



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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[www.peasedownstjohnparishcouncil.gov.uk](http://www.peasedownstjohnparishcouncil.gov.uk)

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4<sup>th</sup> November 2020

### To Councillors:

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

You are hereby summoned to attend the remote Full Council meeting of Peasedown St John Parish Council via MS Teams on **Tuesday 10<sup>th</sup> November 2020 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West  
Parish Clerk

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## AGENDA

### Meeting of the Full Council

**7.00pm**

**Public Session** - 10 minutes at which **members of the public can attend to express their view on matters relevant to this agenda or the parish in general.** Please be aware that if matters are raised not related to this agenda, they cannot be further discussed by the Council at this meeting but may be considered at a later meeting. Once the meeting has been opened, then only members of the Council may speak, unless officially adjourned for specific reason.  
Members of the public are welcome to stay and observe the rest of the meeting (apart from those items which state they will be discussed in closed session).

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For members of the public wishing to observe the meeting or to raise a question/speak during the public session, you may join the meeting online or via the telephone.

### Learn how to join a meeting via a computer or mobile device

To join our meeting on your computer or mobile device the hyperlink and details can be found on the home page of the Parish Council website.

Or dial into our meeting using a telephone

- Phone: +44 20 3855 5887
- Meeting Conference ID: 661 468 274#

We kindly ask that you please join the meeting 10 minutes early so then we can resolve any access issues before the meeting starts [please telephone 07583 091284 if you have problems accessing the meeting].

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Councillors are reminded that if they wish to speak this must be done through the Chair and by using the 'Raise your Hand' function.

**\*\*PLEASE ENSURE THAT YOU MUTE YOUR MICROPHONE WHEN NOT SPEAKING\*\***

Please be aware that this Parish Council meeting will be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014.

<p><b>C467 – 10/11/2020                      Attendance Roll Call and Declarations of Interest</b>  To action the attendance register and to receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer.  <b>Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.</b></p>	<p><b>5 min</b> 7.15pm</p>
<p><b>C468 – 10/11/2020                      Apologies for Absence</b>  To receive an update on councillor absenteeism, to receive and note any apologies for absence for this meeting.</p>	<p><b>2 min</b> 7.17pm</p>
<p><b>C469 – 10/11/2020                      Minutes</b>  i. To <b>resolve</b> to approve the minutes of the <b>Full Council</b> meeting held on 15<sup>th</sup> September 2020.  ii. To sign the minutes of the Full Council meeting held on 15<sup>th</sup> September 2020.  iii. To <b>resolve</b> to approve the minutes of the <b>Full Council</b> meeting held on 19<sup>th</sup> October 2020.  iv. To sign the minutes of the Full Council meeting held on 19<sup>th</sup> October 2020.  v. To <b>resolve</b> to approve the minutes of the <b>Full Council</b> meeting held on 20<sup>th</sup> October 2020.  vi. To sign the minutes of the Full Council meeting held on 20<sup>th</sup> October 2020.  vii. To <b>resolve</b> to approve the minutes of the <b>Executive Committee</b> meeting held on 2<sup>nd</sup> June 2020.  viii. To sign the minutes of the Executive Committee meeting held on 2<sup>nd</sup> June 2020.  ix. To <b>resolve</b> to approve the minutes of the <b>Burial Committee</b> meeting held on 23<sup>rd</sup> June 2020.  x. To sign the minutes of the Burial Committee meeting held on 23<sup>rd</sup> June 2020.</p>	<p><b>10 min</b> 7.27pm</p>
<p><b>C470 – 10/11/2020                      Clerk's Report</b>  To receive, for information, a report from the Clerk on any outstanding actions from the last meeting, or items of particular note or feedback requested via Planner.  To include an update on the Christmas related actions.</p>	<p><b>3 min</b> 7.30pm</p>
<p><b>C471 – 10/11/2020                      Items for Urgent Report</b>  Items which have been brought to the attention of the Chair, prior to the meeting, and that, in her opinion, should be reported on as a matter of urgency.</p>	<p><b>2 min</b> 7.32pm</p>
<p><b>C472 – 10/11/2020                      Planning Related Matters</b>  A. To <b>resolve</b> to determine the Parish Council's official response regarding the following planning applications (to include consideration of any feedback on the applications from members):  i. Ref. <u>20/03591/FUL</u> – 64 Ashgrove, Peasedown St. John, Bath, BA2 8EF – Extension to existing drop kerb – Mr Royston Davis.  B. To receive a report on the following:  i. Planning decisions issued by B&amp;NES Council.  ii. Planning enforcement matters.  iii. Planning applications not invited to comment / appeals / pending applications / applications from neighbouring parishes.  iv. Progress on the Greenlands Road development of 89 dwellings.</p>	<p><b>30 min</b> 8.02pm</p>

