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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 12th May 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 7th 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).

Public Session

No members of the public were present at the meeting.

C339 – 12/05/2020	Attendance Roll Call and Declarations of Interest
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The attendance roll call was undertaken (those present are detailed above).

In the interests of transparency, Cllrs Mandy and Richard Clarke reported that they attend some of the Southside organised events (item C344-12/05/2020 refers).

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

C340 – 12/05/2020	Apologies for Absence
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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.

C341 – 12/05/2020	Minutes
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- i. Having been circulated in advance of the meeting, it was resolved to accept the minutes of the Full Council meeting held on 21st April 2020 as a true and correct record of that meeting.
- ii. The Chair signed the minutes of the Full Council meeting held on 21st April 2020.

C342 – 12/05/2020	Items for Urgent Report
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The Chair acknowledged some disquiet that not all of the pre-reading reports had been available on Friday and that some of the reports were not available until after the weekend. The Chair apologised for

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not relaying the message that she had agreed with the Clerk to delay the issuing of the pre-reading by a day due to the move of the Bank Holiday to the Friday.

Those agenda items for which pre-reading had not been issued would not be discussed but deferred to the next meeting.

Furthermore, it was explained that the Internal Audit was not yet complete and so the Annual Return could not be signed off at this meeting. Due to Coronavirus restrictions the Audit is being actioned remotely this year and so it is taking more time to complete than usual.

C343 – 12/05/2020 Council Committee Updates

*To receive updates from the following Committees which have met since the last Full Council meeting:
Finance & Amenities – Meeting held on 30th April 2020. To include consideration of the recommendation for changes to irregular operational expenditure budget items to be incorporated for the 2021/22 financial year.*

This agenda item was deferred until the June Full Council meeting as the pre-reading had not been circulated in advance of the meeting.

C344 – 12/05/2020 Community Grants & Village Events

Councillors received an update regarding the Parish Council Community Grant Scheme and considered the recommendations from the Finance & Amenities Committee. It was noted that the recommendations totalled £2,500 (including £1,000 for Village Events) out of a budget of £5,000, so it was likely that a second phase of grant applications would be considered later in the year.

It was **resolved** to approve the recommendations from the Finance & Amenities Committee and to award community grants totalling £2,500 as per the pre-reading. A summary of the grant applications and subsequent awards can be found as appendix C344i attached to these minutes.

It was **resolved** that the goal posts purchased by the Parish Council, with the help of funding from the Football Foundation, be granted to Peasedown St John Recreation and Children's Playground Charities (Charity Registration No. 304505).

It was explained that it would be tidier to grant the goal posts, otherwise it would be the only item on the Recreation Ground listed on the Parish Council's Asset Register rather than that of the Charities.

C345 – 12/05/2020 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. **Clerk Liaison Panel** – Meeting held on 7th May 2020 at 4.00pm. A verbal update of the meeting was provided by Cllr Kidd who reported that it was a short meeting, but the current status of the Clerk's objectives was reviewed; priorities were discussed along with how best to handle/file pre-reading within Teams. The Clerk's 6-monthly appraisal review is due but will be delayed due to the hope that some of the Coronavirus restrictions may soon be lifted. GDPR updates were not discussed at this meeting due to lack of time.

It was requested that if any future meetings need to be moved from the usual Tuesday slot that the implications on the publishing of associated minutes, notes and pre-reading are considered.

ii. **Executive Committee Advisory Panel** – Meeting held on 5th May 2020 at 7.30pm. The notes from the meeting had been published but had not been circulated with the pre-reading, so consideration of the recommendations will be deferred until the June Full Council meeting. The Chair summarised the recommendations from the meeting; no questions were raised.

iii. **Streetlighting Maintenance Advisory Panel** – Meeting held on 6th May 2020 at 6.30pm. The notes from this meeting had been circulated with the pre-reading, for information. The Panel will continue with their work on investigation into options available and report back at a future meeting.

iv. **VE-Day 75th Year Anniversary Event Advisory Panel** – No meeting had been held, but in light of recent Government announcements the Chair advised that she was optimistic that outdoor events may be permitted by August and so planning of this event would continue as far as possible. As the original event was unable to take place on 8th May 2020 a video message had been put together by councillors remotely and was published on Facebook. Cllr Conor Ogilvie-Davidson was formally thanked for his work involved in creating this video and for his time and all the other work he undertakes for the Parish Council.

