

Councillor	Full Council - 12												BC	EX	F&A - 4				P - 4				PSC		Summonsed Meetings				
	12/05/2020	16/06/2020	21/07/2020	11/08/2020	15/09/2020	20/10/2020	10/11/2020	15/12/2020	19/01/2020	16/02/2020	16/03/2020	20/04/2020	23/06/2020	02/06/2020	07/07/2020	13/10/2020	05/01/2021	27/04/2021	09/06/2020	22/09/2020	24/11/2020	23/02/2021			Meetings Summonsed To Attend	Meetings Attended	Meetings Not Attended Apologies Sent	Meetings Not Attended No Apologies Sent	Percentage Attendance
Barbara Bailey	Y	Y	Y	Y															Y						5	5	0	0	100%
John Bailey	Y	Y	Y	Y																					4	4	0	0	100%
Amanda Clarke	Y	A	Y	A																					4	2	2	0	50%
Richard Clarke	Y	A	Y	A																					4	2	2	0	50%
Jo Davis	Y	Y	Y	A										Y	Y										6	5	1	0	83%
Audrey Gillard-Sprake	Y	Y	Y	Y									Y												5	5	0	0	100%
Gavin Heathcote	Y	Y	Y	Y											Y										5	5	0	0	100%
Sam Heathcote	Y	Y	Y	Y									Y												5	5	0	0	100%
Simon Kidd	Y	Y	Y	Y										Y	Y				Y						7	7	0	0	100%
Andrew Larcombe	Y	Y	Y	Y									Y	Y	Y										7	7	0	0	100%
Ray Love	A	A	Y	Y															A						5	2	3	0	40%
Conor Ogilvie-Davidson	Y	Y	Y	Y									Y	Y	Y				Y						8	8	0	0	100%
Claire Parfitt	Y	A	Y	Y									A	Y	Y				Y						8	6	2	0	75%
Jonathan Rich (Vice-Chair*)	Y	Y	Y	Y									Y	Y	Y				Y						8	8	0	0	100%
Les Sprake	Y	Y	Y	Y									Y						Y						6	6	0	0	100%
Kathy Thomas (Chair*)	Y	Y	Y	Y									Y	Y	Y				Y						8	8	0	0	100%

No. of Cllrs. Attended 15 12 16 13 0 0 0 0 0 0 0 0 0 7 7 8 0 0 0 7 0 0 0 0 0

No. of Apologies Received 1 4 0 3 0 0 0 0 0 0 0 0 0 1 0 0 0 0 0 1 0 0 0 0 0

Nos. of Public in Attendance 0 0 0 0 0 0 0 0 0 0 0 0 0 0 2 3 0 0 0 0 0 0 0 0

Indicates Left Meeting Early 0

Indicates Arrived Late 0

*PSJPC Terms of Reference state that the Chair and Vice-Chair of Full Council are ex-officio members of all Standing Committees. The Chair and Vice-Chair are therefore summonsed to attend all meetings.

**Denotes Extraordinary Meeting

Purpose

To receive an update on the current Casual Vacancies and to **resolve** to hold remote interviews on Monday 19th October 2020 at 6pm.

Background

The resignation of Cllr Gotts in February created a Casual Vacancy, the re-appointment of which was deferred [see below minute]:

C298 – 17/03/2020 Apologies for Absence & Casual Vacancy

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

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

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

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

This week, the resignation of Cllr Parfitt has created a second Casual Vacancy [see attached notice]. In accordance with legislation, this vacancy must be advertised to provide the electorate an opportunity to call a by-election. If a valid request for a by-election is not received by 1st October, the Parish Council will be able to fill the vacancy by co-option.

It is therefore recommended to wait until it is known whether there will be one or two vacancies to be filled before undertaking interviews.

At present there has been interest from three people [all of which have been contacted by the Clerk to provide further details]. The position has been advertised in the summer newsletter, on the notice boards and Facebook. Additional advertising will be undertaken on Facebook, the website and via banners.

Suggested Resolution for Decision

To **resolve** to hold remote interviews on Monday 19th October 2020 at 6pm with a view to filling at least one casual vacancy, possibly two, subject to a by-election for the second vacancy not being called.



PEASEDOWN ST JOHN PARISH COUNCIL

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

NOTICE OF VACANCY IN THE OFFICE OF PARISH COUNCILLOR

NOTICE IS HEREBY GIVEN pursuant to Section 87(2) of the Local Government Act 1972 that

Claire Parfitt

formerly a Member of the above Parish Council has ceased to be a Member and that a casual vacancy exists in the office of Councillor for the said Parish.

On receipt of a request in writing from any ten local government electors for the Parish of Peasedown St. John, an election to fill the vacancy will be held. If no such request is made the vacancy will be filled by co-option by the Parish Council.

Requests for such an election should be addressed to:

**The Returning Officer
Bath & North East Somerset Council
Electoral Services
Guildhall
High Street
Bath
BA1 5AW**

to arrive not later than **Thursday 1st October 2020**

SIGNED ...  ...
Tanya West - Clerk to the Council

DATE11th September 2020.....

Purpose

Items which, in the opinion of the Chair, should be reported on as a matter of urgency.

Background

If you have any items for the Chair to consider raising under this agenda item, please notify her of them at least 24 hours before the meeting. Thank you.

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 11th August 2020, decisions have been received from B&NES Council on the following applications:

- i. Ref. **20/01952/FUL** - 15 Greenlands Road, Peasedown St. John, Bath, BA2 8EZ - Erection of 2 no. 3 bed dwellings - Mr Ash Ghali. **Permitted** subject to the usual conditions and those on rainwater harvesting; electrical vehicle charging points; bicycle storage.
- ii. Ref. **20/02465/FUL** - The Den, 65A Church Road, Peasedown St. John, Bath, BA2 8AB - Erection of detached garage and garden room - Mr L Denner. **Permitted** subject to the usual conditions and that the garage shall only be used for the garaging of private motor vehicles associated with the residential use of the dwelling known as The Den 65A Church Road and/or ancillary domestic storage and for no other purpose. The garden room/ store adjacent to the garage hereby approved shall only be used for domestic storage and purposes ancillary to the residential use of the aforementioned dwelling.

Planning Enforcement

Since the Full Council meeting on 11th August 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.
- iii. **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 11th August 2020, applications validated by B&NES Council upon which the Parish Council is not invited to comment are as follows:

- i. Ref. **20/02881/COND** - 9 Bath Road, Peasedown St. John, Bath, BA2 8DX - Discharge of conditions 3, 4 and 6 of application 19/03423/FUL (Erection of 1 no. dwelling with associated works following demolition of existing vacant shop) - The Mendip And Somerset Building Co.
- ii. Ref. **20/02990/COND** - 42 Greenlands Road, Peasedown St. John, Bath, BA2 8EZ - Discharge of condition 3 of application 18/02031/FUL (Erection of a detached dwelling with integral garage (Resubmission)) - Mrs Allison Gould.

Since the Full Council meeting on 11th August 2020, applications determined by B&NES Council upon which the Parish Council is not invited to comment are as follows:

- i. Ref. **20/02501/COND** - Peasedown St John Primary School, Bath Road, Peasedown St. John, Bath, BA2 8DH - Discharge of condition 3 of application 19/02864/REG03 (Demolition of an existing modular building and construction of a stand-alone teaching building to provide 4no. classrooms and small hall, with ancillary accommodation. New landscaping with MUGA pitch and fencing) - H. Mealing & Sons. **Condition discharged.**

Since the Full Council meeting on 11th August 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 Full Council meeting on 11th August 2020, the following appeals were lodged/determined:

- i. None.

Since the Full Council meeting on 11th August 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. **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. **20/02480/FUL** - Knoll Farm, White Ox Mead Lane, Peasedown St. John, Bath, BA2 8PL - Erection of 3no agricultural buildings including Cattle Barn, Workshop/Feed Store, Farmyard Manure/Straw and Hay Shed along with associated yard areas and access track from Knoll Farmhouse, and other associated works - Knoll Farm LLP.
- iii. Ref. **20/02481/FUL** - Knoll Farm, White Ox Mead Lane, Peasedown St. John, Bath, BA2 8PL - Change of use of land to allow for an extension to the existing domestic garden, the laying out of an area of hardstanding for car parking purposes and improved biosecurity, along with the minor widening of the site access drive and erection of new and replacement/realigned stone walls and gates (part retrospective consent) - Knoll Farm LLP.

Planning Applications for Neighbouring Parishes

Since the Full Council meeting on 11th August 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 found in the following location, accessed via MS Teams:

- 'Full Council' Team;
- 'General' channel;
- 'Files' tab (top of the screen);
- 'Planning Related' folder;
- 'Weekly Planning Application Lists from B&NES Council' folder.

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

No further update since correspondence dated 12/06/2020, which stated:

As mentioned previously, Curo will provide at least two weeks' notice to local residents and the Parish Council before restarting any significant activity on site.

Purpose

To note that the Ministry of Housing, Communities and Local Government are running consultations on reform of the planning system as follows (The National Association of Local Councils (NALC) is drafting a response to this based on feedback from Town and Parish Councils):

- i. Changes to the current planning system (NALC deadline for responses 17 September);
- ii. Planning for the future - the planning white paper (NALC deadline for responses 15 October);
- iii. Transparency and competition: a call for evidence on data on land control (NALC deadline for responses 16 October).

The recommendation from the Executive Committee Advisory Panel is that the Parish Council should not submit a response to NALC regarding the consultation on the reform of the national planning system but that councillors should engage in their own research and submit their responses individually. This recommendation is to be determined or alternative options suggested.

Background

The below listed papers relating to this topic can be found to follow for your information.

- a. Introduction summary paper prepared by the Chair entitled 'Changes to the Planning System 2020'.
- b. Paper detailing web links prepared by the Chair entitled 'Planning for the Future'.
- c. Letter from NALC advising of consultation on proposed changes to the planning system and briefings on each section as follows:
 - i. Changes to the current planning system (NALC deadline for responses 17 September);
 - ii. Planning for the future - the planning white paper (NALC deadline for responses 15 October);
 - iii. Transparency and competition: a call for evidence on data on land control (NALC deadline for responses 16 October).

Changes to the Planning System 2020

In 2020 the Prime Minister announced that there would be changes to the planning system.

This is what the prime minister asked?

Why are we so slow at building homes by comparison with other European countries?

In 2018 we built 2.25 homes per 1000 people

Germany managed 3.6, the Netherlands 3.8, France 6.8.

This is what he said

I tell you why -because time is money, and the newt-counting delays in our system are a massive drag on the productivity and the prosperity of this country and so we will build better and build greener but we will also build faster

Consultation

Proposed changes to the processes are out for consultation and NALC will be submitting responses to the consultations on behalf of the sector (town and parish councils)

Two consultations:

1. short term change includes emergency legislation that was enacted because of Covid 19 pandemic
2. planning system white paper in which fundamental changes are proposed
3. Transparency and competition

NALC have asked for responses by

17 th September 2020	Changes to the current planning system
15 th October 2020	Planning for the future-the planning white paper
16 th October 2020	Transparency and competition

Notes

At a recent regional meeting a document produced by Cornwall Council following a live event was made available to the meeting. Currently I am not sure that I have permission to share this document but will check and hopefully release it to you.

There is a concern amongst local government that the proposed changes will result in less involvement in planning decisions once the local plan has been agreed. That planning will be rushed through and that consideration of local issues will be overridden.

It is thought that most decision making will be at the initial planning e.g. local plans but that the principal authorities, town and parish councils may not have an opportunity to have an input at the detailed planning stage.

It is unclear as to the future of S106 and CIL and whether there will be continued financial contributions to the local area

These are just a few of the concerns.

Kathy Thomas

Chairman Peasedown St John Parish Council

6th September 2020

Planning for the Future

In Brief

NALC are preparing a response to this and two other consultations ask that all town and parish councils complete the consultation documents which are in the Files of this channel.

There are response dates of

17 th September 2020	Changes to the current planning system
15 th October 2020	Planning for the future-the planning white paper
16 th October 2020	Transparency and competition

To enable councillors to respond there is a significant amount of proposed legislation to consider. There are some useful links below:

Taken from the government's web site

- *This consultation seeks any views on each part of a package of proposals for reform of the planning system in England to streamline and modernise the planning process, improve outcomes on design and sustainability, reform developer contributions and ensure more land is available for development where it is needed. The proposals cover plan-making, development management, development contributions, and other related policy proposals.*

Views are sought for specific proposals and the wider package of reforms presented.

To view the 'Planning for the Future' consultation document [click here](#)

The Ministry of Housing, Communities and Local Government is consulting on changes to planning policy and legislation. These proposals relate to England only.

This consultation is open to everyone. We are keen to hear from a wide range of interested parties from across the public and private sectors, as well as from the general public.

The Government is mindful of its responsibility to have regard to the potential impact of any proposal on the Public Sector Equality Duty. In each part of the consultation we would invite any views on the duty. We are also seeking views on the potential impact of the package as a whole on the Public Sector Equality Duty.

This consultation (Planning for the Future) will begin on 06 August 2020 and will close at 23.45 Thursday 29th October 2020.

Planning for the Future –main proposals

- Planning for the development –to simplify and speed up plan-making and planning decisions
- Planning for beautiful and sustainable places –design and master planning given greater importance
- Planning for infrastructure –new nationally set levy replacing current S106 and CIL

New rules..

- More types of commercial premises having total flexibility i.e. retail to cafes/offices. Pubs, libraries, village shops and other types of uses essential to the lifeblood of communities will not be covered by these flexibilities.
- Wider range of commercial buildings change to residential use without the need for a planning application.
- Builders no longer need a normal planning application to demolish and rebuild vacant and redundant residential and commercial buildings if they are rebuilt as homes.
- Additional storey on flats and houses under PD

www.gov.uk/government/consultations/planning-for-the-future

Business and Planning Act 2020

3 main planning elements:

- modification of construction hours
- extending the implementation period for planning permissions
- flexibility in terms of planning appeals

<https://www.legislation.gov.uk/ukpga/2020/16/contents/enacted>

Further issues to consider

- Construction site working hours
- Extend life of planning permissions
- Pavement licences
- New permitted Development Rights June 2020 – temporary uses and additional considerations
- Permitted development June 2020 – additional storeys on flats

www.legislation.gov.uk/uksi/2020/632/contents/made

New permitted Development – July 2020 – extending homes/creating additional homes

www.legislation.gov.uk/uksi/2020/755/article/3/made

Permitted development July 2020 – demolition of building to replace with dwellings

www.legislation.gov.uk/uksi/2020/756/pdfs/uksi_20200756_en.pdf

Draft Building Safety Bill – Regulators

Draft Building Safety Bill – Residents

<https://www.gov.uk/government/publications/draft-building-safety-bill>

These notes are issued as guidance only to assist councillors when researching the proposals.

Kathy Thomas

Chairman Peasedown St John Parish Council

6th September 2020

Dear colleagues,

Last week the Ministry of Housing, Communities and Local Government issued three consultations on reform of the planning system:

Changes to the current planning system (NALC deadline for responses 17 September)

Planning for the future - the planning white paper (NALC deadline for responses 15 October)

Transparency and competition: a call for evidence on data on land control (NALC deadline for responses 16 October)

Please find attached briefings corresponding to each consultation. Could I ask all county associations to forward these briefings on to member local (parish and town) councils in their area and encourage them to respond to NALC on this very important issue by emailing policycomms@nalc.gov.uk. Please note the individual deadlines for each consultation.

We would also welcome responses from county associations, again to policycomms@nalc.gov.uk by the above deadlines.

I do apologise for unhelpful timing of this consultation and the short timeframes given for responses, unfortunately this is largely beyond NALC's control.

Kind Regards,

Jessica Lancod-Frost

Policy officer

National Association of Local Councils

10 AUGUST 2020

PC10-20 | CHANGES TO THE CURRENT PLANNING SYSTEM

Summary

The Ministry of Housing, Communities and Local Government has issued a new consultation on changes to the planning system. This consultation seeks views on a range of proposed changes to the current planning system including: changes to the standard method for assessing local housing need, securing of First Homes through developer contributions, temporarily lifting the small sites threshold and extending the current Permission in Principle to major development. The main consultation document can be found [here](#).

Consultation questions

NALC will be responding to the consultation questions as follows:

1. Do you agree that planning practice guidance should be amended to specify that the appropriate baseline for the standard method is whichever is the higher of the level of 0.5% of housing stock in each local authority area OR the latest household projections averaged over a 10-year period?
2. In the stock element of the baseline, do you agree that 0.5% of existing stock for the standard method is appropriate? If not, please explain why
3. Do you agree that using the workplace-based median house price to median earnings ratio from the most recent year for which data is available to adjust the standard method's baseline is appropriate? If not, please explain why.
4. Do you agree that incorporating an adjustment for the change of affordability over 10 years is a positive way to look at whether affordability has improved? If not, please explain why.
5. Do you agree that affordability is given an appropriate weighting within the standard method? If not, please explain why.

