



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 19th January 2021 at 7.00pm
Held Remotely via MS Teams**

Present:

Councillors:

Barbara Bailey; John Bailey; Mandy Clarke; Richard Clarke; Adi Davis; Jo Davis; Andrew Fraser; Audrey Gillard-Sprake; Gavin Heathcote; Samantha Heathcote; Simon Kidd; Andrew Larcombe; Ray Love; Conor Ogilvie-Davidson; 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

There were no members of the public present at the meeting.

C516 – 19/01/2021	Attendance Roll Call and Declarations of Interest
The attendance roll call was undertaken (those present are detailed above). No further interests to those already disclosed to the Monitoring Officer were declared.	
C517 – 19/01/2021	Apologies for Absence
No apologies for absence were received. Cllrs Jo Davis and Conor Ogilvie-Davidson arrived late to the meeting.	
C518 – 19/01/2021	Minutes
<ul style="list-style-type: none"> i. The minutes of the Full Council meeting held on 15th December 2020 had been circulated in advance of the meeting. It was resolved they be accepted as a true and correct record of the meeting. The Chair signed them accordingly. ii. The minutes of the Full Council Extraordinary meeting held on 5th January 2021 had been circulated in advance of the meeting. It was resolved they be accepted as a true and correct record of the meeting. The Chair signed them accordingly. iii. The minutes of the Burial Committee meeting held on 23rd June 2020 had not yet been published and so were not discussed. It was noted they would be reviewed at the Burial Committee Advisory 	

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Panel meeting later this month and will be presented for sign-off at the February Full Council meeting.

C519 – 19/01/2021 Clerk’s Report

The Clerk provided a verbal update on the actions outstanding from the last meeting and raised the following items of note for councillors information:

- The Skate Park has been subject to vandalism from graffiti. This has been reported to the Police and the Caretaker has removed some of it but requires more of the removal fluid to continue with this. The Clerk was asked to investigate into the cost of getting a third party [B&NES Council was suggested] in to remove this rather than using Caretaker, also to have a coating applied once it has been removed to prevent it from happening in the future.
- Some of the older action items which have been completed but not yet updated/closed have been temporarily moved to a different holding bucket on Planner. These will be updated and closed down in due course but have been temporarily moved to make it easier for staff to identify those items that are actually outstanding. The Clerk to liaise with Cllr Kidd on this as it could impact on the rates for action resolution.
- The bollards on the footpath between French Close and Eckweek Gardens have been removed. This has been actioned by B&NES Council at the request of Ward Councillor Karen Walker. The Parish Council were not notified of these works, even though they have a full repairing lease on this footpath as part of the Beacon Hall lease. They were removed to improve accessibility for mobility scooters.
- The additional gritter for the Snow Wardens has been ordered and delivered.
- The internal lighting upgrade to LED in Beacon Hall and the Parish Office has now been actioned.

7.10pm – Cllr Ogilvie-Davidson joined the meeting during the above agenda item.

C520 – 19/01/2021 Items for Urgent Report

The Chair reported that a Christmas card had been received from Radstock Town Council. As the Parish Council had produced their own Christmas Card for 2020, she suggested this is something that could be considered doing again for 2021 and sending to local organisations and neighbouring councils.

C521 – 19/01/2021 Planning Related Matters

- A. No planning applications had been received for the Parish Council to review/determine.
- B. Councillors received, for information, a report on the following (appendix C521i refers):
- i. Planning decisions issued by B&NES Council.
 - ii. Planning enforcement matters. Councillors were advised that an update had been received on case 20/00336/UNAUTH, regarding an extension of a residential garden into Eckweek Lane. The property owners had been given until the end of February to remove the fence from highways land otherwise formal action may be taken by B&NES Council.
 - iii. Planning applications not invited to comment / appeals / pending applications / applications from neighbouring parishes. Councillors were made aware that although an objection to planning application ref. 20/03591/FUL had been submitted, the decision has been delegated to be determined by the Planning Officers. The delegation decision report from the Chair and Vice-Chair of the Development Management Committee had been circulated as pre-reading.
 - iv. Progress on the Greenlands Road development of 89 dwellings. Clarification on the expiry of this planning application was raised; it was thought the start date only commences once the Unilateral Undertaking/S106 Agreement has been signed, which has only recently happened.
- C. It was noted that B&NES Council has published an Options document on the partial update to the Local Plan, which involves an update to parts of the Core Strategy and Placemaking Plan. It was noted that the document does not specifically relate to Peasedown St John but does have information relating to commuting to Bath and other areas including park and ride services.

It was suggested the consultation and associated weblinks could be flagged on the Parish Council’s Facebook page asking for residents to feedback their comments to the Parish Council in order for those comments to be reviewed and considered for inclusion in any formal response to be submitted by the Parish Council. It was noted the consultation expiry date is 18th February 2021 and so the matter will be included as an agenda item for the next Full Council meeting.