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

i. **Clerk Liaison Panel** – Meeting scheduled for Wednesday 3rd June 2020 at 4.00pm.

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- ii. **Digital Transformation Strategy Advisory Panel** – A date to be scheduled within two weeks.
- iii. **Streetlighting Maintenance Advisory Panel** – Meeting scheduled for Wednesday 27th May 2020 at 6.30pm.

C346 – 12/05/2020 Resolution Relating to Six Month Rule

To pass a resolution 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:

It was agreed that this agenda item was not required as the minute agreed at the last meeting stated that the decisions would be reviewed at every Full Council meeting.

C347 – 12/05/2020 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. After considerable discussion on the Parish Council maintained open spaces, the following decisions were made:

- i. It was **resolved** that Ashgrove Cemetery remains open under the same conditions as agreed as the last meeting (minute C330 – 21/04/2020 refers). It was noted that the outside water tap at the cemetery is now available for members of the public to access.
- ii. It was **resolved** that Ecewiche Green remains open with continued signage, including the signs on the picnic benches (as agreed at the last meeting, minute C330 – 21/04/2020 refers).
- iii. It was **resolved** that, in line with Government guidelines, Beacon Field is opened (by Monday 18th May or as soon as we can secure the play equipment) but to ensure that all four of the play areas are taped-off and appropriate signage is applied to the play areas, the picnic benches and the entrances to remind residents that they should use the park in line with Government guidelines.

A recorded vote was taken as follows:

Councillor	For	Against	Abstain
Barbara Bailey	✓		
John Bailey		✓	
Amanda Clarke	✓		
Richard Clarke	✓		
Jo Davis	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote	✓		
Sam Heathcote		✓	
Simon Kidd	✓		
Andrew Larcombe	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt	✓		
Jonathan Rich		✓	
Les Sprake		✓	
Kathy Thomas		✓	

- iv. Due to the impracticalities with closing off the skate park and the football pitch etc. it was **resolved** that the Recreation Ground remains closed. A recorded vote was taken as follows:

Councillor	For	Against	Abstain
Barbara Bailey	✓		
John Bailey	✓		
Amanda Clarke	✓		
Richard Clarke		✓	
Jo Davis		✓	
Audrey Gillard-Sprake	✓		
Gavin Heathcote	✓		
Sam Heathcote	✓		
Simon Kidd	✓		
Andrew Larcombe	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt		✓	
Jonathan Rich	✓		
Les Sprake	✓		
Kathy Thomas	✓		

- v. It was **resolved** that the decisions regarding the opening/closure of public open spaces within the parish are reviewed at every Full Council meeting.
- vi. The Clerk provided a brief summary of staff working arrangements under Coronavirus restrictions. Generally, the office staff are working from home and the Caretakers are continuing to work on site

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- as most of their jobs are undertaken outside and alone. There continues to be one weekly regular hirer at Beacon Hall as they are providing a valuable community service in relation to food supplies.
- vii. The Clerk was requested to obtain updates from community groups and organisations within the village on how they are helping to service the community and how Coronavirus is impacting on them. It was reported that the delivery of food parcels to vulnerable persons are now being undertaken directly from supermarkets.

C348 – 12/05/2020 Resolution to Reinstate Six Month Rule

To pass a resolution to reinstate Standing Order 7a and 7b.

This agenda item was not required at the Standing Order 7a and 7b had not been suspended.

C349 – 12/05/2020 Local Authority Agency Agreements

Councillors reviewed the arrangements, including any charters, with other local authorities and reviewed contributions made to expenditure incurred by other local authorities. Following discussion:

- i. It was **resolved** that the Standing Agency Agreement between B&NES Council and the Parish Council for Public Rights of Way vegetation clearance should continue for the 2020-21 council year.
- ii. It was **resolved** that the Standing Agency Agreement between B&NES Council and the Parish Council for the School Crossing Patrol Service for the 2020-21 financial year is ratified in accordance with decision made under minute C045-18/06/2019. It was further **resolved** that due to pragmatic and moral reasons the Parish Council does not apply for this position to be furloughed during the Coronavirus period.