Do you agree that authorities should be planning having regard to their revised standard method need figure, from the publication date of the revised guidance, with the exception of:

6. Authorities which are already at the second stage of the strategic plan consultation process (Regulation 19), which should be given 6 months to submit their plan to the Planning Inspectorate for examination?

7. Authorities close to publishing their second stage consultation (Regulation 19), which should be given 3 months from the publication date of the revised guidance to publish their Regulation 19 plan, and a further 6 months to submit their plan to the Planning Inspectorate?

If not, please explain why. Are there particular circumstances which need to be catered for?

8. The Government is proposing policy compliant planning applications will deliver a minimum of 25% of onsite affordable housing as First Homes, and a minimum of 25% of offsite contributions towards First Homes where appropriate. Which do you think is the most appropriate option for the remaining 75% of affordable housing secured through developer contributions? Please provide reasons and / or evidence for your views (if possible):

- i) Prioritising the replacement of affordable home ownership tenures, and delivering rental tenures in the ratio set out in the local plan policy.
- ii) Negotiation between a local authority and developer.
- iii) Other (please specify)

With regards to current exemptions from delivery of affordable home ownership products:

9. Should the existing exemptions from the requirement for affordable home ownership products (e.g. for build to rent) also apply to apply to this First Homes requirement?

10. Are any existing exemptions not required? If not, please set out which exemptions and why.

11. Are any other exemptions needed? If so, please provide reasons and /or evidence for your views.

12. Do you agree with the proposed approach to transitional arrangements set out above?

13. Do you agree with the proposed approach to different levels of discount?

14. Do you agree with the approach of allowing a small proportion of market housing on First Homes exception sites, in order to ensure site viability?

15. Do you agree with the removal of the site size threshold set out in the National Planning Policy Framework?

16. Do you agree that the First Homes exception sites policy should not apply in designated rural areas?

17. Do you agree with the proposed approach to raise the small sites threshold for a time-limited period?

18. What is the appropriate level of small sites threshold? i) Up to 40 homes ii) Up to 50 homes iii) Other (please specify)

19. Do you agree with the proposed approach to the site size threshold?

20. Do you agree with linking the time-limited period to economic recovery and raising the threshold for an initial period of 18 months?

21. Do you agree with the proposed approach to minimising threshold effects?

22. Do you agree with the Government's proposed approach to setting thresholds in rural areas?

23. Are there any other ways in which the Government can support SME builders to deliver new homes during the economic recovery period?

24. Do you agree that the new Permission in Principle should remove the restriction on major development?

25. Should the new Permission in Principle for major development set any limit on the amount of commercial development (providing housing still occupies the majority of the floorspace of the overall scheme)? Please provide any comments in support of your views.

26. Do you agree with our proposal that information requirements for Permission in Principle by application for major development should broadly remain unchanged? If you disagree, what changes would you suggest and why?

27. Should there be an additional height parameter for Permission in Principle? Please provide comments in support of your views.

28. Do you agree that publicity arrangements for Permission in Principle by application should be extended for large developments? If so, should local planning authorities be:

- i) required to publish a notice in a local newspaper?
- ii) subject to a general requirement to publicise the application or
- iii) both?
- iv) Disagree

29. Do you agree with our proposal for a banded fee structure based on a flat fee per hectare, with a maximum fee cap?

30. What level of flat fee do you consider appropriate, and why?

31. Do you agree that any brownfield site that is granted Permission in Principle through the application process should be included in Part 2 of the Brownfield Land Register? If you disagree, please state why.

32. What guidance would help support applicants and local planning authorities to make decisions about Permission in Principle? Where possible, please set out any areas of guidance you consider are currently lacking and would assist stakeholders.

33. What costs and benefits do you envisage the proposed scheme would cause? Where you have identified drawbacks, how might these be overcome?

34. To what extent do you consider landowners and developers are likely to use the proposed measure? Please provide evidence where possible.

35. In light of the proposals set out in this consultation, are there any direct or indirect impacts in terms of eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations on people who share characteristics protected under the Public Sector Equality Duty?

Your evidence

Please email your responses to this consultation to policycomms@nalc.gov.uk by 17.00 on 17 September 2020. County associations are asked to forward this briefing onto all member councils in their area.

© NALC 202

10 AUGUST 2020

PC11-20 | WHITE PAPER: PLANNING FOR THE FUTURE

Summary

The Ministry of Housing, Communities and Local Government has issued a new consultation on planning for the future. This consultation seeks any views on each part of a package of proposals for reform of the planning system in England to streamline and modernise the planning process, improve outcomes on design and sustainability, reform developer contributions and ensure more land is available for development where it is needed. The main consultation document can be found [here](#).

First, we will streamline the planning process with more democracy taking place more effectively at the plan-making stage, and will replace the entire corpus of plan-making law in England to achieve this:

- Simplifying the role of Local Plans, to focus on identifying land under three categories
- Growth areas suitable for substantial development, and where outline approval for development would be automatically secured for forms and types of development specified in the Plan
- Renewal areas suitable for some development, such as gentle densification; and Protected areas where – as the name suggests – development is restricted. This could halve the time it takes to secure planning permission on larger sites identified in plans. We also want to allow local planning authorities to identify sub-areas in their Growth areas for self- and custom-build homes, so that more people can build their own homes.

Local Plans should set clear rules rather than general policies for development. We will set out general development management policies nationally, with a more focused role for Local Plans in identifying site- and area-specific requirements, alongside locally produced design codes. This would scale back the detail and duplication contained in Local Plans, while encouraging a much greater focus on design quality at the local level. Plans will be significantly shorter in length (we expect a reduction in size of at least two thirds), as they will no longer contain a long list of “policies” of varying specificity – just a core set of standards and requirements for development.

Local councils should radically and profoundly re-invent the ambition, depth and breadth with which they engage with communities as they consult on Local Plans. Our reforms will democratise the planning process by putting a new emphasis on engagement at the plan-making stage. At the same time, we will streamline the opportunity for consultation at the planning application stage, because this adds delay to the process and allows a small minority of voices, some from the local area and

often some not, to shape outcomes. We want to hear the views of a wide range of people and groups through this consultation on our proposed reforms.

- Local Plans should be subject to a single statutory “sustainable development” test, and unnecessary assessments and requirements that cause delay and challenge in the current system should be abolished. This would mean replacing the existing tests of soundness, updating requirements for assessments (including on the environment and viability) and abolishing the Duty to Cooperate.
- Local Plans should be visual and map-based, standardised, based on the latest digital technology, and supported by a new standard template. Plans should be significantly shorter in length, and limited to no more than setting out site- or area-specific parameters and opportunities.
- Local authorities and the Planning Inspectorate will be required through legislation to meet a statutory timetable (of no more than 30 months in total) for key stages of the process, and there will be sanctions for those who fail to do so. • Decision-making should be faster and more certain, within firm deadlines, and should make greater use of data and digital technology.

We will seek to strengthen enforcement powers and sanctions so that as we move towards a rules-based system, communities can have confidence those rules will be upheld.

- We will develop a comprehensive resources and skills strategy for the planning sector to support the implementation of our reforms – so that, as we bring in our reforms, local planning authorities are equipped to create great communities through world-class civic engagement and proactive plan-making.

Second, we will take a radical, digital-first approach to modernise the planning process. This means moving from a process based on documents to a process driven by data. We will:

- Support local planning authorities to use digital tools to support a new civic engagement process for Local Plans and decision-making, making it easier for people to understand what is being proposed and its likely impact on them through visualisations and other digital approaches. We will make it much easier for people to feed in their views into the system through social networks and via their phones.
- Insist local plans are built on standardised, digitally consumable rules and data, enabling accessible interactive maps that show what can be built where. The data will be accessed by software used across the public sector and also by external PropTech entrepreneurs to improve transparency, decision-making and productivity in the sector.
- Standardise, and make openly and digitally accessible, other critical datasets that the planning system relies on, including planning decisions and developer contributions. Approaches for fixing the

underlying data are already being tested and developed by innovative local planning authorities and we are exploring options for how these could be scaled nationally.

- Work with tech companies and local authorities to modernise the software used for making and case-managing a planning application, improving the user-experience for those applying and reducing the errors and costs currently experienced by planning authorities. A new more modular software landscape will encourage digital innovation and will consume and provide access to underlying data. This will help automate routine processes, such as knowing whether new applications are within the rules, making decision-making faster and more certain.

- Engage with the UK PropTech sector through a PropTech Innovation Council to make the most of innovative new approaches to meet public policy objectives, help this emerging sector to boost productivity in the wider planning and housing sectors, and ensure government data and decisions support the sector's growth in the UK and internationally.

Third, to bring a new focus on design and sustainability, we will:

- Ensure the planning system supports our efforts to combat climate change and maximises environmental benefits, by ensuring the National Planning Policy Framework targets those areas where a reformed planning system can most effectively address climate change mitigation and adaptation and facilitate environmental improvements.

- Facilitate ambitious improvements in the energy efficiency standards for buildings to help deliver our world-leading commitment to net-zero by 2050.

- Ask for beauty and be far more ambitious for the places we create, expecting new development to be beautiful, and to create a 'net gain' not just 'no net harm', with a greater focus on 'placemaking' and 'the creation of beautiful places' within the National Planning Policy Framework.

Make it easier for those who want to build beautifully through the introduction of a fast-track for beauty through changes to national policy and legislation, to automatically permit proposals for high-quality developments where they reflect local character and preferences.

- Introduce a quicker, simpler framework for assessing environmental impacts and enhancement opportunities, that speeds up the process while protecting and enhancing England's unique ecosystems.

- Expect design guidance and codes – which will set the rules for the design of new development – to be prepared locally and to be based on genuine community involvement rather than meaningless consultation, so that local residents have a genuine say in the design of new development, and ensure that codes have real 'bite' by making them more binding on planning decisions.

- Establish a new body to support the delivery of design codes in every part of the country, and give permanence to the campaigning work of the Building Better, Building Beautiful Commission and the life of its co-chairman the late Sir Roger Scruton.
- Ensure that each local planning authority has a chief officer for design and place-making, to help ensure there is the capacity and capability locally to raise design standards and the quality of development.
- Lead by example by updating Homes England's strategic objectives to give greater emphasis to delivering beautiful places.
- Protect our historic buildings and areas while ensuring the consent framework is fit for the 21st century.

Fourth, we will improve infrastructure delivery in all parts of the country and ensure developers play their part, through reform of developer contributions. We propose:

- The Community Infrastructure Levy and the current system of planning obligations will be reformed as a nationally set, value-based flat rate charge (the 'Infrastructure Levy'). A single rate or varied rates could be set. We will aim for the new Levy to raise more revenue than under the current system of developer contributions, and deliver at least as much – if not more – on-site affordable housing as at present. This reform will enable us to sweep away months of negotiation of Section 106 agreements and the need to consider site viability. We will deliver more of the infrastructure existing and new communities require by capturing a greater share of the uplift in land value that comes with development.
- We will be more ambitious for affordable housing provided through planning gain, and we will ensure that the new Infrastructure Levy allows local planning authorities to secure more on-site housing provision.
- We will give local authorities greater powers to determine how developer contributions are used, including by expanding the scope of the Levy to cover affordable housing provision to allow local planning authorities to drive up the provision of affordable homes. We will ensure that affordable housing provision supported through developer contributions is kept at least at current levels, and that it is still delivered on-site to ensure that new development continues to support mixed communities. Local authorities will have the flexibility to use this funding to support both existing communities as well as new communities.
- We will also look to extend the scope of the consolidated Infrastructure Levy and remove exemptions from it to capture changes of use through permitted development rights, so that additional homes delivered through this route bring with them support for new infrastructure

Fifth, to ensure more land is available for the homes and development people and communities need, and to support renewal of our town and city centres, we propose:

- A new nationally determined, binding housing requirement that local planning authorities would have to deliver through their Local Plans. This would be focused on areas where affordability pressure is highest to stop land supply being a barrier to enough homes being built. We propose that this would factor in land constraints, including the Green Belt, and would be consistent with our aspirations of creating a housing market that is capable of delivering 300,000 homes annually, and one million homes over this Parliament.
- To speed up construction where development has been permitted, we propose to make it clear in the revised National Planning Policy Framework that the masterplans and design codes for sites prepared for substantial development should seek to include a variety of development types from different builders which allow more phases to come forward together. We will explore further options to support faster build out as we develop our proposals for the new planning system.
- To provide better information to local communities, to promote competition amongst developers, and to assist SMEs and new entrants to the sector, we will consult on options for improving the data held on contractual arrangements used to control land.
- To make sure publicly owned land and public investment in development supports thriving places, we will: – ensure decisions on the locations of new public buildings – such as government offices and further education colleges – support renewal and regeneration of town centres; and – explore how publicly owned land disposal can support the SME and self-build sectors.

Proposal 9:

Neighbourhood Plans should be retained as an important means of community input, and we will support communities to make better use of digital tools. Since statutory Neighbourhood Plans became part of the system in 2011, over 2,600 communities have started the process of neighbourhood planning to take advantage of the opportunity to prepare a plan for their own areas – and over 1,000 plans have been successfully passed at referendum. They have become an important tool in helping to ‘bring the democracy forward’ in planning, by allowing communities to think proactively about how they would like their areas to develop. Therefore, we think Neighbourhood Plans should be retained in the reformed planning system, but we will want to consider whether their content should become more focused to reflect our proposals for Local Plans, as well as the opportunities which digital tools and data offer to support their development and improve accessibility for users. By making it easier to develop Neighbourhood Plans we wish to encourage their continued use and indeed to help spread their use further, particularly in towns and cities.

We are also interested in whether there is scope to extend and adapt the concept so that very small areas – such as individual streets – can set their own rules for the form of development which they

are happy to see. Digital tools have significant potential to assist the process of Neighbourhood Plan production, including through new digital co-creation platforms and 3D visualisation technologies to explore proposals within the local context. We will develop pilot projects and data standards which help neighbourhood planning groups make the most of this potential.

Consultation questions

NALC will be responding to the consultation questions as follows:

1. What three words do you associate most with the planning system in England?
2. Do you get involved with planning decisions in your local area? [Yes / No]

(a). If no, why not? [Don't know how to / It takes too long / It's too complicated / I don't care / Other – please specify]
3. Our proposals will make it much easier to access plans and contribute your views to planning decisions. How would you like to find out about plans and planning proposals in the future?
[Social media / Online news / Newspaper / By post / Other – please specify]
4. What are your top three priorities for planning in your local area? [Building homes for young people / building homes for the homeless / Protection of green spaces / The environment, biodiversity and action on climate change / Increasing the affordability of housing / The design of new homes and places / Supporting the high street / Supporting the local economy / More or better local infrastructure / Protection of existing heritage buildings or areas / Other – please specify]
5. Do you agree that Local Plans should be simplified in line with our proposals? [Yes / No / Not sure. Please provide supporting statement.]

6. Do you agree with our proposals for streamlining the development management content of Local Plans, and setting out general development management policies nationally? [Yes / No / Not sure. Please provide supporting statement.]

7. Do you agree with our proposals to replace existing legal and policy tests for Local Plans with a consolidated test of “sustainable development”, which would include consideration of environmental impact? [Yes / No / Not sure. Please provide supporting statement.]

(b). How could strategic, cross-boundary issues be best planned for in the absence of a formal Duty to Cooperate?

8. (a) Do you agree that a standard method for establishing housing requirements (that takes into account constraints) should be introduced? [Yes / No / Not sure. Please provide supporting statement.]

(b). Do you agree that affordability and the extent of existing urban areas are appropriate indicators of the quantity of development to be accommodated? [Yes / No / Not sure. Please provide supporting statement.]

9. (a). Do you agree that there should be automatic outline permission for areas for substantial development (Growth areas) with faster routes for detailed consent? [Yes / No / Not sure. Please provide supporting statement.]

(b). Do you agree with our proposals above for the consent arrangements for Renewal and Protected areas? [Yes / No / Not sure. Please provide supporting statement.]

(c). Do you think there is a case for allowing new settlements to be brought forward under the Nationally Significant Infrastructure Projects regime? [Yes / No / Not sure. Please provide supporting statement.]

10. Do you agree with our proposals to make decision-making faster and more certain? [Yes / No / Not sure. Please provide supporting statement.]

11. Do you agree with our proposals for accessible, web-based Local Plans? [Yes / No / Not sure. Please provide supporting statement.]

12. Do you agree with our proposals for a 30 month statutory timescale for the production of Local Plans? [Yes / No / Not sure. Please provide supporting statement.]