C. To receive the video from the Headmaster of the Primary School and to resolve to accept the draft response from the Parish Council to the consultation on the plans to expand Peasedown St John Primary School from published admission number of 75 to 90 from September 2021, and the overall school capacity from 525 to 630 places, plus Nursery.	
<b>C473 – 10/11/2020                      Ashgrove Cemetery</b> To <b>resolve</b> to approve recommendations from the Clerk regarding requests for new/amended memorials at Ashgrove Cemetery that are in line with Parish Council policy.	<b>5 min</b> 8.07pm
<b>C474 – 10/11/2020                      Correspondence, Complaints &amp; Issues</b> 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 notification of Temporary Road Closures for Braysdown Lane and updates on hedge cutting on Bloomfield Way.	<b>10 min</b> 8.17pm
<b>C475 – 10/11/2020                      Outside Bodies</b> i. To receive, for information, an update on any forthcoming meetings or feedback from meetings attended since the last Full Council meeting. ii. To receive, for information, Police updates. Police Beat Surgeries have been temporarily suspended.	<b>5 min</b> 8.22pm
<b>C476 – 10/11/2020                      Standards in Public Life Consultation</b> To receive an update on the consultation being run by the Committee on Standards in Public Life as part of the review into the institutions, processes and structures in place to support high standards of conduct. NALC will be responding to the consultation and is asking for feedback regarding the new proposals. Deadline for comment submission is 4 <sup>th</sup> December. To <b>resolve</b> whether to submit a formal response to this consultation from the Parish Council.	<b>10 min</b> 8.32pm
<b>C477 – 10/11/2020                      Financial Matters</b> i. To review and <b>resolve</b> to approve the schedule of payments and ratify those already made in relation to the accounts for year ending 31 <sup>st</sup> March 2021. ii. To review the report on General and Ear Marked Reserves and Committed Expenditure and make any associated decisions for the transfer of funds from Reserves for various projects to progress.	<b>5 min</b> 8.37pm
<b>C478 – 10/11/2020                      Chair's Report – Hybrid Meetings</b> To receive a verbal report from the Chair of Council relating to the possibility of Hybrid Meetings in 2021 and beyond and the associated decisions that need to be considered by the Council prior to the budget and precept setting in January 2021.	<b>3 min</b> 8.40pm
<b>C479 – 10/11/2020                      Order of Known Business</b> To receive update on progress regarding the Order of Known Business. In preparation for the Finance & Amenities Advisory Panel budget review meeting scheduled for 8 <sup>th</sup> December 2020, to receive an update on: ➤ the Tax Base; ➤ Outstanding projects and feedback on the top three projects that councillors wish to put forward for consideration to undertake during 2021. ➤ Any new projects for consideration.	<b>10 min</b> 8.50pm
<b>C480 – 10/11/2020                      Ellis Whittam HR &amp; H&amp;S Support</b> To receive an update on Ellis Whittam being acquired by Marlowe Plc. To resolve to approve the recommendation from the Executive Committee regarding access levels to the Ellis Whittam portal for councillors and staff.	<b>5 min</b> 8.55pm
<b>C481 – 10/11/2020                      Advisory Panel Updates</b> A. To receive reports from the following Advisory Panels which have met since the last Full Council meeting. The reports are for information only, any recommendations raised by the Advisory Panel requiring resolution are specified below: i. <b>Beacon Hall Coronavirus Secure Advisory Panel</b> – Meeting held on 5 <sup>th</sup> November 2020 at 7.00pm. ii. <b>Clerk Liaison Panel</b> – Meeting held on 4 <sup>th</sup> November 2020 at 4.00pm.	<b>10 min</b> 9.05pm