C350 – 12/05/2020 Parish Snow Wardens

The arrangements of the local Snow Wardens scheme were reviewed, and it was **resolved** to reaffirm the decision made at the November 2018 Full Council meeting [minute C203 – 13/11/2018 refers], to continue to support the Snow Warden Scheme for the 2020/21 council year.

It was reported that the Head Snow Warden may be stepping down from this position. The Clerk to investigate and advertise any vacancy in the Parish Council newsletter.

C351 – 12/05/2020 Risk Register

To receive the updated Risk Register; to review the revised document and adopt accordingly.

This agenda item was deferred until the June Full Council meeting as the pre-reading had not been circulated in advance of the meeting.

C352 – 12/05/2020 Financial Matters

- i. Councillors reviewed the schedule of payments raised since the Full Council meeting on 21st April 2020 in relation to the accounts for year ending 31st March 2021 (appendix C352i refers). It was **resolved** that the invoice for £570.00+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].
- ii. It was also **resolved** that all the other payments on this schedule be ratified.
- iii. Councillors reviewed those operational-related payments which arise on a regular basis throughout the year (appendix C352ii refers). It was **resolved** to accept this list of regular expenditure and for these payments to be made without having to bring each invoice back to council/committee for prior approval, in accordance with Financial Regulation 5.8.
- iv. Councillors reviewed the regular payments which have previously been agreed to be paid by direct debit (appendix C352iii refers). It should be noted, that although it had been previously agreed to pay Softcat Plc by direct debit, their accounting systems are currently not set up to accommodate direct debit payments and so they will be paid by BACS.

Consequently, with the exception of Softcat plc, it was **resolved** to reaffirm that payments for utility supplies, Business Rates, software licence subscriptions, data protection fee, fuel and the credit card continue to be paid by direct debit in accordance with the Financial Regulations.

C353 – 12/05/2020 Annual Governance Statement for 2019-20

To consider and approve the Annual Governance Statement in relation to the Annual Governance and Accountability Return for the financial year ending 31st March 2020.

This agenda item was deferred until the June Full Council meeting as the accounts/audit was not yet complete.

C354 – 12/05/2020 End of Year Accounts for 2019-20

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To consider and approve the accounts for year ending 31st March 2020. To include review of the Council's expenditure incurred under s.137 of the Local Government Act 1972, Reserves and the carrying forward of some remaining budgets to 2019-20.

This agenda item was deferred until the June Full Council meeting as the accounts/audit was not yet complete.

C355 – 12/05/2020 Order of Known Business Document

To review progress on the Order of Known Business document for the 2019-20 council year and to consider the adoption of the proposed Order of Known Business document for the 2020-21 council year.

This agenda item was deferred until the June Full Council meeting as the pre-reading had not been circulated in advance of the meeting.

C356 – 12/05/2020 Calendar of Meetings for the 2020-21 Council Year

Further to presentation of the draft document at the last Full Council meeting, it was **resolved** to adopt the proposed calendar of meetings for the 2020-21 council year.

C357 – 12/05/2020 Ashgrove Cemetery

There were no requests for new/amended memorials at Ashgrove Cemetery.

C358 – 12/05/2020 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. 20/01446/FUL - 18 Old Forge Way, Peasedown St. John, Bath, BA2 8TS - Erection of two storey side extension to form larger kitchen and utility room on ground floor and bedroom and bathroom on first floor - Sarah Winter.

A site visit had been undertaken and photographs of the proposed development site were displayed at the meeting along with the plans. Following discussion, it was **resolved** that the Parish Council objects to this application on the basis that the application submitted does not reflect what is actually detailed on the proposed development plans.

- The proposed development will remove the current garage and part of the existing driveway which will result in a loss of parking space and the application form details there will be no loss of parking spaces.
- Loss of parking will create the need for more on-street parking which is currently limited in this area.
- These parking-related issues are contrary to the standards prescribed under Policy ST7 of the Core Strategy and Placemaking Plan.