13. (a) Do you agree that Neighbourhood Plans should be retained in the reformed planning system? [Yes / No / Not sure. Please provide supporting statement.]
- (b). How can the neighbourhood planning process be developed to meet our objectives, such as in the use of digital tools and reflecting community preferences about design?
14. Do you agree there should be a stronger emphasis on the build out of developments? And if so, what further measures would you support? [Yes / No / Not sure. Please provide supporting statement.]
15. What do you think about the design of new development that has happened recently in your area? [Not sure or indifferent / Beautiful and/or well-designed / Ugly and/or poorly-designed / There hasn't been any / Other – please specify]
16. Sustainability is at the heart of our proposals. What is your priority for sustainability in your area? [Less reliance on cars / More green and open spaces / Energy efficiency of new buildings / More trees / Other – please specify]
17. Do you agree with our proposals for improving the production and use of design guides and codes? [Yes / No / Not sure. Please provide supporting statement.]
18. Do you agree that we should establish a new body to support design coding and building better places, and that each authority should have a chief officer for design and place-making? [Yes / No / Not sure. Please provide supporting statement.]
19. Do you agree with our proposal to consider how design might be given greater emphasis in the strategic objectives for Homes England? [Yes / No / Not sure. Please provide supporting statement.]
20. Do you agree with our proposals for implementing a fast-track for beauty? [Yes / No / Not sure. Please provide supporting statement.]
21. When new development happens in your area, what is your priority for what comes with it? [More affordable housing / More or better infrastructure (such as transport, schools, health provision) / Design of new buildings / More shops and/or employment space / Green space / Don't know / Other – please specify]

22. (a) Should the Government replace the Community Infrastructure Levy and Section 106 planning obligations with a new consolidated Infrastructure Levy, which is charged as a fixed proportion of development value above a set threshold? [Yes / No / Not sure. Please provide supporting statement.]
- (b) Should the Infrastructure Levy rates be set nationally at a single rate, set nationally at an area-specific rate, or set locally? [Nationally at a single rate / Nationally at an area-specific rate / Locally]
- (c) Should the Infrastructure Levy aim to capture the same amount of value overall, or more value, to support greater investment in infrastructure, affordable housing and local communities? [Same amount overall / More value / Less value / Not sure. Please provide supporting statement.]
- (d) Should we allow local authorities to borrow against the Infrastructure Levy, to support infrastructure delivery in their area? [Yes / No / Not sure. Please provide supporting statement.]
23. Do you agree that the scope of the reformed Infrastructure Levy should capture changes of use through permitted development rights? [Yes / No / Not sure. Please provide supporting statement.]
24. (a). Do you agree that we should aim to secure at least the same amount of affordable housing under the Infrastructure Levy, and as much on-site affordable provision, as at present? [Yes / No / Not sure. Please provide supporting statement.]
- (b). Should affordable housing be secured as in-kind payment towards the Infrastructure Levy, or as a 'right to purchase' at discounted rates for local authorities? [Yes / No / Not sure. Please provide supporting statement.]
- 24 (c). If an in-kind delivery approach is taken, should we mitigate against local authority overpayment risk? [Yes / No / Not sure. Please provide supporting statement.]
- 24 (d). If an in-kind delivery approach is taken, are there additional steps that would need to be taken to support affordable housing quality? [Yes / No / Not sure. Please provide supporting statement.]
- 25 Should local authorities have fewer restrictions over how they spend the Infrastructure Levy? [Yes / No / Not sure. Please provide supporting statement.]

(a) If yes, should an affordable housing 'ring-fence' be developed? [Yes / No / Not sure. Please provide supporting statement.]

26. Do you have any views on the potential impact of the proposals raised in this consultation on people with protected characteristics as defined in section 149 of the Equality Act 2010?

Your evidence

Please email your responses to this consultation to policycomms@nalc.gov.uk by 17.00 on 15 October 2020. County associations are asked to forward this briefing on to all member councils in their area.

© NALC 2020

10 AUGUST 2020

PC12-20 | TRANSPARENCY AND COMPETITION: DATA AND LAND CONTROL

Summary

The Ministry of Housing, Communities and Local Government has issued a call for evidence on data and land control. This call for evidence seeks views on proposals to require additional data from the beneficiaries of certain types of interests in land—rights of pre-emption, options and estate contracts. It also seeks views on the design of the policy and additional evidence on the impacts of the policy. The main document can be found [here](#).

Consultation questions

NALC will be responding to the consultation questions as follows:

1. The Public Interest

Do you think there is a public interest in collating and publishing additional data on contractual controls over land?

2. Rights of pre-emption and options

(a) Do you think that the definition of rights of pre-emption and land options in the Finance Act 2003, s. 4616 is a suitable basis for defining rights of pre-emption and options that will be subject to additional data requirements? Please give reasons.

(b) Is the exemption for options and rights of pre-emption for the purchase or lease of residential property for use as a domestic residence sufficient to cover: • options relating to the provision of occupational housing and • shared ownership schemes? Please give reasons.

(c) Are there any types of rights of pre-emption or options that do not fall under the scope of the definition in the Finance Act 2003, s. 46? Please give reasons

3. Estate contracts

Are the tests set out above sufficient to avoid inadvertently capturing transactions not related to the development of land? If not, please give examples.

4. Other contractual controls

(a) Are there any contractual arrangements by which control can be exercised over the purchase or sale of land, which should be included within this regime and which are not rights of pre-emption, options or estate contracts? Please give examples.

(b) If so, do you consider them (i) an interest in land (interests that are capable of being protected by way of a notice on the land register); or (ii) not an interest in land? Please give reasons.

5: Data requirements

(a) Are there any data fields that (i) should; or (ii) should not be subject to additional data requirements? Please give reasons.

(b) Are there any data fields that (i) should; or (ii) should not be placed on the land register? Please give reasons.

(c) Are there any data fields that (i) should; or (ii) should not be included in a contractual control interest dataset? Please give reasons.

(d) Are there other data fields that should be collected? Please give reasons.

(e) Do any of the data fields give rise to privacy risks? Please give reasons.

6. Contractual conditions

(a) Are there any data fields that (i) should; or (ii) should not be subject to additional data requirements? Please give reasons.

(b) Are there any data fields that (i) should; or (ii) should not be placed on the land register? Please give reasons.

(c) Are there any data fields that (i) should; or (ii) should not be included in a contractual control interest dataset? Please give reasons.

7. Legal Entity Identifiers

Should legal entities that are beneficiaries of contractual arrangements be asked to provide a Legal Entity Identifier? Please give reasons

8. Data currency

(a) Should beneficiaries be required to provide updated information on: • variation • termination, or • assignment or novation? Please give reasons.

(b) Are there other ways in which data currency could be maintained?

9. Accounting treatment

If your organisation is required to produce annual accounts, when are: (i) rights of preemption; (ii) options; and (iii) estate contracts recognised on the balance sheet? Please give reasons and state the accounting standard used.

10. Existing contractual control interests

(a) Should the requirement to supply additional data be limited to: (i) new contractual control interests only; or (ii) all extant interests? Please give reasons.

(b) How long should beneficiaries of an extant contractual control interests that is varied, assigned or novated be given to provide additional data before losing protection: (i) three months; or six months?

11. Current beneficiaries

What are the best ways of informing current beneficiaries of the need to provide additional data? Please give reasons.

12. A digital process?

Should the provision of additional data prior to the application process for an agreed notice be exclusively digital (with assisted digital support if required)? Please give reasons.

13. Certification

Should beneficiaries of contractual control interests with a duty to produce annual accounts be required to certify that all relevant interests have been noted? Please give reasons.

14. Restrictions

(a) Should beneficiaries of contractual control interests be required to obtain an agreed notice before they could apply for a restriction? Please give reasons.

(b) Should the protections of restrictions placed on an un-noted contractual control interest be (i) limited; or (ii) removed? Please give reasons.

c) If the Government accepts the Law Commission's recommendation on restrictions, should contractual control interest fall into the category of interest that cannot be capable of protection by way of a restriction? Please give reasons.

15. Alternative options

(a) Should a mandatory system be introduced whereby the beneficiary of a contractual control interest would, where it is possible to do so, be required to note their interest with HMLR? Please give reasons.

(b) If so, how should the system be enforced? Please give reasons.

16. Current practice

(a) If you are a beneficiary of a right of pre-emption, option or estate contract, please indicate how you protect your interest.

	Notice		Restriction	Other	Do not protect
	Agreed	Unilateral			
Right of pre-emption					
Option					
Estate contract					

(b) What factors influence your choice? Please give reasons.

17. Data collation and provision

(a) Are there any data fields in Annex A that contracting parties would not have readily to hand? Please list them.

(b) What is your estimate of the time needed to provide the additional data?

(c) Does your entity hold a Legal Entity Identifier?

18. Data currency

What additional work (over and above the time and cost of preparing annual accounts) would your organisation need to undertake to identify contractual control interests that needed to be updated?

19. Certification

What additional work (over and above the time and cost of preparing annual accounts) would your organisation need to undertake to certify in your organisation's annual accounts that all relevant contractual control interests had been noted on the land register where the land is registered?

20. Economic impact

What impact, if any, do you think that these proposals will have on the English land market (residential and commercial)? Please describe the effects and provide evidence.

21. Costs

What impact, if any, do you think that these proposals will have on the costs incurred by participants in the English land market (residential and commercial)? Please describe the effects and provide evidence.

22. Identifying and understanding contractual control interests

(a) Can you estimate the amount of (i) time and (ii) money that you have spent on identifying land affected by a contractual control interest?

(b) What is the source of your information?

(c) Can you estimate the amount of (i) time and (ii) money that you have spent on seeking professional advice on exactly how a contractual control interest affects a piece of land?

23. Market impact

(a) If you are a small or medium enterprise (SME) builder or developer, do contractual controls hinder your ability to assess the viability of a local market? Please give reasons.

(b) If you are an SME builder or developer, does a lack of freely accessible and understandable data act as a barrier to you entering the market? Please give reasons.

24. Trust in the planning system

(a) Do you think that a lack of accessible and understandable data on contractual controls makes it more difficult for local communities to understand the likely pattern of development? Please give reasons.

(b) If so, to what extent does it undermine trust and confidence in the planning system: (i) not much; (ii) somewhat; (ii) a great deal? Please give reasons.

25. Public Sector Equality Duty

What impact, if any, do you think that these proposals will have on people who share protected characteristics²⁰? Please describe the effects and provide evidence.

Your evidence

Please email your responses to this consultation to policycomms@nalc.gov.uk by 17.00 on 16 October 2020. County associations are asked to forward this briefing onto all member councils in their area.

© NALC 2020

Purpose

To **resolve** to approve recommendations from the Clerk regarding requests for new/amended memorials at Ashgrove Cemetery that are in line with Parish Council policy.

To consider requests for appeal on interment fees for Ashgrove Cemetery [not yet received so item will need to be deferred until the October meeting].

Background

All new memorial applications can be located on the Full Council Planner Board.

This can be accessed via MS Teams as follows:

- 'Full Council' Team;
- 'General' channel;
- 'Planner' tab (top of the screen);
- 'Memorials' bucket.

Every memorial for consideration has their own task and the title of the task starts with the meeting at which they are due to be discussed e.g. 'Full Council September 2020'. They are as follows:

New Memorial – Barbara Chivers - Section G, Row A, Plot TBC [as not yet interred]

Any queries in accessing the relevant information or on the application themselves should be raised with the Clerk before the meeting.

There is a suggested resolution detailed in the 'notes' field of each task/application.

Purpose

To review 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.

To include feedback from recent councillor surgery and request for support on wilding of grass verges.

Background

Correspondence to the Parish Council office should be logged on Planner under the Correspondence, Complaints & Issues Plan under the Full Council channel.

This can be accessed via MS Teams as follows:

- 'Full Council' Team;
- 'General' channel;
- 'Issues, Correspondence & Complaints' tab (top of the screen);
- 'To Do' bucket or 'Streetlight Faults' bucket or 'Cllr Surgeries' bucket.

Two additional buckets have also been added this month 'Questions from Councillors' and 'Facebook Posts Suggestions'. These will be explained in more depth at the meeting.

Every query that is not already linked to an Advisory Panel or current project or task is logged here (these may come in via hard copy letter, email, website, Facebook, etc). Each different issue generates a new task. Please be aware there may be multiple queries for the same issue, these will be logged as one task.

Any response or action that is undertaken will also be reported on these tasks.

Any queries in accessing the relevant information or on the tasks themselves should be raised with the Clerk before the meeting. This can be done by adding your comments to the task (all tasks are assigned to all office members of staff so any comment will generate an email to each of us and so whoever is dealing with the task will respond).

Councillor Surgeries Bucket

The points raised at the surgery in August were added directly by Cllr Thomas who hosted the surgery.

The papers completed at the January and February surgeries have also been added with any resultant action taken.

Wilding of Verges

This request has been included as a task. There is further reading to accompany the request which can be found to follow. The resident who raised the request is hoping to attend the meeting under the public session.

From: [REDACTED]
To: [REDACTED]
Subject: [REDACTED]
Date: 13 August 2020 16:00:20

Good Afternoon!

Many thanks for ringing me last week and for allowing me to put forward this item for discussion at next months meeting.

I would be very grateful if the Parish Council I would agree to discuss three points regarding Orchard Way. Whilst the points I am going to raise would easily apply to the whole village, as I live in Naishes Avenue I feel it would be appropriate to start the discussions based on my immediate area as it is the one I am most familiar with.

Point 1 - to discuss the cutting of the grass verges around Orchard Way by BANES. Many councils are working on ways to develop the ecology within local areas to promote a wider diversity of species of both plants and insects. Insects and especially pollinators are suffering serious declines and one thing that can be done to support this is to not cut grass verges (apart from a safety border along the edge). Extra wild flower seeds can also be planted to enhance the area further. I would love to see BANES follow in the footsteps of other local councils across the country and PSJ could help guide them in this by setting a positive example in promoting a 'Green Recovery'. I would be grateful for the Parish Councils backing with this. I have attached pictures of a range of flowers growing, all of which attract pollinators, before the grass was cut this week.

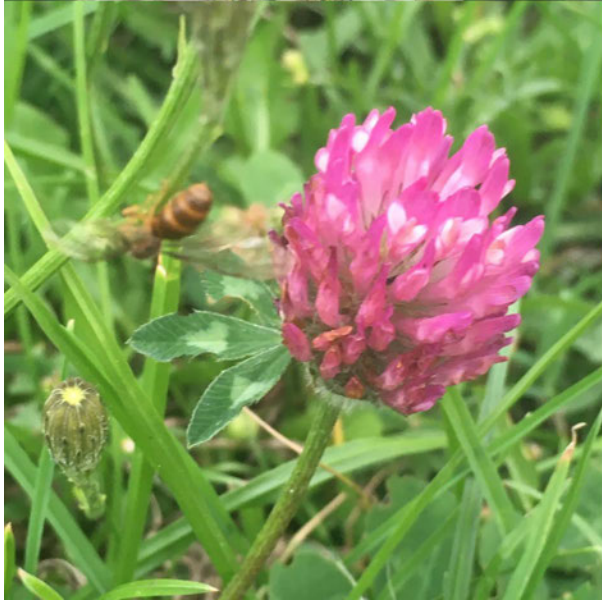
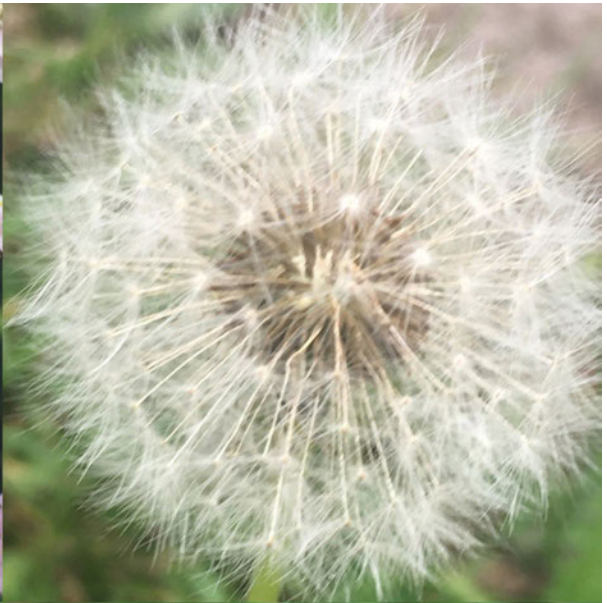
Point 2 - some parts of the verges I believe belong to the PCC as they are left when BANES cut? The areas by Westbury View have a good range of wild flowers in them and are attracting insects. Would it be possible to develop these areas further to create miniature wild flower meadows? Some villages put up a sign explaining what they are doing and why. Haydon have done this recently.

