate which way they vote. The roll call will be done alphabetically, by surname, and will be called continuously. For example, if a majority has been reached before all councillors are asked for their vote, the next councillor on the list will be called first on the subsequent vote.
  - c. or an alternative method adopted by the Council for that meeting.
3. Requests for a recorded vote must be made before the vote commences.

### Public

1. Council meetings must still be advertised. Remote meetings will be advertised on:
  - a. PSJPC website;
  - b. PSJPC notice boards (at least one depending on staff availability).



2. The public still have a right to observe the meeting and speak during the public session. There will be 10 minutes allocated at the beginning of the meeting.
  - a. The relevant link for public to access the meeting will be included on the agenda.
  - b. Once logged in the public will be held in the online meeting 'lobby'; they will be approved access to the meeting by the Clerk.
  - c. The Chair will explain how the meeting will progress and will ask them if they wish to speak under the public session.

**Minutes**

1. The Clerk will write the minutes and they will be published in line with usual practice.
2. A paper copy of the minutes will be provided to the relevant Chair for them to sign at the meeting (in accordance with Standing Order 12f).

\* \* \*

The foregoing ***Protocol for Remote Parish Council Meetings*** has been revised and amended to reflect the changes in the Council's working practices and the latest Government legislation. They were adopted by Peasedown St John Parish Council at a meeting held on 21<sup>st</sup> April 2020.

**Signed:**

Handwritten signature of Kathleen Thomas in purple ink.

**Chair: Cllr Kathleen Thomas**

**Date: 22<sup>nd</sup> April 2020**

**Signed:**

Handwritten signature of Tanya West in purple ink.

**Clerk & RFO: Tanya West**

**Date: 22<sup>nd</sup> April 2020**

**DRAFT****Appendix C331i - Schedule of payments made since the Full Council meeting on 17<sup>th</sup> March 2020 in relation to the accounts for the year ending 31<sup>st</sup> March 2020**

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
06/02/2020	Thatcher & Hallam Solicitors LLP	Solicitor fees in relation to Persimmon Land Transfer	C308 - 17/03/2020	£500.00	£100.00	BACS
29/02/2020	Society of Local Council Clerks	Annual membership fee 2020/21	C308 – 17/03/2020	£227.00	£0.00	BACS
11/03/2020	Screwfix Direct Ltd. & B&Q	Screws, threaded rod, sanding discs and varnish for tables	Fin. Regs. 4.1	£72.22	£14.45	BACS
11/03/2020	Screwfix Direct Ltd. & B&Q	Orbit Sander	Fin. Regs. 4.1	£41.66	£8.33	BACS
11/03/2020	Screwfix Direct Ltd. & B&Q	Combination padlock for bin at Beacon Hall car park	Fin. Regs. 4.1	£9.16	£1.83	BACS
16/03/2020	Screwfix Direct Ltd. & B&Q	Hex bit socket set	Fin. Regs. 4.1	£7.49	£1.50	BACS
17/03/2020	SWALEC / SSE	AC Electricity - 10/12/19 to 16/03/20	C022 - 14/05/2019	£36.92	£1.84	BACS
18/03/2020	PHS Group	Hand drier and sanitary bin service contract 2020-21	Fin. Regs. 4.1	£475.14	£95.03	BACS
23/03/2020	Screwfix Direct Ltd. & B&Q	Combination padlocks and chains for all gates to POS	C307 - 17/03/2020	£52.97	£10.58	BACS
23/03/2020	Screwfix Direct Ltd. & B&Q	Combination padlocks and chains for all gates to POS	C307 - 17/03/2020	£26.63	£5.33	BACS
23/03/2020	Screwfix Direct Ltd. & B&Q	Combination padlocks and chains for all gates to POS	C307 - 17/03/2020	£38.30	£7.65	BACS
23/03/2020	Screwfix Direct Ltd. & B&Q	Combination padlocks and chains for all gates to POS	C307 - 17/03/2020	£220.82	£44.16	BACS
24/03/2020	Fenland Leisure Products Ltd.	Grass matting and replacement parts for basket swings	Fin. Regs. 4.1	£497.00	£99.40	BACS
26/03/2020	B&NES Council	Fee for systems set up for transition to monthly payroll for PSJPC		£846.00	£0.00	BACS
26/03/2020	B&NES Council	Staff Salaries - Qtr. 4 - Jan - Mar 2020	C022 - 14/05/2019	£26,434.21	£21.60	BACS
27/03/2020	B E Services Limited	Upgrade of consumer unit & floodlights at Chng Rms	Fin. Regs. 4.1	£331.42	£66.28	BACS
27/03/2020	Greensward Sports Consultancy Ltd.	End of season pitch works - Verti-drain, spike & harrow, see	C331 - 21/04/2020	£2,665.00	£533.00	BACS
31/03/2020	A Withey Industrial Packaging	2000x Heavy Duty Refuse Sacks	Fin. Regs. 4.1	£180.80	£36.16	BACS
31/03/2020	Allstar Business Solutions Ltd.	Fuel Card - March 2020	C022 - 14/05/2019	£56.36	£11.27	Direct Debit
31/03/2020	Apollo Technology Solutions Ltd.	3x Acer laptops, docking stations and headsets and set up for office staff	C308 – 17/03/2020	£2,249.19	£449.84	BACS
31/03/2020	Floyds Climbers & Clematis	Clematis for Garden of Remembrance	F&A101 – 01/05/2018	£65.00	£0.00	BACS
31/03/2020	Greensward Sports Consultancy Ltd.	Mowing of Beacon Field & Hall Surrounds w/c 30/03/20	Fin. Regs. 4.1	£140.00	£28.00	BACS
31/03/2020	Peasedown Youth Partnership	Community Grant for Youth Work Provision in PSJ 2019-20	C306 – 17/03/2020	£5,000.00	£0.00	BACS
31/03/2020	Softcat Plc	MS Office 365 E3 Subscriptions x23 - Feb. 2020	C221 - 17/12/2019	£349.83	£69.97	BACS
				<b>£40,523.12</b>	<b>£1,606.22</b>	