- B. The Planning Policy Advisory Panel had met on 7th May 2020 to review the consultation documents provided by B&NES Council on the updates to their planning policies; Local Plan Partial Update and a Draft Statement of Community Involvement. The Advisory Panel reported that it was very much a technical exercise and at this stage in the process not specific to Peasedown St John. The Advisory Panel had recommended one comment as follows:

If the programme dates need to be amended for any reason (as they have done in the past) that the amended consultation deadline dates are set so as to provide sufficient time for Parish Councils to meet, consider their comments and approve them. Parish Councils have to adhere to timescales set in legislation for the calling of meetings in order to make decisions etc.

After consideration, it was **resolved** to submit the comments as recommended by the Planning Policy Advisory Panel in response to B&NES Council's consultation on updates to their planning policies; Local Plan Partial Update and a Draft Statement of Community Involvement.

It was noted that the deadline to submit applications to B&NES Council 'Call for Sites' to register land for potential development had been set as 15th June 2020.

- C. Councillors received, for information, a report on the following (appendix C358i 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.

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The Clerk was requested to obtain further information on the implications of the refusal of the discharge of Condition 3 in relation to planning application 20/01322/COND the proposed Greenlands Road development.

C359 – 12/05/2020 Bollards on Pathway to Eckweek Gardens & Beacon Hall

Councillors considered a report to move some of the bollards on the pathway between Eckweek Gardens and Beacon Hall to accommodate accessibility for mobility scooters and wheelchairs as requested by some residents.

The matter was discussed and the problems with motorbikes on this pathway and anti-social behaviour was raised as the initial reason for the installation of these bollards. It was noted that whatever changes are made should continue to accommodate this requirement.

It was agreed not to proceed with the works as recommended in the pre-reading but to investigate further into this project, with a view to installing DDA compliant gates and a dropped kerb at the Eckweek Gardens end of the path. A report with full costings to be provided for consideration at a future meeting (a 3-month timescale was suggested).

C360 – 12/05/2020 Prince of Wales Village Green

Councillors received a report on the Prince of Wales Village Green which included a proposal to install bollards along the trackside of the Green in an attempt to prevent the site being damaged by vehicles, which is happening with increasing frequency. Due to the 'Village Green' status of this area of land these works require notification to the Planning Inspectorate.

Following discussion, it was **resolved** that the Clerk completes and sends the "Declaration of Exempt Works" form to the Planning Inspectorate, so that work to install the bollards on the Village Green can commence. The works and any associated administration fees to be authorised up to the value of £200+VAT.

A request had been received from Wales & West Utilities to temporarily erect a portaloo and cabin on the Green, whilst they carry out works on Dunkerton Hill. The request was considered and it was **resolved** to grant permission to Wales & West Utilities to erect a portaloo and cabin on the Village Green on a temporary basis, subject to evidence of their insurance cover being received and that any resulting damage to the Green is rectified within a 6-month period following their removal from site.

C361 – 12/05/2020 Bench Seat and Planter

To receive update on the replacement bench seat at Wellow Lane/Mercedes Roundabout and to make associated decisions on street furniture to be installed, funding and location (if details are available).

Due to time limitations and so as not to contravene Standing Order 3q [a meeting shall not exceed a period of 2½ hours] this agenda item was not discussed, instead it will be deferred to the next Full Council meeting in June.

C362 – 12/05/2020 Correspondence, Complaints & Issues

To review, 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.

Due to time limitations and so as not to contravene Standing Order 3q [a meeting shall not exceed a period of 2½ hours] this agenda item was not discussed, but councillors were advised to review the items on Planner online and raise any queries directly to the Clerk.

C363 – 12/05/2020 Outside Bodies

- i. *To receive an update on any forthcoming meetings or feedback from meetings attended since the last Full Council meeting.*
- ii. *To receive Police updates. Police Beat Surgeries have been temporarily suspended.*

Due to time limitations and so as not to contravene Standing Order 3q [a meeting shall not exceed a period of 2½ hours] this agenda item was not discussed, instead it will be deferred to the next Full Council meeting in June.

C364 – 12/05/2020 Update on Planner

To receive update and review the Actions Register saved on Microsoft Planner.