Point 3 - Hedgehogs! It has recently been on the news that Hedgehogs have now been given the status of 'vulnerable to the point of extinction' and they are of course a protected species. The estate (and I think the wider village) has a few - unsure how many - but I am seeing them hit on the roads. Again PSJ could set a precedence and put up signs asking people to drive slowly and to be aware. It is vitally important that these creatures are looked after and we are so lucky to have them. I have lived here 22 years and had only seen a couple over that time. This year I have two or three visiting my tiny garden, plus now, three Hoglets!

I have lots of information and articles I can provide you with if required regarding these issues and I thank you in advance for taking the time to listen to my views and suggestions.

Kind regards and best wishes.





Purpose

To receive, for information, an update on any forthcoming meetings or feedback from meetings attended since the last Full Council meeting:

Parishes Liaison Group – Representatives: Chair and Clerk

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

Next meeting – Thursday 22nd October 2020.

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

Representatives: Chair and Clerk

Last meeting (B&NES Area Group) – Thursday 3rd September 2020 at 7pm held remotely via Zoom. Attended by Cllrs Conor Ogilvie-Davidson and Kathy Thomas and the Clerk.

Next meeting (B&NES Area Group) – Scheduled for Thursday 3rd December 2020.

Also, the ALCA AGM is scheduled to be held on Saturday 10th October 2020 at 10.30am [see attached notice]. It needs to be determined attendance to this event and associated voting rights.

Suggested Resolution

To resolve that Cllrs. XX and XX will attend the ALCA AGM on Saturday 10th October 2020 as the Parish Council representatives providing them with the associated voting rights.

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

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

Next meeting – Scheduled for Wednesday 30th September 2020.

Local Flood Representative – Representatives: Cllr Jonathan Rich

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

Next meeting – The next meeting will be rescheduled in due course.

Community Centre Network – Representatives: Cllr Audrey Gillard-Sprake

Last meeting – Thursday 27th August 2020 at 12 noon remote meeting via Zoom. This meeting was attended by Cllr Kathy Thomas. The meeting focused on the reopening of community halls. Additional advice sessions were also held on Wednesday 2nd September and Thursday 10th September.

Next meeting – To be determined.

Note for Councillors:

All relevant meeting agendas/minutes/notes/presentations etc. relating to Outside Bodies will be filed in folders so all councillors and staff can access them, and not just published as meeting pre-reading. They will be available via MS Teams as follows:

- 'Full Council' Team;
- 'General' channel;
- 'Files' tab (top of the screen);
- 'Outside Bodies' folder;
- 'BANES ALCA - Meeting Minutes and General Info' folder or 'Somer Valley Forum - Meeting Minutes and General Info' folder etc.



AVON LOCAL COUNCILS' ASSOCIATION

Wednesday 12th August 2020

Dear ALCA Members

In line with the ALCA constitution¹ I am writing to inform you that the

Annual General Meeting will be held on **Saturday 10th October 2020**

Using ZOOM video conferencing

10:30 – 12:00

The joining instructions and passwords, agenda, 2019-20 Annual Report (including the accounts and proposed 20/21 budget) and draft minutes of the 2019 AGM will be sent to all ALCA Member Councils on or before the **12th September 2020**,

Your sincerely

Deborah J White
Chief Officer
avoncalc@gmail.com
07496 514035

¹ (2017) section 3 paragraph d (i)

Purpose

To receive Police updates as follows:

07/08/20 7164 CS225 – Burglar

Someone forced the door to enter a garage on Church Farm Close, Marksbury, between 11.45pm on Wednesday 5 August and 8am on Thursday the 6th. Once inside the garage they have gone through an interconnecting door to enter the house where a wallet, cash and some car keys were stolen. The keys were then used to take the car, which was later found on Priston Road after being involved in an accident. If you contact the Police about this incident, please quote Reference number: 5220175955

11/08/20 7164 Northeast – Appeal to trace absconder from open prison Shannon Gray

We're appealing for help to find a man who has absconded from HMP Leyhill near Tortworth in South Gloucestershire.

Shannon Gray, pictured in the attached document, was last seen at the open prison at about 6pm on Saturday 8 August. He is a white man aged 38, about 5ft 11ins tall and of slight build. He's believed to be wearing navy blue jogging bottoms, a grey T-shirt and grey trainers.

Shannon is currently serving an indeterminate sentence following his conviction in 2007 for wounding with intent. He has links to the Taunton area.

If you see Shannon Gray, do not approach him but call 999 immediately, quoting reference 5220178468. If you have any other information about his whereabouts, call 101 quoting the same reference.

Attachments:

- [5220178468-shannon-gray.pdf](#)

11/08/20 7164 Northeast – Nottingham Knockers

There have been reports of so-called "Nottingham Knockers" operating throughout the area recently. These are cold callers who tell residents they are ex-offenders trying to go straight, then typically try and sell poor quality and over-priced cleaning products. They have been seen in Church Road in Frampton Cotterell, at Dragon Road and Down Road, Winterbourne and Hamilton Road and Sion Road in Bath.

We want to remind residents they are under no obligation to answer the door to anyone they don't know or aren't expecting. If you do talk to them, they are supposed to be able to provide a valid Pedlar's Certificate and should leave your property when asked.

13/08/20 7164 Northeast – Spotting the signs of domestic abuse

Please read and distribute the attached document, which provides advice on how to spot the signs of domestic abuse, and also gives advice on who to speak to if you are a victim, or knows someone who needs help.

Attachments:

- [avon-and-somerset-police-urges-communities-to-look-out-for-signs-of-domestic-abuse.pdf](#)

14/08/20 7164 B&NES – Inquiry continues into man's death in Bath

We're continuing to investigate the sudden death of a 29-year-old man in Bath on Thursday 13 August.

The man died following an incident involving a number of people on the footpath which runs along the River Avon, off Brassmill Lane at approximately 3.15pm. A forensic post-mortem examination is due to take place today to establish the cause of the man's death. Two men, aged 47 and 53, arrested at the scene currently remain in police custody.

A cordon remains in place while specialist crime scene investigators examine the area and officers continue to carry out house to house enquiries. CCTV footage from the area will also be reviewed as part of the inquiry.

Temporary Detective Superintendent James Riccio, head of the Major Crime Investigation Team, said: "It is always tragic when someone dies unexpectedly and our thoughts are with the man's family and friends. The man's next of kin have been informed and specially trained family liaison officers are supporting them and will keep them updated with the progress of our investigation.

"Our inquiry is in the very early stages and we are still working to understand the nature of the incident on the footpath and how exactly the man died. I appreciate the man's death may cause concern among local residents but we are confident what happened was an isolated incident. I'd like to reassure people we will undertake a thorough investigation and do our utmost to provide the answers the man's family need. Two men remain in custody and are currently giving their accounts of yesterday afternoon to officers."

T/Det Supt Riccio added: "Neighbourhood officers remain in the area and I'd encourage anyone with any concerns to speak to them or contact 101 and ask for the local neighbourhood team."

Anyone who witnessed the incident or who has information which could help our inquiry is asked to call 101 and provide the call handler with the reference 5220182766.

18/08/20 7164 B&NES – Appeal after elderly woman injured in collision with bus – Bath

Police want to hear from anyone who witnessed or has CCTV or dashcam footage of a collision involving a pedestrian and a bus in Bath.

It happened at about 2.30pm on Monday 17 August on Grand Parade, Bath.

An 81-year-old woman remains in hospital with serious injuries.

Officers spoke to a number of witnesses at the scene but if you have any information which could help and have not yet passed it on please call 101 quoting reference 5220186172.

18/08/20 7164 CS225 – Attempted Burglary

Someone attempted to force entry to a home on Collier's Lane, Newton St Lowe, between 11am on Sunday 16 August and 11am on Monday the 17th. One of the hinges on the new back door has been damaged in the attempt, making it unusable. If you contact the Police about this incident, please quote Reference number: 5220185902

24/08/20 7164 B&NES – Update: Man who died in Bath incident is formally identified

A man who died following an incident in Bath last week has been formally identified.

Carl Picken, 29, of Birmingham, died following an incident involving a number of people on a footpath which runs along the River Avon, off Brassmill Lane at around 3.15pm on Thursday (13 August). Detectives from the Major Crime Investigation Team are leading the inquiry into what happened.

Two men, aged 47 and 53, arrested at the scene have been released on bail pending further enquiries. A forensic post-mortem examination was conducted on Friday but the results were inconclusive. Further tests will now be carried out to try and establish how Carl died.

Senior Investigating Officer Detective Inspector Neil Meade said: "We're still in the early stages of our inquiry and we continue to build a picture of the circumstances surrounding Carl's death. It may be some weeks before we know what caused his death as the post-mortem examination proved inconclusive. Further tests will now be carried out but these can take some time.

“Trained family liaison officers are providing Carl’s family with support and we will make sure we keep them updated on the progress of our investigation.”

A tribute released by Carl’s family said: “Carl was a loveable rogue.

“He wasn’t perfect but no one deserves to be taken at such a young age. He still had so much life to live. He had an amazing heart and was actually a big softy. He adored his children and it’s unbearable to think he now won’t be around to watch them grow up.

“We appreciate all the love shown towards him and his death has left a hole that will never be filled. Known as son/ dad/ brother/ Fat Carl/ Brummie. He was a real funny character.”

Anyone who witnessed the incident, or who has information which could help us, is asked to phone 101 provide the call handler with the reference 5220182766.

Attachments:

- [carl-picken.pdf](#)

24/08/20 7164 B&NES – Man arrested by counter-terrorism police

The following is issued on behalf of Counter Terrorism Policing South East

A man, aged 33 from North East Somerset has been arrested as part of an investigation by officers from Counter Terrorism Policing South East and South West.

He was arrested on Thursday 20 August on suspicion of S4 (1) Explosive Substances Act 1883 – Making or possessing an explosive substance in suspicious circumstances. On Friday the 21st he was re-arrested under section 41 of the Terrorism Act 2000 by detectives from Counter Terrorism Policing South East and South West. He remains in police custody at this time.

As part of this investigation, searches are being carried out at a property in Paulton near Bath. Officers carrying out this search are wearing protective suits due to the nature of this investigation and the Explosive Ordnance Disposal Team have also been called to the property as a precaution.

Chief Inspector Steve Kendall, the local area commander, said: “I would like to reassure the local community that the arrest was carried out by specialist officers from the Counter Terrorism Policing network.

“A 33-year-old man arrested remains in police custody and there is no wider threat to the public. I would like to thank the local community for their patience while officers carry out a search of the property and continue their investigation.

“We will have an increased policing presence in the local area and should anyone have any questions or concerns about this activity, I encourage them to speak to one of my officers or call 101 and ask to speak to the local neighbourhood team.”

24/08/20 7164 B&NES – Man charged following armed robberies

Detectives investigating two armed robberies in Somerset have charged a 45-year-old man.

Jimmy Young, of Withy Mills, Paulton, has been charged with five counts of possessing a firearm with intent to cause fear of violence, two counts of robbery and two counts of driving a motor vehicle which had been taken without the owner’s consent.

The charges follow robberies at shops in Midsomer Norton on 21 July and in Timsbury on 10 August. In both incidents a man made off with cash after threatening staff with a firearm. Nobody was injured in either incident.

Young was charged and remanded in custody and appeared at Bristol Magistrates’ Court on Saturday, 22 August.

26/08/20 7164 Northeast – TV Licensing Scam

There has been a marked increase in the number of fake TV Licensing emails be received across the force area. Please see the attached document for things to look out for, and some advice taken from the Age UK website.

Attachments:

- [latest-tv-licence-scam.pdf](#)

26/08/20 7164 Northeast – Appeal to find missing man Robert Spate

We're appealing for the public's help to find missing 51 year-old man Robert Spate.

He was last seen in Shirehampton at about 7.30pm on Monday 24 August.

He's white, 5ft 11ins, of slight build with a tribal sleeve tattoo on his left arm and he was last seen wearing a black t-shirt with white writing on and pale brown shorts.

If you see him, please call 999 and give the log number 1072 of 24/8.

Attachments:

- [robert-spate.pdf](#)

26/08/20 7164 B&NES – Witness appeal following three vehicle collision on the A46 near Bath

We're appealing for information following a traffic collision that happened on Tuesday 25 August at about 4.40pm on the A46 at Dyrham near Bath.

Three cars - a red Kia C'EED, a white Mini Cooper and a grey Suzuki Alto were involved in the incident just sound of the Crown Inn pub, in which a woman in her 50s and two children suffered minor injuries. They were taken to hospital but have now been discharged.

Police are keen to hear from anyone who witnessed the collision, or may have dashcam footage that could assist their investigation. If you can help, call 101, quoting reference 837 - August 25.

07/09/20 7164 Northeast – WANTED: New PCSOs to join Avon and Somerset Police

Avon and Somerset Police launched a campaign to recruit new Police Community Support Officers (PCSOs) on Thursday 3 September. Please distribute the attached document as widely as possible. It gives more information on this interesting and rewarding career.

Attachments:

- [wanted-new-pcsos.pdf](#)

07/09/20 7164 B&NES – Update on missing Bath teenager

Missing 14-year-old Patrycja Mendowicz has been located by officers in Bath. We'd like to thank you for sharing our appeal and anyone who called in with information.

Please delete any images of Patrycja that were sent with the original message, which was sent on 28 August.

07/09/20 7164 B&NES – Operation Remedy drugs warrant – Marksbury

Officers working as part of Operation Remedy, carried out a drugs warrant in Marksbury, on Friday 4 September.

After attending the address in West Tynings, they arrested a 20-year-old man on suspicion of money laundering and possession with intent to supply. The man is currently in custody and the search of the property was made.

Operation Remedy is a proactive campaign across Avon and Somerset that targets residential burglary, knife crime and the illegal supply of controlled drugs.

If you can help, please call 101 and give the call handler the reference number 5220199871.

Alternatively, you can contact the independent charity Crimestoppers 100 per cent anonymously on 0800 555 111 or via their Anonymous Online Form. No personal details are taken, information cannot be traced or recorded and you will not go to court or have to speak to police when contacting Crimestoppers.

07/09/20 7164 B&NES – Witnesses and dash cam footage sought following two vehicle collision near Bath

We're appealing for witnesses and dash cam footage following a two-vehicle collision on the A4 Batheaston Bypass at about 4.30pm on Sunday 30 August.

A blue Ford Focus and a blue Suzuki Swift were involved in the incident that happened in lane one of the dual carriageway travelling in the direction of Box near the Bathford roundabout. The collision caused the Suzuki Swift to leave the road and roll a number of times.

The driver of the Suzuki, a woman in her 40s, was taken to hospital with minor injuries. Police are keen to hear from witnesses, particularly if they have dash cam footage of the incident. If you can help, call 101, quoting reference 5220197616.

09/09/20 7164 Northeast – Insecure Vehicles

There have been numerous reports of offenders trying car and boot door handles throughout the Avon & Somerset policing area. Please ensure that you securely lock your vehicle and remove all items from within, as these will attract the attention of thieves. Some of these culprits have also tried the doors of homes as well, in the hope that they have been left unlocked. After locking the door, remove the keys and put them in a safe place out of reach of any openings such as letterboxes, but ensure that all the residents know where the keys are in case of emergency.

09/09/20 7164 B&NES – Burglary

An unknown male has approached an elderly resident of Manor Road, Saltford, while he was cutting the lawn. The male offered to do this for him, which was refused, but while in conversation the resident has noticed a second male at the rear of the property and called the police. It is thought that the second male had entered the property but although items had been disturbed, nothing has been stolen. If you contact the Police about this incident, please quote Reference number: 5220203881

This episode has all the hallmarks of a distraction-type burglary, where one offender keeps the victim occupied while an accomplice enters the home through a different entrance. Please ensure that all unattended doors and windows are closed and locked at all times, especially if you are in the front or rear garden.

10/09/20 7164 B&NES – Witnesses and dash cam footage sought following two vehicle collision near Bath

We're appealing for witnesses and dash cam footage following a two-vehicle collision on the A4 Batheaston Bypass at about 4.30pm on Sunday 30 August.

A blue Ford Focus and a blue Suzuki Swift were involved in the incident that happened in lane one of the dual carriageway travelling in the direction of Box near the Bathford roundabout.

The collision caused the Suzuki Swift to leave the road and roll a number of times. The driver of the Suzuki, a woman in her 40s, was taken to hospital with minor injuries.

Police are keen to hear from witnesses, particularly if they have dash cam footage of the incident. If you can help, call 101, quoting reference 5220197616.

If you have any information regarding the above listed incidents, please contact the Police on 101.

Alternatively, you can call Crimestoppers anonymously on 0800 555111 or via their anonymous online form. No personal details are taken, information cannot be traced or recorded and you will not go to court or have to speak to police when contacting Crimestoppers.

PSJPC Full Council Meeting

C433 – 15/09/2020 – Outside Bodies Police Updates

Police Beat Surgeries have been suspended until further notice.