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C522 – 19/01/2021

Financial Matters

- i. Councillors reviewed the schedule of payments raised since the Full Council meeting on 15th December 2020 in relation to the accounts for year ending 31st March 2021 (appendix C522i refers). It was also **resolved** to ratify all the payments on this schedule. Cllr Larcombe expressed his thanks to the Administration Officer for raising all the payments during 2020 and to Cllr Ogilvie-Davidson who had checked and approved them in a timely manner.
- ii. A report on General and Ear Marked Reserves and Committed Expenditure had been circulated as pre-reading. No transfer of funds was required this month and no queries were raised.
- iii. Councillors reviewed the budget for the Accessible Allotments Plot project and considered a request for additional budget for this project. It was noted the majority of these plots had now been issued. It was **resolved** that a sum of up to £600 [from General Reserve] is added to the budget for the Accessible Allotment Plots project to cover a current project over-spend of £320.26 and additional funds to provide a water collection system and shelving for the communal shed [all as detailed in the pre-reading].
- iv. In accordance with Standing Order 17c, councillors received a report on the financial spend against budget for the third quarter of the 2020/21 financial year. It was reported that the Finance & Amenities Committee had already thoroughly scrutinised this report. No questions were raised so it was **resolved** that the reports be accepted as a true reflection of the Parish Council's current finances.

C523 – 19/01/2021

Larger Operational Projects

As there is available budget remaining from the current financial year, councillors were asked to consider a recommendation from the Executive Committee Advisory Panel that replacement boundary fences at Ecewiche Green and Braysdown Allotments be packaged together as one job and quotations obtained with a view for them to be completed before April 2021.

A query was raised regarding the replacement fence at Ecewiche Green as to why this project should proceed, as when it was included on the project suggestion list it did not reach the shortlist created from councillors preferences. It was commented that other projects are considered by some as a greater liability to the Council.

It was replied that the project originally included a dog exercise area, however, this has not been included within the fence replacement. The work under consideration is the replacement of the existing fence, which is therefore classed as an operational project. In an attempt to calm the concerns raised it was **resolved** to obtain prices for these works and bring photographic evidence back to Full Council to decide whether one, both or none of the fences get repaired/replaced.

It was noted that the maintenance of the Braysdown Allotment boundary fence is included as part of the contract held with the farmer for leasing the land.

It was also commented that there is obviously some query as to whether something should be classed as operational or project works, and so procedures need investigating for the matter to be appropriately addressed and dealt with in the future.

Councillors received an update on the new waste bin at Eckweek Gardens that was agreed at the last meeting [minute C499 – 15/12/2020 refers]. It was reported that Curo has now granted permission to install this bin on their land. It was noted that a request for an additional bin had also recently been received to be located on Eckweek Road at the entrance to the footpath to Old England Way. The Clerk was requested to respond advising that as the other bin, which will soon be installed within close proximity, had already been agreed, it would be prudent to monitor the waste levels for this area and if it continues to be a problem ask them to complete a 'request for street furniture' form providing further details so the Council can consider the matter again if necessary.

Requests for grit bins were also discussed. It was noted the same Street Furniture request form should be used for such requests. Furthermore, if there are any tubs of Ezi-Melt remaining these could be advertised on the Facebook page for residents to collect for their use in icy weather.

C524 – 19/01/2021

Operational Budget for 2021/22

Councillors received a presentation by Cllr Andrew Larcombe on the operational budget for the forthcoming financial year, as reviewed and discussed at the Finance & Amenities Advisory Panel meeting on 8th December 2020 and the Finance & Amenities Committee meeting on 5th January 2021. Following discussion, it was **resolved** to accept the operational budget for the financial year 2021/22 based on a projected operational income of £270,103 and a projected operational expenditure of £234,847.

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C525 – 19/01/2021 Precept for 2021/22

After discussions under the previous agenda items on budget and finance related items, councillors considered the recommendation from the Finance & Amenities Committee was to set the Precept at £251,452.

The following **motion** has been received for consideration/vote:

To resolve to set the Precept at £251,452 for the 2021/22 financial year, which is a freeze of the precept on the previous year.

Proposed by: Cllr Andy Larcombe

Seconded by: Cllr Gavin Heathcote

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

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

8.15pm – Cllr Jo Davis joined the meeting during the above agenda item.

C526 – 19/01/2021 Order of Known Business, Project Budgets and EMR

Councillors reviewed progress and the expenditure in relation to the Order of Known Business projects for the 2020-21 council year.

Councillors had previously submitted their top three choices from the potential projects list. This had created a shortlist which was discussed at the last Finance & Amenities Committee meeting along with estimated budgets. Cllr Andrew Larcombe presented details at the meeting.

