



## PEASEDOWN ST JOHN PARISH COUNCIL

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### Minutes of the Executive Committee Meeting held on Tuesday 2<sup>nd</sup> June 2020 at 7.00pm Held Remotely via MS Teams

**Present:**

**Councillors:** Jo Davis; Simon Kidd; Andrew Larcombe; Conor Ogilvie-Davidson; Claire Parfitt; Jonathan Rich (Vice-Chair); Kathy Thomas (Chair).

**In attendance:**

Tanya West – Parish Clerk

**Public Session:** There were two members of the public present at the meeting; one of them being Cllr. Barbara Bailey. Not being a member of the Committee, Cllr. Bailey could only be in attendance in the capacity as a member of the public.

Cllr. Bailey expressed concerns that she had with the agenda and that she felt it would be difficult for members of public to understand exactly what was due to be discussed at the meeting. Cllr. Thomas provided some clarification and it was noted that the Executive Committee generally only meets once per year and that the rest of the meetings are held as Advisory Panels which are not open to the public and no decisions can be made at them.

Minute Ref.	Agenda Item	Action
EC011 – 02/06/2020	<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.	
EC012 – 02/06/2020	<b>Apologies for Absence</b> With all committee members being present no apologies had been received.	
EC013 – 02/06/2020	<b>Minutes &amp; Actions</b> i. The minutes of the Executive Committee meeting held on 4 <sup>th</sup> June 2019 were reviewed, it was noted that these minutes were approved at the February Full Council meeting. No comments were raised. ii. The actions raised at the last meeting had been completed. The actions from the Advisory Panel meetings will be added to the Executive Committee actions register on Planner going forwards.	
EC014 – 02/06/2020	<b>Items for Urgent Report</b> It was reported that the locks and chains used on the Recreation Ground gates to keep it closed had been cut off by persons unknown to gain access to the site. It had been decided not to replace the locks as it is very likely they would continue to be cut off and so would be a wasted expense. Instead new signs had been attached to the gates advising the site remains closed. The fenced play area will continue to be locked and signs put on all the play equipment stating it must not be used. The Clerk was requested to report this lock vandalism to the Police.	Clerk
EC015 –	<b>Advisory Panel</b>	

02/06/2020	<p>The Terms of Reference for the Executive Committee Advisory Panel was reviewed and whether there was any requirement to expand the scope.</p> <p>It was noted that the main aim of the Committee was to co-ordinate the workload between the Committees and to ensure there is no conflict of priorities and that the workload fits within the Order of Known Business. It was agreed that Chairs/Vice-Chairs should review their own Committee actions and come to the Executive Committee meetings with any projects or actions they have concerns over.</p> <p>It was further agreed that the existing Terms of References covers this sufficiently and so no changes were required.</p>	
EC016 – 02/06/2020	<p><b>Executive Committee Related Policies</b></p> <p>It was noted that the four policies allocated to the Executive Committee were reviewed during the last council year and so would not be required to be reviewed again this year, unless there are any changes to legislation.</p> <p>The Chair reported that the majority of the documents listed on the Strategic Documentation Register had been reviewed throughout the year and that Committees had made good progress on this.</p> <p>It was suggested that non-editable, comment only, copies of these policies could be made available to the Committee, so that any comments could be added to them throughout the year, which could then be taken into consideration when the policies are next reviewed. The Clerk and Cllr. Ogilvie-Davidson to work on this as part of the file transfer exercise.</p> <p>The Formal Complaints Procedure document was discussed, and it was noted that this document could be linked to a digital version of the form, also that there may be an element of this policy that feeds into the Personnel Committee. It was suggested the document could be reviewed at the next Advisory Panel meeting.</p>	<p>Clerk &amp; COD</p> <p>Clerk</p>
EC017 – 02/06/2020	<p><b>Order of Known Business</b></p> <p>It was reported that the Order of Known Business document is now a 'static' document and all the updates will now be captured on Planner with each project having a link to the relevant task on Planner provided within the document.</p> <p>Each of the projects were reviewed in turn and the following recommendations and actions required were made:</p> <p>It was <b>resolved</b> to recommend to Full Council to accept the quotation from Brand Electrical Services Ltd. for £5,853.87+VAT to complete the works involved with the upgrade of the internal lights in the main hall at Beacon Hall with the funds to be taken from Reserves, up to a value of £6,000.</p> <p>It was noted that the Ear Marked Reserve for this project was £5,000 so the extra required would need to be taken from General Reserves. The quotations obtained were reviewed by a local electrician who was requested to assist, and they had recommended that the more expensive quotation was proceeded with due to it providing a full lighting analysis and fittings that were most suitable for the requirements of the hall.</p> <p>It was <b>resolved</b> to recommend to Full Council to accept the quotation from Avon Road Mark Ltd. for £575.00+VAT for the works involved in the creation of two disabled parking bays outside of Beacon Hall and for the funds to be taken from Reserves.</p> <p>It was noted that the Ear Marked Reserve for this project was £500 so the extra required would need to be taken from General Reserves.</p> <p>The CCTV installation at Beacon Hall has been agreed and scheduled to commence on 10<sup>th</sup> June 2020.</p> <p>Beacon Hall Improvements – Replacement Fire Doors in the main hall and the</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>Parish Office. All the quotations have now been received but they had not yet all been reviewed and compared [the most recent having arrived just before the meeting], however this will be done, and any recommendations will be considered at the June Full Council meeting.</p>	Clerk
<p>Replacement PCs –The laptops have been received and issued to staff; although there was an issue with the headsets which was being sorted by the Clerk.</p>	Clerk
<p>Accessible Allotment Plot at Braysdown Allotments – The Administration Officer will arrange a meeting with Cllr Claire Parfitt and the Caretaker to discuss the options and prepare some recommendations to present to Full Council in due course.</p>	Clerk & CP
<p>Tree Planting Programme for PSJ – No progress had been made on this project.</p>	
<p>Ashgrove Cemetery Cremated Remains Plots – No progress has been made on this project, but the Clerk is due to meet with Cllr. Parfitt the following week to discuss it.</p>	Clerk & CP
<p>Coal Mining Carts Floral Planters – The Clerk is continuing to follow up on agreement of the locations of these planters from B&amp;NES Highways.</p>	Clerk
<p>Tablets for Councillor Use – Although initially thought it this project would be ‘shelved’, it was raised again by the Digital Transformation Strategy and thought that some options should be presented to those councillors that require use of a device. The Clerk will investigate as to whether one of the options could be provided as an ‘allowance’ or an ‘expense’ to councillors for purchasing their own device. The Clerk to also investigate as to how B&amp;NES Council manages and issues devices to their councillors.</p>	Clerk Clerk
<p>VE and VJ Day 75th Anniversary Family Fun Event – There is an Advisory Panel meeting scheduled for 16<sup>th</sup> June 2020. It may be that this event has to be scheduled as two separate events; one in the morning and one in the afternoon to ensure social distancing rules can be maintained.</p>	
<p>Other future events will also need to be considered as to how they are managed, with particular reference to the Christmas Tea Party.</p>	Clerk
<p>Tree Works as identified in tree survey – The Clerk is currently working on this and a report will be brought to Full Council for consideration in the near future.</p>	Clerk
<p>Signage Project – Cllr Ogilvie-Davidson had created a new channel under Full Council for this Advisory Panel and he and Cllr Thomas have recently been working on the parish map element of this project. The membership and an amended Terms of Reference for this Advisory Panel will be provided for consideration at the next Full Council meeting. *</p>	Clerk
<p>Cllr. Thomas advised of a recent publication regarding the excavations at Eckweek and surrounding areas. The Clerk confirmed that a copy of this publication could be purchased for the Parish Council under the operational budget.</p>	Clerk
<p>Asset Signage - The Clerk to work with Cllr. Conor Ogilvie-Davidson regarding the finalisation of the QR codes for this project before going to the printers.</p>	Clerk & COD
<p>It was agreed to defer the following projects due to Coronavirus restrictions:</p>	Clerk