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
09/07/2020	Unique Signs	8x Coronavirus Restrictions Signs for Play Areas	C373 - 16/06/2020	£160.00	£32.00	BACS
15/07/2020	BT Payment Services Ltd.	Mobile Phone Costs - Jul to Aug 2020	C352 - 12/05/2020	£5.00	£1.00	Direct Debit
02/08/2020	Mr J. Coles	Annual allotment rent 2020	Fin. Regs. 4.1	£270.00	£0.00	BACS
03/08/2020	E-ON	RG Changing Rooms Electric	C352 - 12/05/2020	£27.51	£1.38	BACS
05/08/2020	Green Man (SW) Ltd.	Cleaning of fabric chairs at Beacon Hall	Fin. Regs. 4.1	£197.00	£39.40	BACS
11/08/2020	B&NES Council	Charge for excess waste collection	Fin. Regs. 4.1	£18.30	£0.00	BACS
14/08/2020	Ellis Whittam Ltd.	HR and H&S Services	C397 – 21/07/2020	£3,423.24	£666.00	BACS
14/08/2020	Greensward Sports Consultancy Ltd.	Initial mark up of football pitch and erection of goal posts	Fin. Regs. 4.1	£170.00	£34.00	BACS
15/08/2020	BT Payment Services Ltd.	Mobile Phone Costs - Aug to Sept 2020	C352 - 12/05/2020	£5.00	£1.00	Direct Debit
16/08/2020	Avon Local Councils' Association	Attendance at Climate Action Planning Day - Cllr Thomas	Fin. Regs. 4.1	£10.00	£0.00	BACS
19/08/2020	Gompels Healthcare Ltd	Anti-bac wipes and dispensers for Beacon Hall and Changing Rooms	C398 - 21/07/2020	£100.44	£20.08	BACS
25/08/2020	Gompels Healthcare Ltd	PPE and First Aid Kit for Beacon Hall	C398 - 21/07/2020	£51.49	£4.20	BACS
25/08/2020	Medisave UK Ltd.	Hand sanitiser and nitrile gloves	C398 - 21/07/2020	£80.58	£8.62	BACS
26/08/2020	Greensward Sports Consultancy Ltd.	Mowing of Recreation Ground - August 2020	Fin. Regs. 4.1	£380.00	£76.00	BACS
26/08/2020	Greensward Sports Consultancy Ltd.	Mowing of Beacon Field - August 2020	F&A087 - 07/07/2020	£410.00	£82.00	BACS
26/08/2020	SWALEC / SSE	BH Gas	C352 - 12/05/2020	£245.41	£12.26	Direct Debit
27/08/2020	Screwfix Direct Ltd. & B&Q	2x Deadlocks; 1x Fluorescent bulb for Beacon Hall and batteries	Fin. Regs. 4.1	£20.89	£4.17	BACS
28/08/2020	Softcat Plc	MS Office 365 E3 Subscriptions - July 2020	C221 - 17/12/2019	£359.52	£71.90	BACS
31/08/2020	Allstar Business Solutions Ltd.	Fuel Card - August 2020	C352 - 12/05/2020	£59.25	£11.85	Direct Debit
31/08/2020	Softcat Plc	3x Headsets for PCs	Fin. Regs. 4.1	£133.89	£26.78	BACS
01/09/2020	B&NES Council	Business Rates - Ashgrove Cemetery - September 2020	C352 – 12/05/2020	£189.00	£0.00	Direct Debit
01/09/2020	Sage (UK) Limited	Online subscription for Sage 50 Accounts - September 2020	Fin. Regs. 4.1	£41.00	£8.20	Direct Debit
02/09/2020	Screwfix Direct Ltd. & B&Q	Line marking paint and coach screws for accessible allotment plot	C417 – 11/08/2020	£43.29	£8.66	BACS
03/09/2020	Helping Hand Company Ltd.	Litter pickers and gloves for the Mini Police - Community Grant	C344 – 12/05/2020	£201.90	£40.38	BACS
04/09/2020	All Waste Recycling & Skips Ltd	Skip for accessible allotment plot project	C417 – 11/08/2020	£208.33	£41.47	BACS
06/09/2020	A. Davis	Casual labour to cover Caretaker annual leave	Fin. Regs. 4.1	£173.00	£0.00	BACS
07/09/2020	Gompels Healthcare Ltd	Hand gel dispensers for Beacon Hall and Changing Rooms	C398 – 21/07/2020	£85.28	£17.06	BACS
16/09/2020	Lloyds Bank plc	Credit Card - August 2020 - Statement Reconciled as per Fin. Regs. 5.5	Fin. Regs. 6.20	£185.08	£0.00	Direct Debit
				£7,254.40	£1,208.41	

Suggested Resolution:

To resolve that all the payments on this schedule be ratified.

Balance Sheet

From: Month 1, April 2020
 To: Month 12, March 2021

Chart of Accounts:

PSJ Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Trade Debtors	(1,578.50)	3,307.00	
Unity Trust Current Account	35,385.40	54,174.87	
Unity Trust Deposit Account	0.00	80,634.05	
Nat West Current Account	0.00	83,055.22	
Petty Cash	0.00	250.00	
Credit Card (Debtors)	927.18	(50.17)	
VAT Liability	2,545.50	17,037.14	
		37,279.58	238,408.11
Current Liabilities			
Trade Creditors	(30,030.40)	8,782.14	
Other Creditors	0.00	370.00	
		(30,030.40)	9,152.14
Current Assets less Current Liabilities:		67,309.98	229,255.97
Total Assets less Current Liabilities:		67,309.98	229,255.97
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		67,309.98	229,255.97
Capital & Reserves			
Reserves	(13,904.62)	148,041.37	
P & L Account	81,214.60	81,214.60	
		67,309.98	229,255.97

From: Month 1, April 2020
 To: Month 12, March 2021

Chart of Accounts: PSJ Layout of Accounts

		<u>Period</u>	<u>Year to Date</u>
Capital & Reserves			
Reserves			
3100	General Reserve	(24,902.34)	13,399.12
3101	Contingency Reserves	0.00	65,000.00
3105	EMR - Beacon Hall Improvements	(4,929.49)	4,500.00
3106	EMR - Persimmon Land Transfer	0.00	650.00
	Professional Fees		
3109	EMR - Ashgrove Cemetery	0.00	4,000.00
	Garden of Remembrance		
3112	EMR - Signage Project	0.00	2,000.00
3115	EMR - Committed Expenditure	10,427.21	34,992.25
3117	EMR - Rec Grnd Footpath	0.00	14,000.00
	Extension		
3120	EMR - Braysdown Allotments	(4,000.00)	0.00
	Accessible Plots		
3121	EMR - Tree Planting Programme	500.00	500.00
3122	EMR - Coal Mining Carts Floral	5,000.00	5,000.00
	Planters		
3123	EMR - Drinking Water Fountain	1,500.00	1,500.00
	Installations		
3124	EMR - Devices for Councillors	2,500.00	2,500.00
		<u>(13,904.62)</u>	<u>148,041.37</u>

Project	Budget Carried Forward from 31/03/2020	Additional Budget Added since 01/04/2020 (Tfer from Gen Res)	Expenditure From 01/04/2020	Surplus Budget Returned as Tfer To General Reserve	Balance Remaining	
Waste Bins	-£26.58	£0.00	£0.00		-£26.58	All bins now installed and project complete. However project overspent by £26.58. This figure will need to be adjusted from Reserves (resolution from Full Council required).
Equality Act Gates	£897.24	£0.00	£0.00	£0.00	£897.24	One gate left to install; liaising with B&NES Highways to prioritise their side of the dropped kerb - works due Oct
Signage Project	£3,100.84	£0.00	£0.00	£0.00	£3,100.84	Advisory Panel now reformed. Order with B&NES Council for additional Beacon Hall signage placed. Awaiting works.
Gdn of Rem - Donation	£96.31	£0.00	£68.46	£27.85	£0.00	Project Now Complete
Beacon Field - Picnic Benches & Dog Exercise Area	£893.91	£0.00	£0.00	£0.00	£893.91	Caretaker now installed hardcore at the gate entrance (awaiting invoice for the materials). Additional picnic bench ordered, awaiting delivery.
Asset Signage Project	£1,000.00	£0.00	£0.00	£0.00	£1,000.00	
Street Lighting Upgrade - Remaining Lights (4x Eckweek Lane £1,391.84+VAT; 1x Carlingcott £1,942.16 plus VAT)	£5,000.00	£0.00	£1,391.84	£0.00	£3,608.16	Streetlight at Carlingcott installed 10/09/2020 awaiting invoice
Coronavirus Related Matters	£4,603.32	£0.00	£54.32	£0.00	£4,549.00	Ongoing
VE/VJ Event - Budget Increase on Existing	£1,000.00	£0.00	£0.00	£0.00	£1,000.00	Budget agreed to be c/f to 2021/22
Staff/Cllr Training 2020-21 - Budget Increase on Existing	£1,000.00	£0.00	£0.00	£0.00	£1,000.00	
Replacement Fire Doors - Parish Office & Main Hall	£2,000.00	£3,784.68	£0.00	£0.00	£5,784.68	Installation date pending
Beacon Hall - Internal Lights Upgrade	£0.00	£6,000.00		£0.00	£6,000.00	Installation date pending
Beacon Hall - CCTV	£5,000.00	£0.00	£4,995.00	£0.00	£5.00	Installation complete
Bench Seat at Mercedes RaB	£0.00	£700.00	£520.00	£0.00	£180.00	Bench delivered 03/08 - installation to be actioned
Accessible Allotment Plots	£0.00	£4,000.00	£0.00	£0.00	£4,000.00	Work commences 14/09/2020
Ellis Whittam HR and H&S	£0.00	£3,000.00	£0.00	£0.00	£3,000.00	
	£24,565.04	£17,484.68	£7,029.62	£27.85	£34,992.25	

Purpose

Council Structure Review Advisory Panel – Meeting held on Thursday 30th January 2020 at 6pm at Beacon Hall and subsequently deferred [minute C304 – 17/03/2020 refers]. To **resolve** the recommended changes to the Standing Orders and Terms of Reference and Delegations. Cllr. Bailey to provide a presentation on works undertaken by the Advisory Panel and to include detail on the Annual Council Meeting.

Background

The presentation on the work undertaken by the Council Structure Review Advisory Panel can be found attached.

The Annual Meeting of the Full Council was considered earlier in the year and the following minute recorded:

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

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

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

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

When the matter was raised at the last Full Council meeting the Clerk undertook investigation and consulted ALCA.

The Local Government Act 1972, Schedule 12, Part II, para 7.2 states:

In a year which is a year of ordinary elections of parish councillors, the annual meeting of a parish council shall be held on, or within fourteen days after, the day on which the councillors elected at that election take office, and in any other year the annual meeting shall be held on such day in May as the parish council may determine.

The LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 states that the above listed paragraph of the Act is disapplied.

Clarification was sought on whether the ‘disapplied’ means that no meeting should be held or whether it just doesn’t have to be held in May.

The following response was received from ALCA:

This year all relevant acts are overridden by the Corona Virus Act 2020.

This year (2020) Local Councils do not have to hold an Annual Meeting of the Parish Council at all until May 2021 (the present Chairman just continues on), unless it decides to and then it can be called at any time i.e. September, October etc.

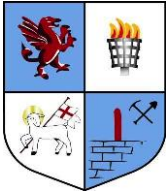
*The important thing is that **it is a decision of the council**. It has to be an agenda item and a resolution as to whether the council holds one before May 2021 and if it does when, or not to hold it and then it is postponed until May 2021.*

The resolution agreed at the April meeting only stipulates the Annual Meeting will not be held in May 2020, it is therefore possible for the Parish Council to agree to hold an Annual Meeting prior to May 2021.

However, if it was decided to hold an Annual Meeting, this would result in the reappointment of Standing Committees, Chairs, Vice-Chairs etc. Standing Orders states that appointments (which includes Chairs, Committee membership, co-option etc.) are undertaken by paper ballot by those present at the meeting, consequently a different way of doing this would need to be established and approved prior to taking place.

Suggested Resolution

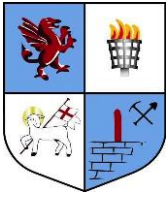
To **resolve** to accept the recommended changes to the Standing Orders and Terms of Reference and Delegations as submitted by the Council Structure Review Advisory Panel and detailed in the presentation given by Cllr John Bailey.



Council Structure Review

Cllr. John Bailey

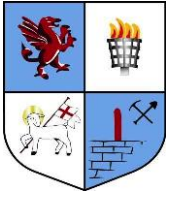
**Recommendations
from the Advisory Panel**



Council Structure Review

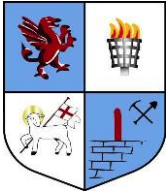
Aims of the Advisory Panel

- To review the existing Terms of Reference and Delegations document.
- To identify what is good/bad/anything that needs to change about the current structure.
- To ensure that any proposed changes are achievable with the resource available e.g. number of meetings; that membership/delegation is lawful.
- To make recommendations for any changes thought to improve the current structure with associated reasoning behind the proposals.



Council Structure Review

Suggested changes to Standing Orders



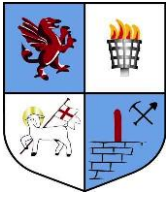
Council Structure Review

Current Standing Order 3e:

In accordance with standing order 3(e), and the Public Participation at Meetings Policy, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

Proposed Amendment

In accordance with standing order **3(d)**, and the Public Participation at Meetings Policy, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.



Council Structure Review

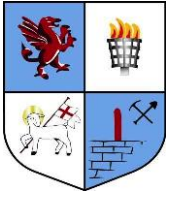
The current Standing Orders is missing the following items, which are suggested to be included:

3.f

The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed () minutes unless directed by the chairman of the meeting.

3.g

Subject to standing order 3(f), a member of the public shall not speak for more than () minutes.



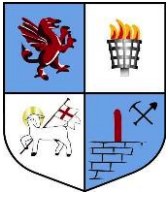
Council Structure Review

Current Standing Order 4.d.xi:

shall determine if the public may participate at a meeting of a committee;

Proposed Amendment

shall allow public participation at a meeting of a committee only by invitation of the Chairman;



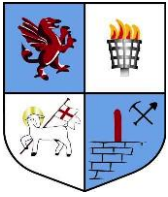
Council Structure Review

Current Standing Order 4.e:

The Chair and Vice-Chair of the council can be full members of all Committees of the Council and should inform the Proper Officer if they wish to attend the meetings.

Proposed Amendment

The Chair and Vice-Chair of the council will be ex-officio members of the Burial Committee; Finance & Amenities Committee and Personnel Committee and should inform the Proper Officer if they wish to attend any meetings.



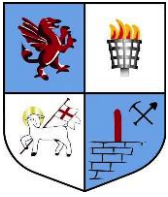
Council Structure Review

Current Standing Order 19.c

The Clerk Liaison Panel/chair of the Personnel Committee [or appointed sub-committee] or in his absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Personnel Committee [or appointed sub-committee].

Proposed Amendment to 19.c

The Clerk Liaison Panel shall, upon a resolution, conduct a review of the performance and annual appraisal of the work of the Clerk in accordance with the Council's policy.

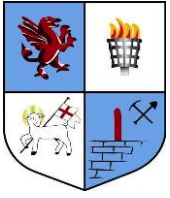


Council Structure Review

Also....

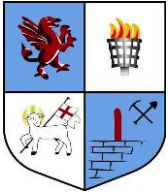
Should there be a maximum term for a councillor to serve as the Chairman?

It was thought it best to float the idea to Full Council at the February meeting as to whether or not this should be incorporated into Standing Orders.



Council Structure Review

Suggested changes to Terms of Reference & Delegations for Committees

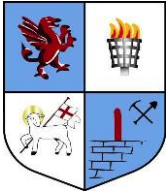


Council Structure Review

Committee Members

Three Councillors minimum, six Councillors maximum (plus Chair and Vice-Chair of Full Council as ex-officio* members – **see Standing Order 4e**) per Committee (unless specified in Terms of Reference).

*See appendix for definition



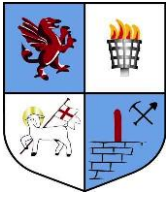
Council Structure Review

Appendix - Robert's Rules of Order state:

“Ex officio” is a Latin term meaning “by virtue of office or position.” Ex-officio members of boards and committees, therefore, are persons who are members by virtue of some other office or position that they hold. For example, if the bylaws of an organization provide for a Committee on Finance consisting of the treasurer and three other members appointed by the president, the treasurer is said to be an ex-officio member of the finance committee, since he or she is automatically a member of that committee by virtue of the fact that he or she holds the office of treasurer.