Councillors considered recommendations from the recent Executive Committee Advisory Panel meeting and it was **resolved** that the following projects should be the Order of Known Business for 2021/22:

- Recreation Ground pathway extension;
- Recreation Ground - formalise the entrance from Bath Road to link with the pathways;
- Recreation Ground – install an area of reinforced ground for parking;
- ‘Philosophers’ quiet seating area at Beacon Field;
- Audio visual equipment for streaming meetings and events;
- Additional streetlights at Hillcrest and Eckweek Gardens.

The Clerk will produce Terms of Reference for the various Advisory Panels [for those that are not already linked to an existing Advisory Panel] that will take these projects forward. These will be considered at the next Full Council meeting. Councillors to advise the Clerk if they wish to work on any of these projects.

A copy of the presentation slides relating to agenda items C524, C525 and C526 is attached as appendix C524i.

C527 – 19/01/2021 Precept Demand Leaflet & Publicity

Councillors reviewed the draft leaflet prepared in anticipation of the precept demand, for eventual distribution in the Parish Council newsletter and on the website.

Some minor changes had been suggested following consultation with the Chair of the Finance & Amenities Committee and the Chair of Council. These were presented by Cllr Larcombe at the meeting. Cllr Simon Kidd commented that he felt the different sections do not flow through the document in the most appropriate order. In addition, the document does not refer to the Community Covid Recovery Fund as recently agreed at the Finance & Amenities Committee meeting.

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It was therefore **resolved** that this draft precept leaflet is reviewed by the Finance & Amenities Advisory Panel at their meeting on 9th February in order to finalise the structure and content [relating to the Community Covid Recovery Fund] and bring back to the Full Council meeting on 16th February for sign off.

Councillors considered the recommendation from the Executive Committee Advisory Panel and it was subsequently **resolved** that Cllr Andy Larcombe is authorised to contact Somer Valley FM with an update on the Council's plans for 2021/22.

C528 – 19/01/2021 Ashgrove Cemetery

At Ashgrove Cemetery, since the last Full Council meeting, there has been:
1x full burial interment in Section J on 13th January 2021 – Cary, Pamela Margaret.
No new applications for memorials have been received.

C529 – 19/01/2021 Correspondence, Complaints & Issues

Councillors had the opportunity to review any new queries, issues and complaints raised since the last meeting as they had been logged on the relevant online Planner Board. Items of significance brought to the Council's attention included:

- Dunkerton roundabout – damaged to signage and the grounds caused by a car driving over the roundabout. This has been reported to the Police and the B&NES Council Highways so they can try to claim back the funds involved in reinstating the signs etc.

C530 – 19/01/2021 Policies & Strategic Documents

Councillors considered the suggested amendments to the Protocol on the Death of a Senior National or Local Figure document as detailed in the pre-reading. The changes related to Books of Condolence section and it was to add the wording 'subject to permission *and Coronavirus regulations*' and removal of 'Community Library' as a location due to it recently relocating at The Hive, which is already included on the list for condolence books to be located.

It was **resolved** to accept the suggested changes to the 'Book of Condolence' section of the Protocol on the Death of a Senior National or Local Figure document.

Other additional locations to provide a Book of Condolence were suggested which included Carlingcott and Braysdown. Due to time constraints, it was agreed that further amendments to the document would have to come back to a future meeting.

It was also agreed to hold an Advisory Panel meeting to provide a full update of exactly what items are being held at Beacon Hall in relation to this matter and to review all of the associated signage and process document.

C531 – 19/01/2021 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 – Wednesday 24th March 2021.

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.
Minutes from the meeting held on Thursday 3rd December 2020 are still to be published.
Next meeting (B&NES Area Group) – Scheduled for Wednesday 3rd February 2021.

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

Last meeting – Not met since the last Full Council meeting.
Next meeting – To be determined.

Community Centre Network – Representatives: Cllr Audrey Gillard-Sprake

Last meeting – Not met since the last Full Council meeting but documentation and updates provided by ACRE in relation to Coronavirus restrictions have been received in saved within Teams for staff/councillor reference.
Next meeting – To be determined.

- ii. Councillors received, for information, a list of **Police updates** and local incidents. Police Beat Surgeries remain temporarily suspended.

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C532 – 19/01/2021 Council Committee Updates

The minutes of the Finance & Amenities Committee meeting held on 5th January 2021 had not yet been published, however, the majority of the items discussed at this meeting had been covered in the finance presentation provided by Cllr Larcombe earlier in the meeting.