**DRAFT****Appendix C331ii - Schedule of payments made since the Full Council meeting on 17<sup>th</sup> March 2020 in relation to the accounts for the year ending 31<sup>st</sup> March 2021**

<b>Date of Invoice</b>	<b>Supplier Name</b>	<b>Details</b>	<b>Associated Minute/Regulation</b>	<b>Net Amount</b>	<b>VAT Amount</b>	<b>Payment Type</b>
01/04/2020	B&NES Council	Business Rates - Ashgrove Cemetery - April 2020	C022 - 14/05/2019	£184.92	£0.00	Direct Debit
01/04/2020	Sage (UK) Limited	Online subscription for Sage 50 Accounts - April 2020	C022 - 14/05/2019	£41.00	£8.20	Direct Debit
03/04/2020	E-ON	RG Changing Rooms Electric	C022 - 14/05/2019	£52.45	£2.62	BACS
06/04/2020	Blachere Illumination UK Ltd.	Christmas 2020 Motif Lights Hire	C275 – 18/02/2020	£1,593.25	£318.65	BACS
06/04/2020	BT Payment Services Ltd.	BH Telephone & Broadband 01/04/20 to 30/04/20	C022 - 14/05/2019	£52.99	£10.60	Direct Debit
07/04/2020	Shaw & Sons Ltd.	Books of condolence and refill packs	C222 – 17/12/2019	£168.00	£33.60	BACS
08/04/2020	BT Payment Services Ltd.	PO Telephone & Broadband 14/01/20 to 30/06/20	C022 - 14/05/2019	£357.17	£71.43	Direct Debit
14/04/2020	Screwfix Direct Ltd. & B&Q	Paint, rollers, brushes, dust sheet for Changing Rooms	Fin. Regs. 4.1	£55.52	£11.10	BACS
16/04/2020	Lloyds Bank plc	Credit Card - February 2020 - Statement Reconciled as per Fin. Regs. 5.5	Fin. Regs. 6.20	£918.18	£0.00	Direct Debit
				<b>£3,423.48</b>	<b>£456.20</b>	

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### **Appendix C332i – 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 17th March 2020, decisions have been received from B&NES Council on the following applications:

- i. 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. **Permitted** subject to usual conditions.