Without exception, ex-officio members of boards and committees have exactly the same rights and privileges as do all other members, including, of course, the right to vote. There are, however, two instances in which ex-officio members are not counted in determining the number required for a quorum or in determining whether or not a quorum is present. These two instances are:

- 1. In the case of the president, whenever the bylaws provide that the president shall be an ex-officio member of all committees (or of all committees with certain stated exceptions); and*
 - 2. When the ex-officio member of the board or committee is neither an ex-officio officer of the board or committee nor a member, employee, or elected or appointed officer of the society (for example, when the governor of a state is made ex officio a member of a private college board).*
- Again, however, it should be emphasized that in these instances the ex-officio member still has all of the rights and privileges of membership, including the right to vote.*



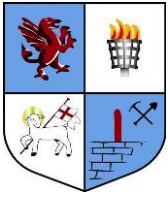
Council Structure Review

EXECUTIVE COMMITTEE

*The members of the Executive Committee will consist of the Chair and Vice-Chair of Full Council and the Chairs and Vice-Chairs of the other Standing Committees. The Executive Committee will be chaired by the Chair of Full Council [or in their absence the Vice-Chair].

It will hold at least one committee meeting per year then will meet, usually monthly, as an Advisory Panel reporting and making recommendations to Full Council in communication with the Clerk.

The Advisory Panel meetings will have their agendas based on the Terms of Reference detailed below and will feedback a written report to Full Council.

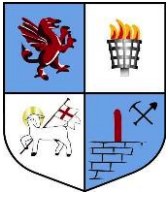


Council Structure Review

FINANCE AND AMENITIES COMMITTEE

Terms of Reference

- All matters appertaining to economic and budgetary policies and any matter with a fiscal impact not specifically falling within the remit of any other Committee.
- All matters appertaining to Parish Council assets; actively maximise the benefits of the assets to residents balancing against costs.
- All matters appertaining to Financial Regulations and any other Finance & Amenities related policies.
- ~~To hold an Advisory Panel meeting every other month to review amenity related matters so decisions can be made at the following Finance & Amenities Committee meeting.~~
- To hold a minimum of 4x Advisory Panel meetings and a minimum of 4x Committee Meetings each council year.

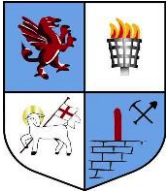


Council Structure Review

CLERK LIAISON PANEL

**** The Clerk Support Team will consist of the ~~Chair of Full Council [or in their absence the Vice-Chair]~~ and the Chair and Vice-Chair of the Personnel Committee Chair and Vice-Chair of the Personnel Committee and the Chair of Full Council [or in their absence the Vice-Chair]. It will be Chaired by the Chair of the Personnel Committee [or in their absence the Vice-Chair of the Personnel Committee]. It will meet monthly (with the Clerk), as an Advisory Panel, reporting and making recommendations to Full Council **or the Personnel Committee as appropriate.****

The Advisory Panel meetings will have their agendas based on the Terms of Reference detailed below and will feedback a written report to Full Council.



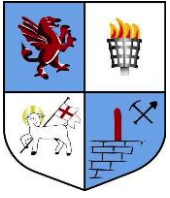
Council Structure Review

Delegations

This Advisory Panel will not have any delegated powers.

It will not hold a budget and will not make decisions unless specific tasks/actions have been directed by Full Council [if a decision is delegated it can only be made at a Committee meeting and not at an Advisory Panel meeting].

To undertake the Clerk's appraisal following a resolution at the Personnel Committee or Full Council in accordance with the Council's policy.



Council Structure Review

Any questions?

Any further suggestions?

This document details the proposed changes to PSJPC Standing Orders

Current Standing Order 3e:

In accordance with standing order 3(e), and the Public Participation at Meetings Policy, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

Proposed Amendment

In accordance with standing order 3(d), and the Public Participation at Meetings Policy, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

.....

The current Standing Orders is missing the following items, which are suggested to be included:

3.f

The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed () minutes unless directed by the chairman of the meeting.

3.g

Subject to standing order 3(f), a member of the public shall not speak for more than () minutes.

.....

Current Standing Order 4.d.xi:

shall determine if the public may participate at a meeting of a committee;

Proposed Amendment

shall allow public participation at a meeting of a committee only by invitation of the Chairman;

.....

Current Standing Order 4.e:

The Chair and Vice-Chair of the council can be full members of all Committees of the Council and should inform the Proper Officer if they wish to attend the meetings.

Proposed Amendment

The Chair and Vice-Chair of the council will be ex-officio members of the Burial Committee; Finance & Amenities Committee and Personnel Committee and should inform the Proper Officer if they wish to attend any meetings.

.....
Current Standing Order 19.c

The Clerk Liaison Panel/chair of the Personnel Committee [or appointed sub-committee] or in his absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Personnel Committee [or appointed sub-committee].

Proposed Amendment to 19.c

The Clerk Liaison Panel shall, upon a resolution, conduct a review of the performance and annual appraisal of the work of the Clerk in accordance with the Council's policy.



PEASEDOWN ST. JOHN PARISH COUNCIL TERMS OF REFERENCE AND DELEGATIONS FOR COMMITTEES OF THE COUNCIL

Originally Written: March 2018
Last Reviewed/Amended: March 2019
Adopted: Full Council meeting on 14th May 2019

Background

Unless a parish council delegates functions to a committee, sub-committee, officer or another local authority, decisions for the discharge of functions can only be made at meetings of the full council. Decisions cannot be delegated to individual councillors. Decisions can be set aside by a court if made by a body or person not having the power to make them. Any delegation to a committee, sub-committee or officer should identify the nature and extent of responsibility or decision making. Delegations should be evidenced. A parish council can arrange for the discharge of part or all of their functions (except in respect of levying the precept) by committees (and sub-committees) and/or officers. Such arrangements can provide for certain decisions to be referred to or made by full council. The 1972 Act gives the parish council's Proper Officer (who is commonly the Clerk) certain responsibilities. A parish council needs to decide who will be responsible for day to day routine tasks involving decisions that should, for reasons of efficiency, be delegated to the Clerk. Delegations to Officers must also reflect statutory duties conferred on particular officers (e.g. the 1972 Act requires a parish council's Proper Officer to sign the summons to members to attend meetings). It is important that any delegation arrangements are regularly reviewed to ensure that they meet the needs of the parish council in changing circumstances. The scope of any delegation, including any limitation, should be reviewed to ensure the arrangements are efficient.

Committee Members

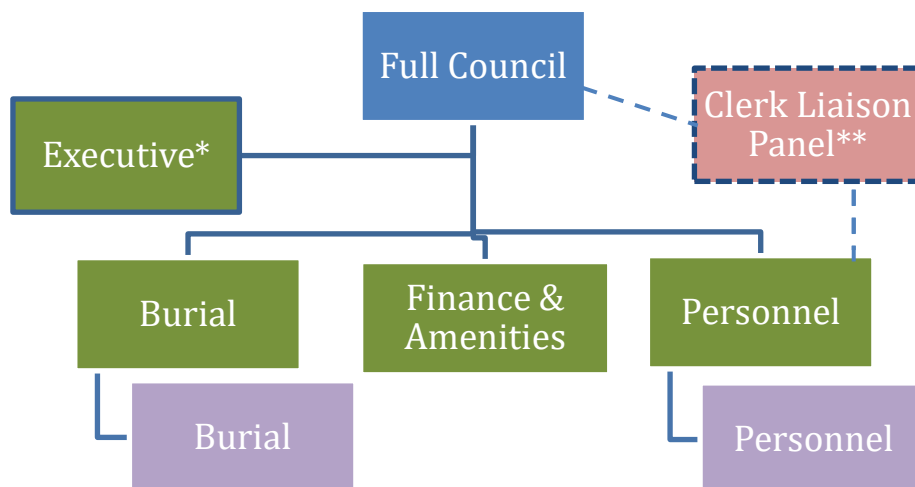
Three Councillors minimum, six Councillors maximum (plus Chair and Vice-Chair of Full Council as ex-officio¹ members – see Standing Order 4e) per Committee (unless specified in Terms of Reference).

Members of each Standing Committee to be appointed at the Annual Meeting of the Parish Council, and any vacancies that arise are to be filled on an ad-hoc basis at Full Council meetings.

All Committees are to hold at least one meeting per council year.

At the first meeting of each Standing Committee an Advisory Panel should be appointed consisting of all members of that Committee. These Advisory Panels will:

- Assist with the review/investigation of specific projects/matters relating to their appointing Committee Terms of Reference;
- Work to the specifications detailed in the Advisory Panel Policy;
- Report back, using a specific pro-forma, to either Full Council or their appointing Committee.



¹ See appendix for definition



PEASEDOWN ST JOHN PARISH COUNCIL

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

BURIAL COMMITTEE

Terms of Reference

- To deal with the provision, maintenance and management of the Cemetery to comply with the terms of the Burial Act and ensure that accurate records are maintained.
- To ensure that fees relating to burials, interment of ashes and memorials are reviewed annually.
- To ensure that the existing Cemetery buildings and facilities are adequately maintained.
- To consider ways in which the existing cemetery provision can be improved, having due regard to the needs of existing and future users.
- To put forward proposals for maintenance of and improvements to the Cemetery for the agreement of the Parish Council.
- To identify key areas for improvement of health and safety and to develop action plans to deal with these issues.
- To annually review the Parish Council policy regarding burials, interment of ashes and the installation of memorials.

Delegations

- To exercise the powers and duties of the Full Council in relation to any urgent burial or cemetery related matters that cannot reasonably await the next meeting of the Full Council.
- Where appropriate, to make recommendations to the Burial Committee or Full Council regarding burial/cemetery matters.
- The Committee has delegated powers to implement capital projects already agreed by Full Council and to make any changes to the action plan whilst remaining within budget.
- To appoint a Burial Sub-Committee (see below for Terms of Reference and Powers).
- To make decisions on matters, subject to operational or earmarked budget being available, relating to Ashgrove Cemetery.
- All matters appertaining to burial, memorial and cemetery related policies.

Burial Sub-Committee

Terms of Reference

- The same as listed for the Burial Committee.

Delegations

- To exercise the powers and duties of the Burial Committee on any burial/cemetery matters considered urgent by the Committee Chair and Clerk.
- Where appropriate, to make recommendations to the Burial Committee/Full Council regarding burial/cemetery matters.

EXECUTIVE COMMITTEE

*The members of the Executive Committee will consist of the Chair and Vice-Chair of Full Council and the Chairs and Vice-Chairs of the other Standing Committees. The Executive Committee will be chaired by the Chair of Full Council [or in their absence the Vice-Chair].

It will hold at least one committee meeting per year then will meet, usually monthly, as an Advisory Panel reporting and making recommendations to Full Council in communication with the Clerk.

The Advisory Panel meetings will have their agendas based on the Terms of Reference detailed below and will feedback a written report to Full Council.

Terms of Reference

- To monitor the Order of Known Business and implementation of projects.
- To advise the council on setting of priorities and monitor agreed priorities.
- To keep council appraised of progress against agreed priorities.
- To support the Clerk in meeting objectives within realistic timescales.
- To improve communications and understanding between committee chairs.
- To improve communications and understanding between councillors.
- To review all policies not allocated to another committee as detailed on the Strategic Documentation Register.



PEASEDOWN ST JOHN PARISH COUNCIL

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

Delegations

This Committee will not have any delegated powers.

It will not hold a budget and will not make decisions unless specific tasks/actions have been directed by Full Council [if a decision is delegated it can only be made at a Committee meeting and not at an Advisory Panel meeting].

FINANCE AND AMENITIES COMMITTEE

Terms of Reference

- All matters appertaining to economic and budgetary policies and any matter with a fiscal impact not specifically falling within the remit of any other Committee.
- All matters appertaining to Parish Council assets; actively maximise the benefits of the assets to residents balancing against costs.
- All matters appertaining to Financial Regulations and any other Finance & Amenities related policies.
- ~~To hold an Advisory Panel meeting every other month to review amenity related matters so decisions can be made at the following Finance & Amenities Committee meeting.~~
- To hold a minimum of 4x Advisory Panel meetings and a minimum of 4x Committee Meetings each council year.

Delegations

- To exercise the powers and duties of the Full Council in relation to any urgent finance & amenities matter that cannot reasonably await the next meeting of the Full Council.
- The Committee has delegated powers to implement capital projects already agreed by Full Council and to make any changes to the action plan whilst remaining within budget.
- To make decisions on matters, subject to operational or earmarked budget being available, relating to the following facilities/services:
 - Beacon Hall and surrounding open space and car park
 - Beacon Field including play equipment
 - Braysdown allotments
 - Ecewiche Green
 - Village Greens at the Prince of Wales and Carlingcott Tump
 - Recreation Field (except items which must be referred to the Trustees) including play equipment, skate park and the football facilities
 - Floral displays
 - Christmas decorations and Christmas-related activities
 - Village Events/Community Grant Scheme
 - Parish Council owned street lights, including making any recommendations for new and improved lighting
- To review the Council's finances and recommend an annual operational budget and target precept within which committees will be asked to work and to present these recommendations to the January Full Council meeting.
- To ensure that appropriate records are kept of all assets and that they are adequately insured and maintained.
- To ensure that the Council is adequately insured and that this is reviewed annual and recommend accordingly.
- To administer, together with the RFO, the Council's investments and make changes, if thought necessary, from time to time, to get the best interest available.

PERSONNEL COMMITTEE

Terms of Reference

- All matters appertaining to personnel/human resources including:
 - Recruitment (including policy and procedures).
 - Staff and Councillor training and development.
 - Administering an effective grievance procedure including the setting up of any necessary panels.
 - Administering an effective disciplinary procedure including the setting up of any necessary panels.



PEASEDOWN ST JOHN PARISH COUNCIL

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

- Contracts of employment (including salary, pensions, holidays, sickness and all other related benefits), subject to operational or earmarked budget being available.
- Conditions of employment.
- Undertake to ensure the Council complies with all employment legislation seeking professional advice when necessary.
- To review all personnel-related policies and make necessary changes and new policies.

Delegations

- To exercise the powers and duties of the Full Council on any personnel matters.
- Where appropriate, to make recommendations to the Full Council regarding personnel matters.
- To make decisions on matters, subject to operational or earmarked budget being available, relating to Councillor and staff training
- To exercise all the powers and duties of the Full Council regarding the appointment, promotion, salary or conditions of service of any person employed by the Council, including matters relating to health and safety and equal opportunities. Subject to operational or earmarked budget being available.
- To act for the Council under employment legislation regarding statutory dismissal, discipline and grievance procedures.
- To appoint a Personnel Sub-Committee (see below for Terms of Reference and Powers).

Personnel Sub-Committee²

Terms of Reference

- The same as listed for the Personnel Committee.

Delegations

- To exercise the powers and duties of the Personnel Committee on any personnel matters considered urgent by the Committee Chair and Clerk.
- Where appropriate, to make recommendations to the Personnel Committee/Full Council regarding personnel matters.

CLERK LIAISON PANEL

** The Clerk Support Team will consist of the ~~Chair of Full Council [or in their absence the Vice-Chair] and the Chair and Vice-Chair of the Personnel Committee~~ **Chair and Vice-Chair of the Personnel Committee and the Chair of Full Council [or in their absence the Vice-Chair].** It will be Chaired by the Chair of the Personnel Committee [or in their absence the Vice-Chair of the Personnel Committee]. It will meet monthly (with the Clerk), as an Advisory Panel, reporting and making recommendations to Full Council ~~or the Personnel Committee as appropriate.~~ **The Advisory Panel meetings will have their agendas based on the Terms of Reference detailed below and will feedback a written report to Full Council.**

Terms of Reference

- To support the Clerk in meeting objectives within realistic timescales.
- To work with the Clerk regarding workload and priorities.
- To work with the Clerk in establishing a business continuity plan.
- To generally act as line manager for the Clerk.
- To keep the Council updated on Parish Council hosted events; to include upcoming events and scheduled on the Full Council agendas and for those councillors who are interested in volunteering to ensure they are made aware of updates.
- To keep the council appraised on matters relating to Parish Office equipment, including ICT related support and subscriptions.
- Staff appraisals/reviews, staff absences and record keeping (directly for the Clerk and via the Clerk regarding other members of staff).

Delegations

This Advisory Panel will not have any delegated powers.

It will not hold a budget and will not make decisions unless specific tasks/actions have been directed by Full Council [if a decision is delegated it can only be made at a Committee meeting and not at an Advisory Panel meeting].

² Personnel Sub-Committee meetings will be only called for urgent matters e.g. grievance.



PEASEDOWN ST JOHN PARISH COUNCIL

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

To undertake the Clerk's appraisal following a resolution at **the Personnel Committee or Full Council in accordance with the Council's policy.**

FULL COUNCIL

It should be noted that Full Council will retain responsibility for the following:

- Standing Orders.
- Risk Register.
- Governance Planning Cycle.
- Local Council Award Scheme (Quality Council accreditation).