C533 – 19/01/2021 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. **Christmas Lights Advisory Panel** – No meeting was held but the members of the Advisory Panel had corresponded via email and recommended that the same light motifs hired for 2020 are hired again for 2021.
Comments were raised regarding Christmas lights in other parishes and why they are funded by B&NES Council, also regarding permission and the cost of additional connections to the lampposts that are not owned by the Parish Council. It was agreed that the Advisory Panel will review these comments and investigate into options for Christmas 2022.
It was **resolved** that Christmas motif lights for 2021 are the same as those for 2020 and are hired from Blachere Illuminations at a cost of no more than £4000 net.
- ii. **Clerk Liaison Panel** – Meeting held on 6th January 2021 at 12.00noon. It was noted that this Advisory Panel is continuing to look at Business Continuity and how to improve efficiencies. The Clerk will be undertaking some training in this area within the next few weeks.
- iii. **Executive Committee Advisory Panel** – Meeting held on Tuesday 12th January 2021. The notes from this meeting had been circulated as pre-reading. All the recommendations had been raised for consideration under various other Full Council agenda items.
- iv. **Persimmon Land Transfer Advisory Panel** – No meeting was held but an update on the transfer progress was provided. The Clerk to provide a detailed list of all the individual pockets of land so councillors can review those that are progressing and those that are under query. Councillors considered a recommendation from the Executive Committee Advisory Panel and it was **resolved** to authorise Cllr Larcombe to liaise with the Clerk and to contact the solicitor in order to help progress the land transfer if deemed necessary.
- v. **Recreation Ground Tree Planting Advisory Panel** – No meeting was held but following the decision at the last meeting [minute C502 – 15/12/2020 refers] an update on the tree planting arrangements was provided. As the current lockdown measures are likely to stretch into March it is suggested that the tree planting be undertaken by the Caretaker and any councillors who wish to volunteer. It is suggested that it be actioned piecemeal and in line with Coronavirus regulations by one individual or in pairs as part of the daily exercise routine. The trees, mulch mats and guards are currently with the Caretaker and these can be dropped off/collected. Councillors were asked to contact the Clerk or Cllr Ogilvie-Davidson by the end of the week if they wish to take part in the planting so a plan for distribution/allocation can be established. All trees are aimed to be planted by the end of February. The Clerk to contact Peasedown Environment Group to obtain names of those who still wish to be involved.

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

- i. **Beacon Hall Coronavirus Secure Advisory Panel** – Meeting date to be determined.
- ii. **Burial Committee Advisory Panel** – Meeting scheduled for Friday 29th January 2021 at 6.30pm.
- iii. **Clerk Liaison Panel** – Meeting scheduled for Wednesday 3rd February 2021 at 12 noon.
- iv. **Digital Transformation Strategy Advisory Panel** – Meeting scheduled for Tuesday 26th January 2021 at 7.00pm.
- v. **Executive Committee Advisory Panel** – Meeting scheduled for Tuesday 2nd February 2021 at 7.00pm.
- vi. **Finance & Amenities Committee Advisory Panel** – Meeting scheduled for Tuesday 9th February 2021 at 7.00pm.
- vii. **Parish Map and Signage Project** – Meeting scheduled for Friday 29th January 2021 at 7.30pm.
- viii. **Personnel Committee Advisory Panel** – Meeting date to be determined.
- ix. **Streetlighting Advisory Panel** – Meeting date to be determined.

C534 – 19/01/2021 Coronavirus Update

Councillors received a report that in accordance with Government Coronavirus regulations the MUGA on Beacon Field is currently closed as it is classed as a 'sports court'. Signage has been erected but unfortunately is regularly being ripped down; the Caretakers are checking and replacing this on an ad-hoc basis.

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C535 – 19/01/2021 Commonwealth Flag Raising Day
Pre-reading provided a report on suggestions for the Commonwealth Flag raising for 2021 to be held under Coronavirus regulations.
It was **resolved** that the Chair of the Parish Council raises the Commonwealth flag at Beacon Hall to celebrate Commonwealth Day on Monday 8th March 2021 and that the activity is photographed/videoed and published on the Parish Council Facebook page the same day. All in line with Coronavirus regulations.
It was noted that the flag raising will take place at 10am.

C536 – 19/01/2021 Annual Village Meeting
Councillors received a report regarding preparations for the Annual Village Meeting due to be held on Tuesday 30th March 2021.
It was noted that it is very unlikely that the Annual Village Meeting will proceed as a face-to-face meeting. ALCA is currently investigating with NALC whether the legislation from 2020 will be rolled forward to 2021 so that the requirement for holding an Annual Village Meeting is waived.
When more information is available the matter will be brought back to a future meeting for the Parish Council to determine whether it will hold a remote online meeting or at the very least provide annual reports on the Parish Council website.
In the meantime, it was suggested that the Committee Chairs work with the Clerk on producing reports that can be either presented or published on the Parish Council website.