Due to time limitations and so as not to contravene Standing Order 3q [a meeting shall not exceed a period of 2½ hours] this agenda item was not discussed, but councillors were advised to review the Actions Register online and raise any queries directly to the Clerk.

C365 – 12/05/2020 Future Agenda Items & Cllr Questions

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

C366 – 12/05/2020

Date and Time of Next Meeting

The next meeting of the Full Council is scheduled to be held on Tuesday 16th June 2020 at 7pm remotely via MS Teams.

The meeting closed at 9.30pm

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

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Appendix C344i – Community Grants Community Grants & Village Events

Project Name	Organisation	Funding to be Used For	Number of Peasedown Residents to benefit	Total cost of project	Value of grant applied for	Percentage of application vs. total cost	How much already raised	F&A Committee Recommendation
Village Firework Display	Peasedown St. John Cricket Club	For firework display on XXth November 2020. The funding would be used to give all children at PSJ primary school a free pass to attend. Also, to help keep prices down to benefit all those who attend.	All PSJ School Children (approx. 400), which enables parents and families to attend.	£2,400	£1,000	42%	£1,000 but lockdown may have cost implications to the Cricket Club	To award £1,000 subject to the event still going ahead in relation to Coronavirus restrictions.
PSJ Community Play Day	Bath Area Play Project	To provide a community playday on Beacon Field for families and children, providing a range of fun and exciting play opportunities getting children active and supporting well-being. Playdays bring families together during the summer holidays when they often struggle.	3-400 children and their parents when the weather is kind as more people come out!	£1,250	£500	40.0%	£620	To award £500 subject to the activity still going ahead in relation to Coronavirus restrictions.
PSJ Community Hub Group Summer Trip to the Seaside	Southside Family Project	Late summer trip to the seaside (when restrictions allow - hopefully August 2020) for Southside's Peasedown Community Hub Group. Families who will need a celebration in this difficult year. Parents meet and support each other at this group with a creche for young children. They would love to go on a trip to the seaside in Dorset together, building on the success of the last year's trip. To escape everyday life, recover from the home schooling and isolation. Bond and create family memories. £675 is made up of £525 for coach and £150 for refreshments/lunch.	40 - off all ages	£675	£550	81.5%	£125	To award £275 subject to the activity still going ahead in relation to Coronavirus restrictions.

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Project Name	Organisation	Funding to be Used For	Number of Peasedown Residents to benefit	Total cost of project	Value of grant applied for	Percentage of application vs. total cost	How much already raised	F&A Committee Recommendation
Peasedown Social & Wellbeing Group	Peasedown Social & Wellbeing Group	General running costs for the group; craft supplies and refreshments	15	£150	£75.00	50.0%	We collect subs each week of £2 per member who attends	To award £75 subject to the group activities still going ahead in relation to Coronavirus restrictions.
Avon & Somerset Mini Police	Avon & Somerset Police	to pay for coach travel in May 2020. Transport x 20 school children and 3x adults on an educational trip to Police Horse and Dog section in Clevedon	20 children	£200	£200	100.0%	£0	Not to award for this application as the event will be unable to take place due to Coronavirus restrictions.
Avon & Somerset Mini Police	Avon & Somerset Police	For the purchase of children's litter picking equipment 10x child's graptor pickers & 20x child's gloves (copy of quotation provided)	20 children this year, and 20 children every year, ongoing	£225.24	£225	100.0%	£0	To award £225 for these items to be purchased
Giant Games & Activities	PSJ Scout Group	To purchase giant indoor/outdoor wooden games and activities for use by all sections. To provide equipment that can be used all year round but in particular during the winter months when providing stimulating activities for young people is more challenging.	Peasedown Scouts meets the needs of around 75 local children every week and these games will provide activities for children for many years	£200	£200	100.0%	Providing safe, but interesting activities for young people is an ongoing task with regular outgoings of funds	To award £200 for these items to be purchased
Fosse Way School Enterprise Project	Fosse Way School	To purchase a laser cutter to help deliver the enterprise and employability curriculum and encourage creativity and science technology engineering a maths (see separate file for more details).	Currently 8 students from PSJ but this varies from year to year.	£7,268	£4,000.00	55.0%	£3,268	Not to award for this application. The application is for a substantial amount of money; more than the Parish Council's entire grant budget. It was considered that if an amount that could be afforded, was offered it would be inconsequential to the amount they require and as such would be of more benefit to grant to other organisations.