Urgent Planning Applications

If a Full Council meeting is not to be held within 21 days of receiving the application, then the Clerk will request an extension. If an extension is not granted then a link to the plans shall be sent, by email, to all councillors requesting their comments to be submitted to the Parish Office by a specified date.

The Council shall delegate responsibility for making comment on any such applications to:

- The Clerk or nominated deputy
- The Chair or Vice Chair of the Full Council
- Any two other Councillors

At least four of the above listed people must be present.

Any comments received back within the specified time will be taken into consideration by this group.

Other members may attend these meetings and can express comments/views/opinions at the meeting but responsibility for the official response to the Local Planning Authority will rest with the above-mentioned group. The Parish Office will provide notification of these applications to the public via the Parish Council notice boards, website and Facebook page. All comments received by the public within the specified time will be taken into consideration by this group. The public will also be directed to submit their comments directly to the Local Planning Authority.

Councillor site visits, where possible, will be actioned, and any photographs/feedback from these visits will be circulated by the Parish Office to all councillors.

All applications and associated responses considered via this process will be reported back to the next Full Council meeting.

PROPER OFFICER

The Clerk shall be the proper officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972. Routine decisions regarding Parish Council facilities and services will be undertaken by the Clerk/RFO, including associated reasonable expenditure³ within operational budgets and in-line with the Council's Finance Regulations. These include, but are not limited to, the following:

- Managing the Parish Office.
- Monitoring and being responsible for all incoming and outgoing council correspondence.
- Managing communications in the form of the newsletter, websites, Facebook pages, press releases etc. [the Clerk is the designated Editor].
- Arranging and calling meetings of the council, its committees and sub-committees in consultation with the relevant Chair. To include discussions on any budgets assigned to these committees.
- Carrying out and implementation of any council, committee or sub-committee decision.
- Managing Beacon Hall in-line with previously agreed terms and conditions.
- Managing Braysdown Lane allotments in-line with previously agreed rules.
- Managing burials and memorials at Ashgrove Cemetery in-line with previously agreed policies.
- Managing other areas of public open space (Ecewiche Green, Recreation Ground, Village Greens) in-line with specified guidelines/decisions.
- Managing the accounts including raising sales invoices, processing payments, raising cheques etc.
- Repairs/maintenance works to Parish Council property and assets.
- Handling all requests for information under Freedom of Information Act 2000, in the first instance.
- Handling and acknowledging all complaints regarding the council (except where the complaint relates to the clerk), in the first instance.

³ All expenditure will be scrutinised by the Finance & Amenities Committee.



PEASEDOWN ST JOHN PARISH COUNCIL

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

- Managing all employees (not including any variation of employment contracts and not any matters relating to grievances lodged against him/her) of the council in-line with previously agreed policies.
- Making arrangements to pay salaries and wages to all employees of the council.

Appendix - Robert's Rules of Order state:

"Ex officio" is a Latin term meaning "by virtue of office or position." Ex-officio members of boards and committees, therefore, are persons who are members by virtue of some other office or position that they hold. For example, if the bylaws of an organization provide for a Committee on Finance consisting of the treasurer and three other members appointed by the president, the treasurer is said to be an ex-officio member of the finance committee, since he or she is automatically a member of that committee by virtue of the fact that he or she holds the office of treasurer.

Without exception, ex-officio members of boards and committees have exactly the same rights and privileges as do all other members, including, of course, the right to vote. There are, however, two instances in which ex-officio members are not counted in determining the number required for a quorum or in determining whether or not a quorum is present. These two instances are:

- 1. In the case of the president, whenever the bylaws provide that the president shall be an ex-officio member of all committees (or of all committees with certain stated exceptions); and*
- 2. When the ex-officio member of the board or committee is neither an ex-officio officer of the board or committee nor a member, employee, or elected or appointed officer of the society (for example, when the governor of a state is made ex officio a member of a private college board).*

Again, however, it should be emphasized that in these instances the ex-officio member still has all of the rights and privileges of membership, including the right to vote.

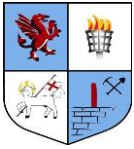


PEASEDOWN ST. JOHN PARISH COUNCIL ADVISORY PANEL RECORD FORM

DIGITAL TRANSFORMATION STRATEGY ADVISORY PANEL

Commissioning Group:	Full Council
Date of Formation (minute reference):	C123 – 10/09/2019
Chair:	CLlr Simon Kidd

Terms of Reference	
General Purpose:	<p>To review the current IT and web provision to create a Digital Transformation Strategy (5-year plan).</p> <p>To use technology to improve the efficiency and internal and external communications of the council.</p>
Specific Aims:	<p>Phase 1:</p> <p>Information gathering:</p> <ul style="list-style-type: none"> ➤ To review the IT provision currently in place - What are councillors/staff happy with using at the present time (where is it good/bad/needs to change)? ➤ What does the future of IT provision for the Parish Council look like – should we be paperless, should it become ‘business as usual’? ➤ What is the driver behind the change – why are we doing it and reasons behind it? <p>This will form the basis of the aim of the Parish Council in relation to IT provision and use over the next 5-years to be written for approval by Full Council.</p> <p>Phase 2:</p> <p>Implementation of the strategy:</p> <ul style="list-style-type: none"> ➤ Transferring of files/information/emails to the correct locations. ➤ Training programme for councillors and staff. ➤ What methods/processes should be used? Create an internal communications plan with councillor and staff usage/collaboration. ➤ To investigate options and make recommendations to Full Council with regard to supplying devices for councillors to use. ➤ To investigate options and make recommendations to Full Council with regard to Beacon Hall/Parish Office ICT equipment and infrastructure. ➤ Review the existing Communications Strategy and link this into the DTS and propose changes to the existing document for Full Council approval. ➤ To review the existing Policy for Facebook and propose changes to this document and the use of the Parish Council Facebook page with a view to expanding into other social media. Working with the Personnel Committee to deliver these changes, once approved by Full Council.



PEASEDOWN ST JOHN PARISH COUNCIL

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

	➤ To assist the CLP in their work ensuring the Council meet GDPR compliance.
Success Criteria:	Completion and successful implementation of the strategy.
Duration:	Long-term; it is intended for this Advisory Panel to be in place until the aims and strategy of implementation is approved by Full Council.
Reporting Procedures:	The Parish Office will maintain a log of all Advisory Panel meetings. Notes will be taken at every Advisory Panel meeting by a nominated attendee (using the pro-forma attached) and will be circulated to all members of the Advisory Panel and the Clerk. These will be filed on SharePoint and used for Full Council pre-reading etc. where required.
Membership:	All Parish Councillors. Tanya West is the nominated staff support.
Date Disbanded (minute reference):	



DIGITAL TRANSFORMATION STRATEGY ADVISORY PANEL MEETING NOTES

**Tuesday 1st September 2020 at 7.00pm until 9.00pm held
remotely via MS Teams**

In attendance (please indicate note taker)

Cllrs. Barbara Bailey; John Bailey; Simon Kidd (Chair); Andrew Larcombe; Conor Ogilvie-Davidson; Jonathan Rich; Kathy Thomas

Parish Clerk – Tanya West (NT)

Apologies

No apologies for absence had been received.

The following councillors were absent with no apologies received:

Cllrs. Mandy Clarke; Richard Clarke; Jo Davis; Audrey Gillard-Sprake; Gavin Heathcote; Samantha Heathcote; Ray Love; Claire Parfitt; Les Sprake.

Papers prepared for the meeting:

- Paper providing options and details on electronic devices for councillors. Also detailing advice from the Auditor [plus NALC LTN 33 on Councillors' Allowances].
- Various information and documents on 'Bring Your Own Device' (BYOD).
- Paper providing detail and suggestions on Publishing of Pre Reading to the Public.

Purpose of the meeting:

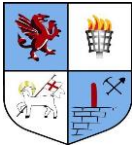
To discuss the following items and to make some recommendations/motions for consideration by Full Council:

- Devices for councillors
- Technology requirements for hybrid meetings
- Social media
- Training – councillors and staff
- Email transfer into the council "corporate" umbrella
- Publishing of pre-reading

Summary of main points raised:

Devices for Councillors

- Option C is the only viable option.
- Providing devices enables inclusivity for councillors which include during and outside of meetings.
- How much is the Council willing to spend? Lower spec laptops but suitable for use would be in region of £300 each. Also, that this will be a recurring amount as they will need to be upgraded.
- Not every councillor will want a device so this will make the budget less.
- A Windows laptop would probably be the most all-encompassing option.



PEASEDOWN ST JOHN PARISH COUNCIL

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

- All councillors be offered the use of a windows-based laptop for their period as a councillor and would remain the property of the Parish Council and non-return would be classed as theft.
- Cost against benefit must be considered.

Technology requirements for hybrid meetings

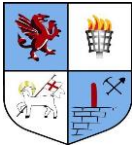
- The people that are not actually in the room in hybrid meetings are often looked on as an 'after thought' but this is very dependent on the equipment used and technical difficulties, whether the Chair of the meeting is used to working under such conditions. It would help to have a big screen on the wall so those accessing the meeting remotely are seen easily to remind others they are there.
- Room acoustics can make a difference also – Beacon Hall is not set up well for this as the hall is so large, with a high ceiling and hard surfaces.
- The kit required and for the staff to set it up correctly to make it so that meetings are publicly accessible will be very expensive and will almost certainly need external help to install.
- Should we investigate into the product supplied by Microsoft (MS Hub?).
- Need to determine exactly what a hybrid meeting is – is it the public attending? This is the part we cannot control the numbers of attendance. Therefore, they would be the ones remotely accessing the meeting. The councillors would attend physically, the public remotely.
- The world is evolving in the direction that remote and hybrid meetings will become the normality.
- No requirement to make a rush decision on this matter – there is time to wait to find out how things progress. However, think we should investigate into some options and initial costs.
 - Doing it well, doing it properly – costing will be high.
 - Do it by exception only e.g. illness, etc. – costing will be minimal.
 - MS Hub may be effective and not so expensive.
- Streaming to the public should also be considered – this will likely incur issues with sound and the acoustics of the hall. Therefore, will need to be taken from the microphone for streaming effectively.
- Cost against benefit must be considered.
- Opinion is that face to face meetings are often more involved and interactive and usually get better results. Can also interpret body language much better.

Social media

- We do not use the Parish Council social media account to the best that we could.
- There needs to be some mechanism in place in case of misuse.
- Parish Office to do the 'official' updates; cllrs to respond to comments/messages etc.
- Need to try and build up the use of the page and encourage people to comment/enter into conversation. Responding in a timely manner.

Training – councillors and staff

- Apology from Simon about mixing up the dates.
- Reschedule some training sessions for a daytime and evening time.
- Training should include where to comment in which areas for Advisory Panel channels etc.



PEASEDOWN ST JOHN PARISH COUNCIL

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

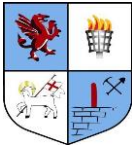
Email transfer into the council “corporate” umbrella

- Important phase to meet GDPR.
- The clerk@ email address lives outside of MS365. The way in which it stores email we have no governance over.
- If it is used as a shared mailbox inside 365 accessible by TW; DP; TE it would then be covered by MS365 and will enable subject access requests.
- Needs to be a priority; likely will need a little bit of money to be spent on it – MX record – mail exchange says where to point our email at.
- Clerk to get in touch with Vision and Apollo to work on this.
- The old email will stop working once this has actioned.
- Once transferred the councillor email addresses will point to the @peasedownstjohnparishcouncil.gov.uk domain.
- TW will put this as an action on the DTS on planner.
- The website to be updated with correct email addresses once they have been transferred.

Publishing of pre-reading

- Summary document was prepared by the Clerk.
- Might be an easier way to do this – set up a full public SharePoint folder. So, we upload a public version of the documents. Bulk upload. If keep that one folder always the same, then ahead of every public meeting the new files go here, and the old meeting ones are removed. One folder for all meetings so the link is always the same.
- Could have a google drive account that sits outside of our system that the public accesses out of our SharePoint area.
- Link to the folder from the website.
- Pre-reading is often referred to within meeting discussions so it should be made publicly available.
- Include the link to the agenda on Facebook and also put the link on Facebook to the pre-reading.
- PDF cannot be changed by the public and tamper the documents. TW to lock the document.
- TW and COD to work together to sort this out and do whatever is easiest to get the documents published. Trial for the next full council meeting – whatever is easiest and quickest for the Clerk. Could put the files in the meeting on MS calendar. Trial the pdf for this time and then work on the other options after this. Clerk to make a note to feedback on this as to how long it takes to do. Keep it simple.

Agreed Action (if any)	Responsibility
Crib sheets on how to join a meeting. COD to work with Clerk to amend the sheets making relevant to PSJPC and publish on the website	COD & Clerk
Hybrid meetings – Doing it well and properly - Obtain some rough pricing on other buildings that have installed this equipment and amended acoustics and report back as a rough guide.	SK
Obtain a price from Apollo for supplying, setting up and maintenance cover of the laptops. Detail to be posted on the channel for councillor comment.	Clerk
Should the devices be locked down? Would this be extra software that will cost us money. Apollo could advise.	Clerk



PEASEDOWN ST JOHN PARISH COUNCIL

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

Councillors should sign a disclaimer upon receipt of laptop.	
Rearrange training sessions for councillors/staff. To cover – familiarisation of what everything is, where things are stored, how to comment in the most appropriate channel, where to find the files etc.	SK & COD
Remove Urgent Matters chat once training has been completed.	SK & Clerk
Book calendar invites to all councillors for next meeting	Clerk
Investigate and commence transfer of clerk@ email into MS365 and then direct councillor email addresses to this domain.	Clerk
Add all actions from this meeting onto Planner under the DTS bucket.	Clerk
A 'best-practice' crib sheet for the Facebook Page changes to be drafted ready for use by the Personnel Committee, if agreed by Full Council.	COD & Clerk

Follow-up meeting required: Y – Tuesday 3rd November 2020 at 7pm remotely via MS Teams. All councillors are invited to attend.

Recommendations to be considered at Full Council:

- That all councillors are offered the use of a Parish Council owned laptop for their period of office. That will cost up to £6k over 4 years [replacement budget will need to be incorporated within the IT budget over the years].
- To recommend that the members of the Personnel Committee assist the Office Staff with the running of the Parish Council Facebook page for a trial period of 3 months, to be reviewed at the December Full Council meeting.

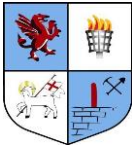


PEASEDOWN ST JOHN PARISH COUNCIL
 Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
 Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

PEASEDOWN ST. JOHN PARISH COUNCIL ADVISORY PANEL RECORD FORM

ADVISORY PANEL FOR EXECUTIVE COMMITTEE

Commissioning Group:	Executive Committee
Date of Formation (minute reference):	EC006 – 04/06/2019
Chair:	Cllr. Kathy Thomas
Terms of Reference	
General Purpose:	To make recommendations to Full Council for the setting and monitoring of priorities.
Specific Aims:	<ul style="list-style-type: none"> ➤ To monitor the Order of Known Business and implementation of projects. ➤ To advise the council on setting of priorities and to monitor agreed priorities. ➤ To keep council appraised of progress against agreed priorities. ➤ To support the Clerk in meeting objectives within realistic timescales. ➤ To improve communications and understanding between committee chairs. ➤ To improve communications and understanding between councillors.
Success Criteria:	Completion of agreed priorities and projects on time and within budget.
Duration:	Long-term; it is intended for this Advisory Panel to run for the duration of the council year and to be reappointed at the first Executive Committee meeting following the Annual Full Council meeting in May 2020.
Reporting Procedures:	<p>The Parish Office will maintain a log of all Advisory Panel meetings.</p> <p>Notes will be taken at every Advisory Panel meeting by the Chair (using the pro-forma attached) and will be circulated to all members of the Advisory Panel and the Clerk. These will be filed on SharePoint and used for Full Council pre-reading etc. where required.</p>
Membership:	
Membership:	<p>The Chair and Vice-Chair of Full Council.</p> <p>The Chair and Vice-Chair of each Standing Committee.</p>
Date Disbanded (minute reference):	



ADVISORY PANEL FOR EXECUTIVE COMMITTEE MEETING NOTES

**Tuesday 8th September 2020 at 7.00pm to 9.00pm via MS Teams
due to Coronavirus Restrictions**

In attendance (please indicate note taker)

Cllrs. Jo Davis; Simon Kidd; Andy Larcombe; Conor Ogilvie-Davidson; Claire Parfitt;
Jonathan Rich; Kathy Thomas (NT).

Apologies

None.