C537 – 19/01/2021 Future Agenda Items & Cllr Questions
It was requested the changes to the Facebook Policy is included on the February Full Council agenda to incorporate the amendments has discussed at the last Personnel Committee meeting.
Cllr Les Sprake commented that the memorial Christmas tree at the cemetery was very successful, it was very well used and positively received by residents. He therefore requested that it looked to be installed again for Christmas 2021.
Cllr Richard Clarke asked if the Parish Council could consider funding a replacement television set for St John’s Close hall as it had been removed and was previously funded by the Residents Association. He was advised to liaise directly with the Clerk about applying for a grant.

C538 – 19/01/2021 Date and Time of Next Meeting
The next meeting of the Full Council is scheduled to be held on Tuesday 16th February 2021 at 7pm to be held remotely via MS Teams.

The meeting closed at 9.22pm.

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

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Appendix C521i – Planning Related Matters

Purpose

To receive a report and make any associated decisions on the following planning related matters:

Planning Decisions Issued by B&NES Council (for information only)

Since the Full Council meeting on 15th December 2020, decisions have been received from B&NES Council on the following applications:

- i. Ref. **20/03163/AR** - Camerton And Peasedown Croquet Club, Whitebrook Lane, Peasedown St. John, Bath - Display of 31 no. 120cm x 60cm metal clad advertising boards situated around the bottom perimeter of lawn 2 and lawn 3 and to the far side of Lawn 3 and Lawn 4 – Mr Craig Shaw. Application **withdrawn**.
- ii. Ref. **20/03591/FUL** – 64 Ashgrove, Peasedown St. John, Bath, BA2 8EF – Extension to existing drop kerb – Mr Royston Davis. Application **permitted** subject to the usual conditions and that specifying the access must be of a bound/compacted nature. Also, that the applicant must apply for a Section 184 licence under the Highways Act 1980.
- iii. Ref. **20/04281/VAR** - Highfield, Eckweek Lane, Peasedown St. John, Bath - Variation of condition 15 (Plans List) of application 19/04775/FUL (Erection of 3 bed detached house, double garage and workshop) - Mr Matt Kembery. Application **permitted** subject to the usual conditions and those in relation to visibility splays, wildlife protection, hard and soft landscaping, water, archaeology and sustainable construction.
- iv. Ref. **20/04642/FUL** - 10A Gordon Road, Peasedown St. John, Bath, BA2 8EH - Erection of two storey rear extension and change of roof to provide loft bedroom - Mr John Parfitt. Application **permitted** subject to the usual conditions.

Planning Enforcement

Since the Full Council meeting on 15th December 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. **20/00336/UNAUTH** – 61 Westbury View, Peasedown St. John, Bath – Extension of Residential Garden.

Planning Applications Not Invited to Comment (for information only)

Since the Full Council meeting on 15th December 2020, applications validated by B&NES Council upon which the Parish Council is not invited to comment are as follows:

- i. Ref. **21/00127/COND** - Cleeves Cottage, Gassons, Peasedown St. John, Bath, BA2 8LW - Discharge of conditions 3 and 5 of application 19/03190/FUL (Partial change of use from garage/workshop (B2) to residential (C3)) - Mr J Walter.

Since the Full Council meeting on 15th December 2020, applications determined by B&NES Council upon which the Parish Council is not invited to comment are as follows:

- i. Ref. **20/04835/NMA** - 32 Sunnyside View, Peasedown St. John, Bath, BA2 8JN - Non-material amendment to application 20/03621/FUL (Erection of single storey extension to side and rear) – Mrs K. Clark. Application **approved**.

Since the Full Council meeting on 15th December 2020, applications pending determination by B&NES Council upon which the Parish Council was not invited to comment are as follows:

- i. Ref. **20/04529/CLPU** - 1A Eckweek Road, Peasedown St. John, Bath, BA2 8EQ - Conversion of storage area and workshop to be partially converted to living accommodation (Certificate of Lawfulness for a Proposed Development) - Mr And Mrs Hinds.

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Planning Appeals (for information only)

Since the Full Council meeting on 15th December 2020, the following appeals were lodged/determined:

- i. None.

Since the Full Council meeting on 15th December 2020, the following appeals are in progress:

- i. None.