	<ul style="list-style-type: none"> <li>➤ Beacon Hall Improvements - Aircon/heating unit in Parish Office;</li> <li>➤ Beacon Hall Improvements – Cameras and microphones for live streaming of events and meetings;</li> <li>➤ Water fountain installations around the parish.</li> </ul> <p>It was advised that the Order of Known Business overview is likely to be transferred from the current document into a separate Planner Board under the Executive Committee Team going forward.</p>	COD
<b>*8.36pm – Cllr Jo Davis left the meeting.</b>		
<b>EC018 – 02/06/2020</b>	<p><b>Projects for Feasibility Studies</b></p> <p>Councillors were asked to review the ‘Projects for Feasibility Studies’ listed on Planner and bring back any comments to the Executive Committee Advisory Panel meeting in July in order to make recommendations for consideration at the Full Council Meeting in August.</p>	All Cllrs.
<b>EC019 – 02/06/2020</b>	<p><b>Councillor Surgeries</b></p> <p>It was noted that prior to the Coronavirus outbreak the Parish Council had been holding monthly Councillor Surgeries on a Friday afternoon/evening. Attendance numbers had steadily been increasing, and the sessions had also started to be combined with other activities such as Advisory Panels to review policies. Councillor Surgeries had been scheduled into the council calendar of meetings each month throughout the council year with once a quarter focusing on ‘future projects’.</p> <p>This was discussed and it was considered to be realistic to hold the next councillor surgery on 21<sup>st</sup> August 2020, hopefully, weather permitting, outside of Beacon Hall, otherwise inside the hall with social distancing measures in place. The surgery will have a ‘future project focus’.</p>	Clerk & All Cllrs.
<b>EC020 – 02/06/2020</b>	<p><b>Council Logos</b></p> <p>Councillors reviewed the proposed logos for the different facilities/services of the Parish Council. It was noted that these logos had been used, along with the Parish Council crest, on invoices informally for the past year or two. Concerns were raised that the logos were colleague, rather than customer focused and that it could make things more confusing. Various amendments were suggested to make it easy for residents to identify that the areas are Parish Council maintained sites. The Clerk to review the suggested changes with the template documents and to bring back a sample to Full Council for consideration along with details of how it is intended the logos be used. It was noted that this is not currently a priority.</p>	Clerk
<b>EC021 – 02/06/2020</b>	<p><b>Date and Time of Next Meeting &amp; Future Agenda Items</b></p> <p>The date of the next Executive Committee meeting is to be determined. However, the date of the next Executive Committee Advisory Panel meeting is scheduled to be held on Tuesday 14<sup>th</sup> July 2020 at 7pm remotely via MS Teams. No future agenda items were raised.</p>	

Meeting closed at 9.11pm

Signed.....

Date.....