#### **Planning Enforcement**

Since the last Full Council meeting on 17th March 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 17th March 2020, applications validated by B&NES Council upon which the Parish Council is not invited to comment are as follows:

- i. Ref. **20/01093/COND** - Land Between Hillside View And Bath Road, Greenlands Road, Peasedown St. John, Bath - Discharge of condition 18 of application 12/05477/OUT allowed on appeal 03/06/14 (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) – Mr Denis Barry.
- ii. Ref. **20/01322/COND** - Land Between Hillside View And Bath Road, Greenlands Road, Peasedown St. John, Bath - Discharge of condition 3 of application 12/05477/OUT allowed on appeal 03.06.2014 (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.

Since the last Full Council meeting on 17th March 2020, applications determined by B&NES Council upon which the Parish Council is 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. Condition **discharged**.
- 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. Condition **discharged**.
- 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. **Split**

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**decision** – Conditions 5,6 & 7 discharged; Conditions 8 & 9 cannot be discharged at this stage as this information and works are still required.

- 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. Condition **discharged**.
- 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. Application **refused** due to the following:
  - a. *The proposal would extend beyond the plane of any existing roof slope which forms the principal elevation of the dwellinghouse and fronts a highway. The submitted plans do not indicate whether the north elevation (side) window would be obscurely glazed or non-opening for the elements set less than 1.7 metres above the floor of the room in which the window is installed. The proposed works do not meet the requirements as set out under Schedule 2 Part 1 Class B of the General Permitted Development Order (as amended). Therefore, a full planning application is required.*
- vi. Ref. **20/01135/D6A** - Land Between Hillside View And Bath Road, Greenlands Road, Peasedown St. John, Bath - Discharge of planning obligation under Clause 19.1 of S.106 Unilateral Undertaking dated 14 April 2014 associated with outline planning permission ref: 12/05477/OUT – Curo. Condition **discharged**.
- vii. Ref. **20/01198/COND** - Land Between Hillside View And Bath Road, Greenlands Road, Peasedown St. John, Bath - Discharge of condition 15 of application 12/05477/OUT allowed on appeal 03 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. Condition **discharged**.

Since the last Full Council meeting on 17th March 2020, 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 last Full Council meeting on 17th March 2020, the following appeals were lodged/determined:

- i. None.

Since the last Full Council meeting on 17th March 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. **20/00849/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.
- iii. 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.

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- iv. 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.

### **Planning Applications for Neighbouring Parishes**

Since the last Full Council meeting on 17th March 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. 13 – week commencing 23<sup>rd</sup> March 2020
  - No. 14 – week commencing 31<sup>st</sup> March 2020
  - No. 15 – week commencing 7<sup>th</sup> April 2020
  - No. 16 – week commencing 14<sup>th</sup> April 2020.

### **Progress update on the Greenlands Road development of 89 Dwellings**

The following update was received from Curo on 25<sup>th</sup> March 2020:

*Yesterday you may have spotted some activity on our site at Greenlands Road and I wanted to update you and the councillors on this.*

*Our contractor Renelec had to carry out some minimal essential work in accordance with our planning permission for this site. The work refers to the Phase 1 Pilot Groundworks and Foundations as per our Construction Phase Plan approved by the Council under Application Ref. 19/05511/COND.*

*These works (Phase 1) were completed yesterday and our contractor removed all machinery and left and secured the site at the end of the day. The remainder of the works have been deferred and the local community will be given a minimum of two weeks' notice of the commencement of work on the remainder of the site (phase 2) as this will entail more construction activity, though measures will be in place to minimise disruption.*

*More widely, while the government's guidance issued on Monday 23<sup>rd</sup> March specifically allows construction works to continue, we've taken the decision to temporarily close all our sites as of Friday 27<sup>th</sup> March. We're doing this to protect our colleagues, contractors and the wider communities against the spread of COVID-19. You can read our full statement here: <https://www.curo-group.co.uk/news/news-stories/constructionupdate/>.*