Planning Applications Pending Decision (for information only)

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

- i. Ref. **20/03162/FUL** - Camerton And Peasedown Croquet Club, Whitebrook Lane, Peasedown St. John, Bath - To relocate the old buildings and install a new prefabricated building. Install a bio-digester wastewater treatment system and a rain collection system and secure permissions for low level advertising board on small sections of the perimeter fencing – Mr Craig Shaw.
- ii. Ref. **20/04576/FUL** - 28 Church Road, Peasedown St. John, Bath, BA2 8AA - Erection 1no. four bed dwelling with double garage, following demolition of existing bungalow with single garage - Mr R Elsip.
- iii. Ref. **20/04554/CLEU** - 10 Bath Road, Peasedown St. John, Bath, BA2 8DW - The property is currently used as seven separate residential units (Certificate of lawfulness for an Existing Use) – Mr Edwin Cox.
- iv. Ref. **20/04528/VAR** - Little Beck, Springfield, Peasedown St. John, Bath, BA2 8HW - Variation of conditions 2 (Samples Submitted Walls and Roofs) and 4 (Plans List) of application 12/01272/FUL (Extensions and improvements to existing dwelling) – Frayling.
- v. Ref. **20/04368/FUL** - 24 Church Road, Peasedown St. John, Bath, BA2 8AA - Proposed loft conversion, erection of single storey rear extension and front porch - Mr Matt Kembery.

Planning Applications for Neighbouring Parishes

Since the Full Council meeting on 15th December 2020 the following application from a neighbouring parish has been identified as potentially having an impact on Peasedown St John: None yet specified – the weekly lists of all applications within B&NES can now be accessed by councillors via MS Teams.

It is suggested that councillors use the map function on the B&NES Council website to determine if there are any relevant applications outside the parish, which could have an impact on Peasedown St John and so thus require consideration.

Progress update on the Greenlands Road development of 89 Dwellings

Correspondence dated 14/01/2021, which stated:

I am well, thank you. Hope you and the parish councillors are also keeping well and safe.

Thanks for getting in touch, no change for the time being, we're sill focused on our sites in Bath, Bristol, Yatton and Keynsham at the moment.

I'll let you know as soon as/when things change.

DRAFT**Appendix C522i - Schedule of payments made since the Full Council meeting on 15th December 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
04/11/2020	SWALEC / SSE	Streetlighting Electric	C352 - 12/05/2020	£128.15	£6.40	Direct Debit
16/11/2020	A.J. Charlton & Sons Ltd.	Ply board for cremation boards	Fin. Regs. 4.1	£22.64	£4.53	BACS
16/11/2020	A.J. Charlton & Sons Ltd.	PostCrete for Christmas tree socket at Cemetery	C462 - 20/10/2020	£14.40	£2.88	BACS
24/11/2020	Apollo Technology Solutions Ltd.	ICT Support - Oct to Dec 2020	Fin. Regs. 4.1	£159.24	£31.85	BACS
25/11/2020	Office Monster	Tea bags	Fin. Regs. 4.1	£12.29	£0.70	BACS
26/11/2020	BWS Standfast Security Systems Ltd.	Attempted repair to emergency lighting in Parish Office	Fin. Regs. 4.1	£40.00	£8.00	BACS
30/11/2020	Virginia Hayward Ltd.	85x Christmas Hampers for Senior Residents	C436 - 15/09/2020	£1,460.89	£154.85	BACS
01/12/2020	Vision ICT	Website & Email Hosting & Support 2021-22	Fin. Regs. 4.1	£314.50	£62.90	BACS
02/12/2020	B&NES Council	School Crossing Patrol Service 01/09/20 to 31/03/21	C349 - 12/05/2020	£2,158.40	£10.00	BACS
03/12/2020	SWALEC / SSE	Streetlighting Electric	C352 - 12/05/2020	£114.07	£5.70	Direct Debit
04/12/2020	E-ON	RG Changing Rooms Electric	C352 - 12/05/2020	£27.28	£1.36	BACS
04/12/2020	The Design Print Distribution Group Ltd.	Printing & Delivery of Winter 2020 newsletter	C352 - 12/05/2020	£372.00	£50.40	BACS
05/12/2020	Avon Local Councils' Association	Understanding Risk Management during Covid19 online course TW	Fin. Reg. 4.1	£15.00	£0.00	BACS
05/12/2020	B E Services Limited	Commissioning of Christmas Tree Lights 2020	Fin. Regs. 4.1	£82.50	£16.50	BACS
05/12/2020	B E Services Limited	Upgrade of consumer unit at Ashgrove Cemetery	Fin. Regs. 4.1	£276.50	£55.30	BACS
09/12/2020	A.J. Charlton & Sons Ltd.	Shed and timber for Accessible Allotment Plots	C417 - 11/08/2020	£914.45	£182.89	BACS
09/12/2020	BT Payment Services Ltd.	BH Telephone & Broadband 01/12/20 to 31/12/20	C352 - 12/05/2020	£52.99	£10.60	Direct Debit
11/12/2020	Toby Millar	Casual Labour - General works at Cemetery	Fin. Regs. 4.1	£255.00	£0.00	BACS
11/12/2020	Toby Millar	Casual Labour - Assist with erecting & decorating Xmas Trees	Fin. Regs. 4.1	£85.00	£0.00	BACS
14/12/2020	Blachere illumination UK Ltd	Christmas pole motif lights 2020 - Removal	C275 - 18/02/2020	£368.00	£73.60	BACS
14/12/2020	Techniglaze Ltd.	Final Inv for new fire doors at Beacon Hall/Parish Office	C379 - 16/06/2020	£4,049.28	£809.86	BACS
15/12/2020	Riverside Cleaning Contractors	Steam cleaning of Parish Office carpet and stairs	Fin. Regs. 4.1	£60.00	£0.00	BACS
16/12/2020	Fosseway Press	Printing of Christmas cards to be issued with hampers	C477 - 10/11/2020	£66.67	£13.33	BACS
16/12/2020	Office Monster	Copier paper; laminating pouches; punched pockets etc.	C352 - 12/05/2020	£52.92	£10.58	BACS
18/12/2020	SWALEC / SSE	BH Electricity	C352 - 12/05/2020	£309.71	£159.49	Direct Debit
21/12/2020	Softcat Plc	MS Office 365; Visio; Conf Call Subscriptions - Nov 2020	C221 - 17/12/2019	£372.94	£74.59	BACS
23/12/2020	SWALEC / SSE	AC - Electricity	C352 - 12/05/2020	£67.73	£3.38	BACS