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Project Name	Organisation	Funding to be Used For	Number of Peasedown Residents to benefit	Total cost of project	Value of grant applied for	Percentage of application vs. total cost	How much already raised	F&A Committee Recommendation
Graveyard Maintenance	PCC of Peasedown St John	Every year the PCC spends over £1,000 cutting grass and maintaining trees so that the graveyard is well kept for those visiting their loved ones' graves.	Any and all who enjoy the tranquillity of this space and in particular those who have loved ones buried there.	£1,000	£500.00	50.0%	We allocate £500 from funds donated by church members for this maintenance	Not to award for this application. Parish Councils are restricted by law in what financial support they can provide to churches and there is much controversy around financial support to open churchyards.
Accessible Indoor Play Area	The Hive Community Centre	Provision of play equipment that is interactive and accessible for children regardless of disability. This is part of a planned indoor play area for under 8s which will be in the main café area of the old youth hub. broken down as £850 for a roller slide unit and £770 for a seesaw.	All the children under 8 and their parents/carers but especially children with limited mobility for whom there is currently little provision in the village.	£9,035	£1,620.00	17.9%	£560 in grants specifically for play equipment and £5000 from general centre funds has been budgeted for this	Not to award for this application. The Committee was split on whether to fund this application. It was considered that as the Parish Council had just granted £5k to the Hive a further £1620 was probably too much at this current time. At this stage, it was also uncertain whether the £5k would be requested again this year.
Bringing Music to your Community	Music for Miniatures	To bring live music to PSJ by hosting a music for miniatures concert in the village. A morning of classical music in a relaxed and engaging environment. An interactive element to the concerts giving children opportunity to play with instruments they won't have at school or home (see separate file for more details).	Based on our experience of running similar concerts in other communities across the south west, we envisage around 60-80 attendees (parents and their children)	£550	£450.00	81.8%	Nothing to date	To award £225 subject to the activity still going ahead in relation to Coronavirus restrictions. It may be decided at a later date to grant the full value requested, however, this is subject to the responses on the following questions: Where will the session be held? Will the sessions be free for the attendees? If not, how much will they have to pay to attend? How do they decide who will attend if numbers are limited?

Application Total £9,320.24

Annual Budget - Village Events* £2,500.00
 Annual Budget - Other Community Grants £2,500.00

F&A Committee Recommendation - Village Events* £1,000.00
 F&A Committee Recommendation - Other Community Grants £1,500.00

*It should be noted that this budget will need to cover the following items (if decided to proceed with any of them) - Fireworks 2020; Party in the Park Sponsorship 2021; Party in the Park Stand Costs 2021; Remembrance Event 2020; Commonwealth Day 2021; VE Day 75 yrs 2020 (it was agreed to increase the budget for this event from £500 to £1500 (to be taken from General Reserves) on C275 - 18/02/2020 so only the original £500 was allocated to come from this budget.

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Appendix C352i - Schedule of payments made since the Full Council meeting on 21st April 2020 in relation to the accounts for the year ending 31st March 2021

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
01/04/2020	ICCM	Annual membership subscription to ICCM	C331 – 21/04/2020	£95.00	£0.00	BACS
28/04/2020	Greensward Sports Consultancy Ltd.	Mowing of the Recreation Ground during March & April 2020	C352 - 12/05/2020	£570.00	£114.00	BACS
01/05/2020	B&NES Council	BH Waste Collection & Disposal 01/04/20 to 30/09/20	C022 - 14/05/2019	£475.80	£0.00	BACS
01/05/2020	B&NES Council	AC Waste Collection & Disposal 01/04/20 to 30/09/20	C022 - 14/05/2019	£364.50	£0.00	BACS
01/05/2020	B&NES Council	Business Rates - Ashgrove Cemetery - May 2020	C022 - 14/05/2019	£189.00	£0.00	Direct Debit
01/05/2020	Sage (UK) Limited	Online subscription for Sage 50 Accounts - May 2020	C022 - 14/05/2019	£41.00	£8.20	Direct Debit
07/05/2020	Screwfix Direct Ltd. & B&Q	Safety work boots for Caretaker	Fin. Regs. 4.1	£59.99	£0.00	BACS
08/05/2020	BT plc	BH Telephone & Broadband 01/05/20 to 31/05/20	C022 - 14/05/2019	£52.99	£10.60	Direct Debit
15/05/2020	BT plc	Mobile Phone Costs - Apr to May 2020	F&A049 - 07/01/2020	£5.00	£1.00	Direct Debit
				£1,853.28	£133.80	