<p>➤ To <b>resolve</b> to undertake the Clerk's appraisal in December 2020. The date to be agreed with the Chair of Personnel and members of the CLP.</p> <p>iii. <b>Digital Transformation Strategy Advisory Panel</b> – Meeting held on 3<sup>rd</sup> November 2020 at 7.00pm.</p> <p>iv. <b>Executive Committee</b> – Meeting held on 27<sup>th</sup> October 2020 at 7.00pm.</p> <p>➤ To consider recommendation that the establishment of the Advisory Panel tasked with reviewing the Standing Orders and the Terms of Reference is delayed until February 2021 in the hope that by then more information will be available regarding remote meetings being permitted after May 2021.</p> <p>v. <b>Recreation Ground Tree Planting Advisory Panel</b> – Meeting held on 29<sup>th</sup> October 2020 at 7.00pm. To note that subsequent to this meeting the tree planting has been deferred due to Coronavirus restrictions.</p> <p>B. To acknowledge the forthcoming meetings for the following Advisory Panels:</p> <p>i. <b>Clerk Liaison Panel</b> – Meeting scheduled for Wednesday 9<sup>th</sup> December 2020 at 4.00pm.</p> <p>ii. <b>Finance &amp; Amenities Committee Advisory Panel</b> – Meeting scheduled for Tuesday 17<sup>th</sup> November 2020.</p> <p>iii. <b>Finance &amp; Amenities Committee Advisory Panel</b> – Meeting scheduled for Tuesday 8<sup>th</sup> December 2020.</p> <p>iv. <b>Streetlighting Advisory Panel</b> – Meeting scheduled for Thursday 26<sup>th</sup> November 2020.</p>	
<p><b>C482 – 10/11/2020 Council Committee Updates</b></p> <p>To consider nominations and undertake remote online voting to fill the member vacancy on each of the following Standing Committees:</p> <p><b>Burial Committee</b>  <b>Finance &amp; Amenities Committee</b>  <b>Personnel Committee</b></p>	<p><b>15 min</b> 9.20pm</p>
<p><b>C483 – 10/11/2020 Coronavirus Update</b></p> <p>To receive update and make associated decisions following advice from the Government, Public Health and NALC guidelines regarding Coronavirus in relation to Parish Council facilities and services.</p>	<p><b>5 min</b> 9.25pm</p>
<p><b>C484 – 10/11/2020 Future Agenda Items &amp; Cllr Questions</b></p> <p>Opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda.</p>	<p><b>2 min</b> 9.27pm</p>
<p><b>C485 – 10/11/2020 Date and Time of Next Meeting</b></p> <p>The next meeting of the Full Council is scheduled to be held on Tuesday 15<sup>th</sup> December 2020 at 7pm.</p>	<p><b>1 min</b> 9.28pm</p>



	Full Council - 13													BC	EX	F&A - 4				P - 4				PSC		Summonsed Meetings					
Councillor	12/05/2020	16/06/2020	21/07/2020	11/08/2020	15/09/2020	19/10/2020**	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	Y	NA													Y	NA					9	7	0	2	78%	
John Bailey	Y	Y	Y	Y	Y	Y	NA																			7	6	0	1	86%	
Amanda Clarke	Y	A	Y	A	Y	Y	Y																			7	5	2	0	71%	
Richard Clarke	Y	A	Y	A	Y	Y	Y																			7	5	2	0	71%	
Adi Davis							Y																			1	1	0	0	100%	
Jo Davis	Y	Y	Y	A	Y	A	Y								Y	Y	Y									10	8	2	0	80%	
Andrew Fraser							Y																			1	1	0	0	100%	
Audrey Gillard-Sprake	Y	Y	Y	Y	A	Y	Y							Y												8	7	1	0	88%	
Gavin Heathcote	Y	Y	Y	Y	Y	Y	Y									Y	NA									9	8	0	1	89%	
Sam Heathcote	Y	Y	Y	Y	Y	Y	Y							Y												8	8	0	0	100%	
Simon Kidd	Y	Y	Y	Y	A	Y	Y								Y	Y	Y			Y	Y					12	11	1	0	92%	
Andrew Larcombe	Y	Y	Y	Y	Y	Y	Y							Y	Y	Y	Y									11	11	0	0	100%	
Ray Love	A	A	Y	Y	Y	Y	Y													A	Y					9	6	3	0	67%	
Conor Ogilvie-Davidson	Y	Y	Y	Y	Y	Y	Y							Y	Y	Y	Y			Y	Y					13	13	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	A							Y	Y	Y	~			Y	✓					11	10	1	0	91%	
Les Sprake	Y	Y	Y	Y	A	Y	Y							Y						Y	Y					10	9	1	0	90%	
Kathy Thomas (Chair*)	Y	Y	Y	Y	Y	Y	Y							Y	Y	Y	✓			Y	✓					11	11	0	0	100%	