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Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
23/12/2020	Woodstone Construction SW Ltd.	10yd Inert Waste Skip for Waste Soil Disposal at Cemetery	Fin. Regs. 4.1	£160.00	£32.00	BACS
30/12/2020	B&NES Council	Staff Salaries - Qtr. 3 - Oct to Dec 2020	C352 - 12/05/2020	£29,596.58	£21.60	BACS
31/12/2020	Allstar Business Solutions Ltd.	Fuel Card - December 2020	C352 - 12/05/2020	£2.09	£0.42	Direct Debit
31/12/2020	Apollo Technology Solutions Ltd.	ICT Support - Jan to Mar 2021	Fin. Regs. 4.1	£159.24	£31.85	BACS
01/01/2021	B&NES Council	Business Rates - Ashgrove Cemetery - January 2021	C352 - 12/05/2020	£189.00	£0.00	Direct Debit
01/01/2021	Sage (UK) Limited	Online subscription to Sage 50 Accounts - January 2021	Fin. Regs. 4.1	£41.00	£8.20	Direct Debit
01/01/2021	Toby Millar	Casual Labour - General works at Cemetery	Fin. Regs. 4.1	£85.00	£0.00	BACS
02/01/2021	C & S Cleaning Services (Radstock) Ltd.	General clean of Beacon Hall - Nov & Dec 2020	Fin. Regs. 4.1	£95.10	£19.02	BACS
07/01/2021	JW Waste Recycling Ltd.	12yd General Waste Skip at Cemetery - Nov to Dec	Fin. Regs. 4.1	£42.00	£8.40	BACS
07/01/2021	JW Waste Recycling Ltd.	12yd General Waste Skip at Beacon Hall - Jan to Feb	Fin. Regs. 4.1	£321.00	£64.20	BACS
08/01/2021	BT Payment Services Ltd.	BH Telephone & Broadband 01/01/21 to 31/01/21	C352 - 12/05/2020	£110.68	£22.08	Direct Debit
12/01/2021	Brand Electrical Services Ltd.	Supply & install replacement LED lighting in main hall & P/O	C379 - 16/06/2020	£5,893.87	£1,178.77	BACS
16/01/2021	Lloyds Bank plc	Credit Card - December 2020 - Statement Reconciled as per Fin. Regs. 5.5	Fin. Regs. 6.20	£90.42	£0.00	Direct Debit
				£48,638.53	£3,136.23	

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Appendix C524i - Presentation slides relating to minute items C524, C525 and C526



Parish Council Accounts Budget Planning 2021-22

Clr. Andy Larcombe

Budgets and Precept for 2021-22



Parish Council Accounts

Budget Planning 2021-22

EXPENDITURE – Projected Operational	
Staff Costs	£122,939.00
General Admin inc. newsletters & website	£27,523.00
Village Amenities	£22,821.00
Streetlighting	£5,000.00
Beacon Hall & Beacon Field	£19,471.50
Recreation Ground	£11,000.00
Grants and Village Events	£11,092.50
Infrequent Operational Expenditure	£15,000.00
Total	£234,847.00



Parish Council Accounts Budget Planning 2021-22

<u>INCOME - Projected</u>	
Precept (same as 2020-21 figure)	£251,452.00
Beacon Hall	£12,500.00
Other	£6,151.00
Total	£270,103.00



Parish Council Accounts Budget Planning 2021-22

INCOME LESS EXPENDITURE	
Total Income	£270,103.00
Total Operational Expenditure	£234,847.00
Total	£35,256.00

To **resolve** to accept the operational budget for the financial year 2021/22 based on a projected operational income of £270,103 and a projected operational expenditure of £234,847.