Appendix C352ii – List of operational related expenditure items which arise on a regular basis throughout the year

Frequency of Payment	Details for Period Apr. 2020 to Mar. 2021	Annual Amount (if known)	Nominal Code	NC Annual Budget
Quarterly	Telephone & Broadband - Parish Office	Usage Dependent	502004	£800.00
Ad-hoc	Stationery, Printing & Postage	Usage Dependent	502005	£2,500.00
Quarterly	Printing of Newsletter*	£1,462.00	503001	£1,500.00
Quarterly	Delivery of Newsletter*	£1,008.00	503001	£1,500.00
Annually	Allotment Land Rent	£270.00	602006	£600.00
Monthly	Petrol & Oil	Usage Dependent	602009	£500.00
Monthly	Street Lighting Energy Supply	Usage Dependent	603001	£5,000.00
Monthly	Business Rates - Ashgrove Cemetery	£2,263.92	605001	£2,495.00
Quarterly	Electricity Supply - Ashgrove Cemetery	Usage Dependent	605002	£250.00
6-monthly	Water Supply - Ashgrove Cemetery	Usage Dependent	605002	£250.00
6-monthly	Waste collection & disposal - Ashgrove Cemetery - General Bin	£729.00	605003	£729.00
6-monthly	Waste collection & disposal - Ashgrove Cemetery - Skip/Tip	Usage Dependent	605003	£471.00
Monthly	Electricity Supply - Changing Rooms	Usage Dependent	606002	£900.00
6-monthly	Water Supply - Changing Rooms	Usage Dependent	606002	£100.00
Monthly	Business Rates - Beacon Hall	£3,443.10	607002	£3,444.00
Quarterly	Gas Supply - Beacon Hall	Usage Dependent	607004	£1,200.00
Quarterly	Electricity Supply - Beacon Hall	Usage Dependent	607005	£1,600.00

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6-monthly	Water Supply - Beacon Hall	Usage Dependent	607006	£500.00	
Monthly	Telephone & Broadband - Beacon Hall	Usage Dependent	607007	£800.00	
Monthly	Standing Lineage Advert in Journal - Beacon Hall*		£228.28	607011	£250.00
6-monthly	Waste collection & disposal - Beacon Hall - General Bin		£951.60	607014	£952.00
6-monthly	Waste collection & disposal - Beacon Hall - Recycling Bin	Usage Dependent	607014	£79.00	
Monthly	Staff Salaries, Staff Mileage, Employers NI, Employers Pension, Fees	Usage Dependent	Various	£121,369.00	

The above list of regular payments is generated for consideration in accordance with Financial Regulation 5.8:

For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance & Amenities Committee.

It is aimed to keep all expenditure within the relevant annual budgets; if there is concern this will not happen the payment will be brought to the next available meeting.

N.B. The budget for the nominal code is the total budget and does not necessarily cover just the item listed. E.g. Lineage ad for Beacon Hall also covers other advertising.

*Indicates based on previous years costings as exact pricing not available.