No. of Cllrs. Attended 15 12 16 13 12 14 14 0 0 0 0 0 0 0 7 7 8 4 0 0 7 4 0 0 0 0

No. of Apologies Received 1 4 0 3 3 1 1 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 2 2 0 0 0 0 0 0 0 0 0 2 3 0 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 were summonsed to attend all meetings until 16/09/2020. After which a '✓' indicates their attendance at a meeting they have not be summonsed to attend.

\*\*Denotes Extraordinary Meeting

**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 20th October 2020, decisions have been received from B&NES Council on the following applications:

- i. Ref. **20/03275/FUL** - Holly Tree Cottage, White Ox Mead Lane, Peasedown St. John, Bath, BA2 8PJ - Creation of an additional parking space, removal of existing single garage and erection of double garage - Mr A. Norris. **Permitted** subject to the usual conditions.
- ii. Ref. **20/03432/HPD** - 49 Albert Avenue, Peasedown St. John, Bath, BA2 8JE - Prior approval request for single storey rear extension that would 1) extend beyond the rear wall of the original house by 4.30 metres 2) have a maximum height of 3.00 metres and 3) have eaves that are 3.00 metres high – Mr Craddock. **Given**.

### **Planning Enforcement**

Since the Full Council meeting on 20th October 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 20th October 2020, applications validated by B&NES Council upon which the Parish Council is not invited to comment are as follows:

- i. None.

Since the Full Council meeting on 20th October 2020, applications determined by B&NES Council upon which the Parish Council is not invited to comment are as follows:

- i. None.

Since the Full Council meeting on 20th October 2020, applications pending determination by B&NES Council upon which the Parish Council was not invited to comment are as follows:

- i. Ref. **20/03420/CLPU** - 56 Ashgrove, Peasedown St. John, Bath, BA2 8EF - Erection of a single storey extension at garden level following demolition of existing store building and garden shelter (Certificate of Lawfulness for a Proposed Development) - Mr Jamie Horswell.

### **Planning Appeals** (for information only)

Since the Full Council meeting on 20th October 2020, the following appeals were lodged/determined:

- i. None.

Since the Full Council meeting on 20th October 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. **20/03621/FUL** - 32 Sunnyside View, Peasedown St. John, Bath, BA2 8JN - Erection of single storey extension to side and rear – Mrs K. Clark.
- iv. Ref. **20/03543/HPD** - 10 Old Forge Way, Peasedown St. John, Bath, BA2 8TS - Prior approval request for single storey rear extension that would 1) extend beyond the rear wall of the original house by 3.50 metres 2) have a maximum height of 3.40 metres and 3) have eaves that are 2.40 metres high – Mr A. Ford.
- v. Ref. **20/03329/FUL** - 54 Ashgrove, Peasedown St. John, Bath, BA2 8EF - Provision of dropped kerb at one side of the front of the house to allow vehicular access – Dr Thomas Sealy.
- vi. Ref. **20/03162/FUL** - Camerton And Peasedown Croquet Club, Whitebrook Lane, Peasedown St. John, Bath - To relocate the old buildings and install a new prefabricated building. Install a bio-digester waste water treatment system and a rain collection system and secure permissions for low level advertising board on small sections of the perimeter fencing – Mr Craig Shaw.
- vii. Ref. **20/03163/AR** - Camerton And Peasedown Croquet Club, Whitebrook Lane, Peasedown St. John, Bath - Display of 31 no. 120cm x 60cm metal clad advertising boards situated around the bottom perimeter of lawn 2 and lawn 3 and to the far side of Lawn 3 and Lawn 4 – Mr Craig Shaw.
- viii. Ref. **20/03567/FUL** - 81 Under Knoll, Peasedown St. John, Bath, BA2 8TY - Erection of single storey rear extension following removal of the existing rear conservatory – Mr Paul Hancock.