Parish Council Accounts

Budget Planning 2021-22

TAX BASE		
	2020-21	2021-22
Precept	£251,452.00	£251,452.00
Tax Base	2143.16	2117.31
Band D (annual tax)	£117.33	£118.76
Band D (monthly tax)	£9.78	£9.90



Parish Council Accounts Budget Planning 2021-22

Proposed Projects– Order of Known Business 2021/22		
Project Description	Any EMR?	Estimated Cost
<p>‘Philosophers/Quiet Area’/Fence to prevent Illegal Parking and Camping in front of Beacon Hall</p> <p>To allocate and landscape an area of Beacon Field or at the front of Beacon Hall to become a ‘Quiet Zone’. A place for residents to have somewhere nice to sit, for reflection and contemplation or merely just to enjoy being outside. As a garden similar to the memorial garden with bench seats would cost in the region of £4,000, including additional labour and equipment hire. Trees could also be planted instead of a fence. A wooden fence only (like that of the dog exercise area) would cost approximately £1k. Caretaker to provide an accurate price when it is determined exactly what is required.</p>		£6,000.00
<p>Rec. Grnd. – Formalise unofficial entrance from Bath Road To formalise unofficial entrance from Bath Road. Additional entrance formalisation was postponed pending football clubhouse application</p>		£10,000.00
<p>Recreation Ground Footpath Extension- Draft Tender document has been prepared with options.</p>	£14,000.00	£30,000.00
	£14,000.00	£46,000.00



Parish Council Accounts Budget Planning 2021-22

Proposed Projects– Order of Known Business 2021/22

Project Description	Any EMR?	Estimated Cost
Recreation Ground Parking Area - To formalise an area for parking on the Recreation Ground using a matting type product e.g. GrassCrete which provides stability but allows the grass to grow through it. Parking will only be permitted for activities associated with the Recreation Ground and not as a general car park.		£50,000.00
Street Lights – To consider request for additional lights at Hillcrest and Eckweek Gardens. This project does not include quotations to upgrade the lights not included in the original upgrade project. This amount is for additional lights in new locations.		£4,000.00
Audio Visual Equipment – To investigate options with a view to obtaining some audio visual equipment for Beacon Hall with a plan to stream meetings and to prepare for any potential of hybrid meetings .	£8,000.00	£20,000.00
	£8,000.00	£74,000.00



Parish Council Accounts Budget Planning 2021-22

Proposed Projects – Feasibility Study		
Project Description	Any EMR?	Estimated Cost
Ashgrove Cemetery Footpaths- To upgrade the tarmac pathways at Ashgrove Cemetery. Works could be phased over several years . A formal tender will required.		
Ashgrove Cemetery Irrigation		
Beacon Hall Development– Storage & Painting		
Outdoor Adult Gym Equipment		



Parish Council Accounts

Budget Planning 2021-22

BANK BALANCES AS OF 15/01/2021	
Current & DepositAccounts	£276,428.29
Petty Cash & Credit Card	£681.58
Trade Debtors	£3,924.00
VAT Liability	£23,021.56
Current Assets Total	£300,131.43
Trade Creditors	£40,034.88
Key Deposits	£375.00
Current Liabilities Total	£40,409.88
Total Assets Less Total Liabilities	£259,721.55



Parish Council Accounts

Budget Planning 2021-22

BANK BALANCES AS OF 15/01/2021	
Total Assets Less Total Liabilities	£259,721.55
Less Qtr.4 - Estimated Operational Expenditure	-£51,085.00
Less Qtr. 4- Operational Projects	-£15,988.00
Plus Qtr. 4- VAT Predicted Claim	£2,800.00
Plus Qtr. 4- Hall Hire/Cemetery Income	£1,500.00
Less Contingency Reserves	-£65,000.00
Less Committed Expenditure	-£24,545.16
Less Ear Marked Reserves	-£26,000.00
Remaining Balance ("General Reserve")	£81,403.39



Parish Council Accounts Budget Planning 2021-22

Agree Precept

Precept 2021-22

£251,452

*To **resolve** to set the Precept at £251,452 for the 2021/22 financial year, which is a freeze of the precept on the previous year.*



Parish Council Accounts Budget Planning 2021-22

Recommendation from the Executive Advisory Panel:

To **resolve** that the following projects should be the Order of Known Business for 2021/22:

- Recreation Ground pathway extension;
- Recreation Ground- formalise the entrance from Bath Road to link with the pathways;
- Recreation Ground– install an area of reinforced ground for parking;
- ‘Philosophers’ quiet seating area at Beacon Field;
- Audio visual equipment for streaming meetings and events;
- Additional streetlights at Hillcrest and Eckweek Gardens.