Appendix C352iii - Schedule of regular payments to be paid by direct debit

Supplier	Description of Charge	Frequency	Minute Reference
B&NES Council	Business Rates for Ashgrove Cemetery	Monthly	C018 – 16/05/2017
B&NES Council	Business Rates for Beacon Hall	Monthly	C018 – 16/05/2017
Sage UK	Online subscription for accounts software	Monthly	C240 – 21/02/2017
Allstar Business Solutions Ltd.	Fuel Card	Monthly	C240 – 21/02/2017
SSE/Swalec	Electricity supply to Beacon Hall	Quarterly	C240 – 21/02/2017
SSE/Swalec	Electricity supply to Ashgrove Cemetery	Quarterly	C240 – 21/02/2017
SSE/Swalec	Gas supply to Beacon Hall	Quarterly	C240 – 21/02/2017
SSE/Swalec	Electricity supply to street lighting	Monthly	C240 – 21/02/2017
E-On	Electricity Supply to Changing Rooms	Monthly	C240 – 21/02/2017
BT	Telephone & Broadband for Beacon Hall	Monthly	C240 – 21/02/2017 F&A049 – 07/01/2020
BT	Telephone & Broadband for Parish Office	Quarterly	C240 – 21/02/2017 F&A049 – 07/01/2020
BT	Out of Hours Mobile Telephone	Monthly	F&A049 – 07/01/2020
Lloyds Bank Corporate Card	Various – Generally for online purchases	Monthly	F&A011 – 12/07/2016
Water2Business	Water Services to Changing Rooms	Bi-annual	C019 – 15/05/2018
Water2Business	Water Services to Beacon Hall	Bi-annual	C019 – 15/05/2018
Water2Business	Water Services to Ashgrove Cemetery	Bi-annual	C019 – 15/05/2018
Information Commissioners Office	Data Protection Fee	Annually	C022 – 14/05/2019
Softcat Plc	MS Office 365 Licence Subscription	Monthly	C221 – 17/12/2019

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Appendix C358i – 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 21st April 2020, decisions have been received from B&NES Council on the following applications:

- i. 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. **Given – Prior Approval Not Required.**
- ii. Ref. 20/01045/FUL - 24 Old England Way, Peasedown St. John, Bath, BA2 8TL - Erection of bedroom extension above existing garage - Mr Alex Hussey. **Permitted** subject to usual conditions.
- 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. **Application Withdrawn.**
- iv. 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. **Permitted** subject to the usual conditions, plus that the development shall not be occupied at any time other than for purposes ancillary to the residential use of the dwelling known as 59 Underleaf Way; and shall not be occupied as an independent dwelling unit; also that the areas allocated for parking and turning on the submitted plan shall be kept clear of obstruction and shall not be used other than for the parking of vehicles.

Planning Enforcement

Since the last Full Council meeting on 21st April 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 21st April 2020, applications validated by B&NES Council upon which the Parish Council is not invited to comment are as follows:

- i. Ref. 20/01463/NMA - Land Adjacent To Kingswell, Eckweek Lane, Peasedown St. John, Bath - Non-material amendment to application 19/04775/FUL (Erection of 3 bed detached house, double garage and workshop) - Mr David Maughan.

Since the last Full Council meeting on 21st April 2020, applications determined 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. **Split decision** – as detailed below:

Condition 18 - The approved remediation scheme must be carried out in accordance with its terms prior to the commencement of development other than that required to carry out remediation, unless otherwise agreed in writing by the Local Planning Authority. The Local Planning Authority must be given two weeks written notification of commencement of the remediation scheme works. Following completion of measures identified in the approved remediation scheme, a verification report that demonstrates the effectiveness of the remediation carried out must be produced, and is subject to the approval in writing of the Local Planning Authority. The proposals made by the applicant to allow a phased discharge of Condition 18 to allow the remedial works to be completed at the appropriate time of development are acceptable. Condition 18 is therefore partially discharged.

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- 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. Application **Refused**.

Since the last Full Council meeting on 21st April 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 21st April 2020, the following appeals were lodged/determined:

- i. None.

Since the last Full Council meeting on 21st April 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. **20/00947/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.
- iii. Ref. **20/01092/FUL** - 60 Eckweek Road, Peasedown St. John, Bath, BA2 8EJ - Erection of garage and conservatory (Resubmission) - Mr And Mrs Peter Leray.

Planning Applications for Neighbouring Parishes

Since the last Full Council meeting on 21st April 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. 17 – week commencing 20th April 2020
 - No. 18 – week commencing 28th April 2020
 - No. 19 – week commencing 4th May 2020.

Progress update on the Greenlands Road development of 89 Dwellings

No further updates have been received.