Papers prepared for the meeting:

- Notes from the last Advisory Panel meeting held on 4th August 2020.
- Order of Known Business 2020-21 document. All updates can be found on Planner under Full Council Team [General Channel; Planner Tab; Projects Bucket] or under the relevant Committee Team. All members of the Executive Committee have been added to each project task.
- Committed Expenditure and Reserves [earmarked, contingency, general].
- NALC letter advising on the Ministry of Housing, Communities and Local Government consultations on reform of the planning system (accompanying documents as follows):
 - Changes to the current planning system (NALC deadline for responses 17 September);
 - Planning for the future - the planning white paper (NALC deadline for responses 15 October);
 - Transparency and competition: a call for evidence on data on land control (NALC deadline for responses 16 October).
- Projects for feasibility studies – list of the projects for discussion to determine prioritisation and how they should be tackled.
- Other items for discussion [there are no accompanying documents as all updates are on Planner]:
 - Tree planting – report has been put together following seminar attended by Clerk;
 - Streetlighting;
 - Persimmon land transfer.

Purpose of the meeting:

To review the above listed documents and provide any feedback/recommendations.

Summary of main points raised:

All the above documents were reviewed, and the points/actions raised are detailed below. Notes from the last Advisory Panel meeting held on 4th August 2020. It was noted that the accounts had not been updated.

- Order of Known Business 2020-21 document.

Coal Mining Carts - This needs to be expedited

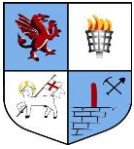
Signage - details on hedges etc. to be forwarded to Conor so that work can be progressed

Asset Tags/Signage - Have these items been ordered

Tree Planting Programme - Proposal to set up an advisory panel of councillors to agree the details of the tree planting programme

Water fountains - Continue to enter the draw

Tree Works identified in survey – This needs to be expedited



PEASEDOWN ST JOHN PARISH COUNCIL

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

VE/VJ Day 75th Anniversary – this event to be closed and a new event set up for an event to be held in 2021. Also, to recommend that the Christmas Party is not held in 2020 and neither is a calendar produced

Beacon Hall Improvements – Doors to office and fire doors to the hall and update of internal lighting.

Digital devices for councillors – now being considered and a recommendation going to Full Council from the Digital Transformation Panel

Scattering Ashes Plot/Cemetery works - update required on a plan for this plot a date for a meeting of the Burial Advisory Panel is required to be chaired by Jonathan.

➤ **Committed Expenditure and Reserves** [earmarked, contingency, general]. - discussed under notes from last meeting (August 2020)

➤ **NALC letter** advising on the Ministry of Housing, Communities and Local Government consultations on reform of the planning system (accompanying documents as follows): This was discussed at length and various suggestions were made see recommendation below

➤ **Projects for feasibility studies** – list of the projects for discussion to determine prioritisation and how they should be tackled.

Because of the uncertainty around the Covid 19 pandemic it was felt that plans for 2021/22 could not be agreed at this time

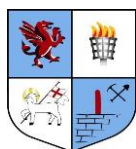
➤ **Other items for discussion** [there are no accompanying documents as all updates are on Planner]:

- Tree planting – report has been put together following seminar attended by Clerk;
- Streetlighting;
- Persimmon land transfer.

The meeting noted that there had been progress on the Streetlighting and Persimmon land transfer.

Agreed Action/Recommendations (if any)	Responsibility
That further work is required on the updating of the Committed Expenditure and reserves report.	Clerk /F&A
That all outstanding actions on the Order of Known Business are expedited.	Clerk
It is recommended that an advisory panel is commissioned by the council to plan for the planting of trees / saplings on the Recreation Ground.	FC
It is recommended that the VE/VJ event project is closed and a new event established to be held in 2021.	FC
It is recommended that due to the pandemic the Senior Citizens Christmas Party is not held in 2020 and that due in part to the backlog of work the annual calendar for 2021 is not produced.	FC
It is recommended that the council should not submit a response to NALC regarding the consultation on the reform of the national planning system but that councillors should engage in their own research and submit their responses individually.	FC
It is recommended to council that the list of future projects is kept under review, but no particular project is put forward for work at this time.	FC

Next meeting is scheduled to be held on Tuesday 6th October 2020.



PEASEDOWN ST. JOHN PARISH COUNCIL ADVISORY PANEL RECORD FORM

RECREATION GROUND TREE PLANTING ADVISORY PANEL

Commissioning Group:	Full Council
Date of Formation (minute reference):	C436 – 15/09/2020
Chair:	Cllr Kathy Thomas ???
Terms of Reference	
General Purpose:	Following the Recreation Ground Trustees granting permission for the tree planting project to proceed, to make arrangements to plant the trees from the Woodland Trust in conjunction with the Mini Police and as many members of the community as possible.
Specific Aims:	<p>To determine:</p> <ul style="list-style-type: none">➤ Precise locations for the planting to take place, taking into account historical and practical considerations.➤ Additional items that may need to be purchased, such as mulch mats.➤ Date/s when the planting should take place.➤ Whether the arrangements comply with current Government rules/guidance on COVID-19.➤ Appropriate times for involvement of the Mini Police, in conjunction with the School/PCSOs.➤ Who should attend/be invited and how the event should be advertised to help keep numbers within the required limits?➤ Arrangement of participants into smaller groups to work in each area with a designated councillor/member of staff.➤ What equipment people will need to bring with them to take part.➤ Involvement of the Peasedown Environment Group.➤ Risk Assessment will need to be written and appropriate information published.➤ Ongoing maintenance programme.
Success Criteria:	Completion of the tree planting project.
Duration:	Short-term; it is intended for this Advisory Panel to be in place until the end of December 2020.
Reporting Procedures:	The Parish Office will maintain a log of all Advisory Panel meetings. Notes will be taken at every Advisory Panel meeting by a nominated attendee (using the pro-forma attached) and will be circulated to all members of the Advisory Panel and the Clerk. These will be filed on SharePoint and used for Full Council pre-reading etc. where required.
Membership:	Cllrs. Xxx TO BE CONFIRMED and to include staff support.
Date Disbanded (minute reference):	



RECREATION GROUND TREE PLANTING ADVISORY PANEL MEETING NOTES

Date of Meeting Here
Time and Location of Meeting Here

In attendance (please indicate note taker)

Cllrs. XXX; XXX; XXX (NT); XXX; XXX

Apologies

Cllr. xxx

Papers prepared for the meeting:

- Xxx
- Xxx
- Xxx

Purpose of the meeting:

Xxx

Summary of main points raised:

- Xx
- Xx
- Xx

Agreed Action (if any)	Responsibility
Xxx	Cllr. / Clerk etc.

Follow-up meeting required: Y / N* If Y, please advise date if known _____

Recommendations to be considered at Full Council:

- Xx
- Xx
- Xx

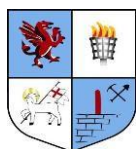


PEASEDOWN ST. JOHN PARISH COUNCIL ADVISORY PANEL RECORD FORM

ADVISORY PANEL TO CONSIDER MEASURES TO ENSURE BEACON HALL IS COVID SECURE, PRIOR TO AND AFTER RE-OPENING

Commissioning Group:	Full Council
Date of Formation (minute reference):	C398 – 21/07/2020
Chair:	Cllr Kathy Thomas

Terms of Reference	
General Purpose:	To look at measures which need to be put in place prior to the re-opening of Beacon Hall, following Government/Public Health England advice. Responsibility for agreeing and implementing these measures to be delegated to the Clerk, in conjunction with Advisory Panel members. To also attend relevant CCN and similar meetings to assist with information collation.
Specific Aims:	To consider specific arrangements to make Beacon Hall “COVID Secure” prior to re-opening, which might include: <ul style="list-style-type: none">➤ Advising the hall’s insurers whether/when the premises will be re-opening and checking their requirements;➤ Implementing measures to obtain “COVID-19 Secure” certification;➤ Carrying out a COVID-19 Risk Assessment;➤ Consideration of what/when additional cleaning is required;➤ Ensuring the caretaker/cleaner has appropriate PPE;➤ Ensuring there are sufficient hand washing and drying facilities;➤ Displaying signage at the entrance to toilets to limit the number of people within these areas at any one time.➤ Providing signage to show that the premises comply with COVID-19 secure guidelines and that people should not enter if they have symptoms;➤ Displaying PHE posters encouraging frequent, good handwashing techniques and hygiene;➤ Considering social distancing arrangements in corridors and at entrance and exits.➤ Considering any special hire conditions and changes to the Hall’s hire policy.
Success Criteria:	Completion and successful implementation of the strategy.
Duration:	Long-term; it is intended for this Advisory Panel to be in place until there is no longer a need for special measures in relation to the COVID-19 pandemic.
Reporting Procedures:	The Parish Office will maintain a log of all Advisory Panel meetings. Notes will be taken at every Advisory Panel meeting by a nominated attendee (using the pro-forma attached) and will be circulated to all members of the Advisory Panel and the Clerk. These will be filed on SharePoint and used for Full Council pre-reading etc. where required.
Membership:	Cllrs Rich, Thomas, A Clarke, R Clarke, C Ogilvie Donaldson Admin Support Trace Edge
Date Disbanded (minute reference):	



ADVISORY PANEL TO CONSIDER MEASURES TO ENSURE BEACON HALL IS COVID SECURE, PRIOR TO AND AFTER RE-OPENING MEETING NOTES

Tuesday 8th September 2020 at 6.00pm to 7.00pm
Remotely via MS Teams due to Coronavirus Restrictions

In attendance (please indicate note taker)

Cllrs. Conor Ogilvie-Davidson; Jonathan Rich; Kathy Thomas (Chair)
Parish Clerk & RFO - Tanya West (NT) & Administration Officer - Trace Edge

Apologies

No apologies were received from Cllrs A and R Clarke.

Electronic Papers prepared for the meeting:

- Notes from the last meetings.
- Updated files on Council Planner under Beacon Hall Covid Secure Advisory Panel.
- Updated files in Full Council Teams.

Purpose of the meeting:

To review the new and amended documents prepared for the re-opening of Beacon Hall and to review that agreed actions from the previous two meetings had been undertaken. All outstanding and new actions are listed below.

Agreed Action (if any)	Responsibility
Display A3 copy of the bookings/cleaning timetable list in the main hall and foyer. JR to print on A3 and TE to laminate and display once finalised.	TE & JR
Jim to undertake queue markings on the pavement outside of the hall.	TE & JM
Review queue here notice for outside of the hall.	All
Temporary ramp to be sourced for the car park area.	TE & JM
Locks have been purchased for the men & ladies toilets. To be fitted.	JM
Southside and Blood Donors risk assessments to be followed up and stored.	TE & TW
To review whether downstairs office to be the designated area for Covid sick bay – to be done at a later date once office has been cleared.	TE & TW
Hand sanitiser dispensers to be fitted on 09/09/2020.	TE & JM
Spray mops and heads to be purchased – need to be specific about what floor cleaner needs to be used on the checklist.	TE & TW
Need to include on the cleaning list exactly what should be done about cleaning the light switches. E.g. spray on the cloth with surface cleaner then clean the switches.	TW
Put on annual governance cycle about Trace to check a supply levels of the cleaning stock on a weekly basis. A months' supply should be kept in stock.	TW
Terms and conditions for using of the Parish Office needs to be checked. TW to provide update under Clerk's Report at Full Council.	TW & CLP
Hybrid meetings will be taken on by the DTS Advisory Panel.	TW & DTS
Update T&Cs document/opening of parish buildings document with suggested amendments.	TW



PEASEDOWN ST JOHN PARISH COUNCIL

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

Agreed Action (if any)	Responsibility
Reviewed that maximum number of persons in main hall for seated events decided at 20 people. See Terms and Conditions.	TW
Reviewing of the notice for the Covid area.	TE & TW
Print labels for double bagging of waste.	TE & TW
Finalise Risk Assessment for opening of the hall.	TW
Deep clean is booked for 16 th September and then Monday and Wednesday mornings once the hall is reopened.	TE
Display A3 copy of the Terms and Conditions in the main hall and foyer. JR to print on A3 and TE to laminate and display once finalised.	TE & JR
Trace to arrange re-booking forms for all hirers to agree to Covid-19 T&Cs	TE & TW
Covid treatment plan to be displayed in the main hall and in the lounge.	TE & TW
Signage to be colour coded in line with H&S signage colouring e.g. blue.	TE & TW
H&S Policy for PSJPC for dealing with Covid needs to be finalised ASAP. Use the Ellis Whittam format.	TW

Follow-up meeting required: Yes - date to review situation once hall has re-opened (subject to approval of motion by Full Council). Date to be agreed with Advisory Panel members.

Recommendations/Motions to be considered at Full Council:

To resolve to open Beacon Hall for booked/regular activities and some Advisory Panel meetings from Monday 21st September 2020.

Proposed by: Cllr. Conor Ogilvie-Davidson

Seconded by: Cllr. Jonathan Rich



Ministry of Housing,
Communities &
Local Government

Simon Clarke MP
Minister for Regional Growth and Local Government

**Ministry of Housing, Communities and Local
Government**

Fry Building
2 Marsham Street
London
SW1P 4DF

Tel: 0303 444 3440
Email: Simon.Clarke@communities.gov.uk

www.gov.uk/mhclg

Chairs of:
Local Government Association
County Councils Network
Unitary Councils Network
District Councils Network
National Association of Local Councils
Society of Local Council Clerks

12 August 2020

Dear Colleague,

I thought it would be timely to write to you to record my thanks to all in local government for how you have responded so magnificently to the challenge of ensuring vital council business continues by conducting your council meetings remotely during these unprecedented times. I would also like to advise you of an important amendment to the remote meetings regulations that came into force on 1 August 2020 enabling Mayoral Development Corporations, Transport for London, Urban Development Corporations and Parish Meetings to also benefit fully from the ability to meet remotely as they have now been added to the list of defined local authorities in the regulations.

The original **Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**, which came into force on 4 April 2020 and remain in force until 7 May 2021, enable all types of local authority meetings to be held remotely, including allowing remote access by members of the public. These Regulations also removed the requirement for the annual meeting this year.

It is widely acknowledged that these Regulations have helped local authorities to redeploy resources to deal with the pandemic and continue to make business critical decisions in a democratic way whilst protecting the health and safety of their members, officers and the public. There are, though a couple of issues that we have been approached about by several councils which I now would like to address.

First, on the question of hybrid meetings, the Regulations enable all meetings to be held remotely, and do not preclude either physical meetings or a hybrid form of meeting where these can be held in accordance with public health regulations and guidance. As you will be aware the Government recently amended the Health Protection Regulations to allow indoor gatherings of not more than 30 persons to take place in places which are not private dwellings, such as council buildings from 4 July. We have also now published [guidance on the safe use of council buildings](#). This guidance applies to all users of council buildings including visitors attending meetings or inspecting documents in council buildings. It is for the local authority to decide what is appropriate in their specific circumstances.

We continue to recommend that where meetings can take place digitally, without the need for face-to-face contact, they should do so. Where council buildings need to be used for physical meetings, these meetings must be managed within the social distancing guidance and principles set out above.

Secondly, with regards to the six-month attendance rule, remote attendance by members counts for the purposes of the six-month rule on attendance, and for allowances. Section 85 of the Local

Government Act 1972 is extremely permissive with regard to which meetings of the authority count for the six- month suspension rule. Attendance at any meeting of the authority is sufficient, along with any meeting of any committee, sub-committee, joint committee, joint board or meeting in which the member acts as a representative of the authority. Local authorities may grant an exemption for failure to attend a meeting for any reason they see fit prior to the expiry of the six-month period.

On 1 August **The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Amendment Regulations 2020** came into force. Section 22 of the Business and Planning Act 2020 which received Royal Assent on Wednesday 22 July 2020 has enabled the making of these amendment regulations under section 78 of the Coronavirus Act 2020 to include Mayoral Development Corporations, Transport for London, Urban Development Corporations and Parish Meetings.

These amendment regulations correct the earlier omission of these bodies which was an accidental oversight due to the pace at which the 2020 Act was drafted. As a consequence the above named bodies can now also hold meetings remotely including by (but not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming; allow remote public and press access and provide for associated documents for meetings to be accessed through remote means and website access.

The Government is especially grateful to the Local Government Association, National Association of Local Councils, Society of Local Council Clerks and the Public and Regulatory Law Team of the GLA for engaging with us so constructively and at pace on the development of these amendment regulations.

Principal Authorities will want to take particular note with respect to Parish Meetings where this amendment now enables those bodies to meet remotely for the purposes of agreeing draft accounts, the deadline for the closure of draft accounts having been extended to 31 August and the publication of final, audited accounts to 30 November by the [Accounts and Audit \(Coronavirus\) \(Amendment\) Regulations 2020](#).

Yours ever,

A handwritten signature in black ink, appearing to read 'Simon Clarke', with a long horizontal line extending from the end of the signature.

SIMON CLARKE MP