**Planning Applications for Neighbouring Parishes**

Since the Full Council meeting on 20th October 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 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.

**Background**

Richard Burgess from Somer Valley FM would like to do a phone interview (not live) with somebody from the Parish Council for their Midday Magazine programme.

They've spoken to most local councils in the area to ask them what's happening in their area and what projects are going on etc. They had a few community groups from Peasedown doing interviews and talking about their plans for Peasedown but not the Parish Council and we're about the only council in the Somer valley they haven't had on yet.

Cllr Andy Larcombe, has been suggested to undertake this interview, in his role as Chair of the F&A Committee and being a "chatty" person.

It is a community feature/slot and they are pushing localness, particularly under the second lockdown.

Specific details of items to be covered can be provided at/before the meeting.

**Suggested Resolution**

To resolve that Cllr Andy Larcombe, representing Peasedown St John Parish Council, is interviewed by Somer Valley FM as part of their Midday Magazine Programme to promote recent Parish Council activities and projects.

BATH AND NORTH EAST SOMERSET COUNCIL

(THTTC2343, BRAYSDOWN LANE, PEASEDOWN ST JOHN  
AND GREEN STREET, SHOSCOMBE  
(TEMPORARY PROHIBITION OF USE BY VEHICLES) ORDER 2020

Notice is given that Bath and North East Somerset Council in exercise of its powers under section 14 of the Road Traffic Regulation Act 1984 intends to make an order to the effect of which will be to temporarily introduce a road closure in that length of Braysdown Lane, Peasedown St John and Green Street, Shoscombe. This closure will be carrying out in 2 phases:

**Phase 1**

Braysdown Lane, Peasedown St John from its junction with Peasedown St John bypass to its junction with Green Street. **23<sup>rd</sup> November – 1<sup>st</sup> December.**

**Alternative Route-** Peasedown St John bypass – Fosseyway – Bath New Road – Frome Road – Manor Road – Church Hill – The Combe – Gassons – Braysdown Lane.

**Phase 2**

Green Street, Shoscombe from its junction with Braysdown Lane to its junction with St Julian's Road. **2<sup>nd</sup> – 12<sup>th</sup> December.**

**Alternative Route-** St Julian's Road – Barn Hill – White Hill – Rag Hill – Green Street.

This order is required because works are being or are proposed to be executed on or near the road for civil work on behalf of Openreach to build 8x reinforced joint boxes in the carriageway by Tlu Contracts Ltd on the **23<sup>rd</sup> November 2020** for a maximum period of **3 weeks**. The road will only be restricted as and when traffic signs are in position and may not be effected for the whole of the period but only for so long as is necessary to execute the works. This is anticipated to be for **20 days**.

Applicant Details: Cristina Guriteanu  
Telephone: 01823661104  
Email: cristinag@tlucontracts.co.uk

Dated: 12<sup>th</sup> November 2020.  
Traffic Management Team  
Lewis House  
Manvers Street,  
Bath  
BA1 1JG

Chris Major  
Assistant Director  
Highways and Transport

**Purpose**

To receive Police updates as follows:

***20/10/20 7164 Northeast – Romance fraud victims speak out***

In a follow-up of a recent Alert message about Romance Fraud, please see the attached document to see how these frauds can have such an impact on the victim.

Attachments:

- [romance-fraud-victims-speak-out.pdf](#)

***21/10/20 7164 Northeast – Jail term for man convicted of raping a woman after a party***

Michael Smith has been jailed for three years after raping a woman following a party.

Please see the attached document which outlines the impact on the victim, and gives links to The Bridge, a referral centre which can help anyone affected by this crime.

Attachments:

- [jail-term-for-man-convicted-of-rape.pdf](#)

***23/10/20 7164 Northeast – PCC launches poll to seek views on police enforcement of coronavirus regulations***

Avon and Somerset Police and Crime Commissioner (PCC) Sue Mountstevens has launched a one-question poll to understand local people's views on police enforcement of the regulations set out by Government to reduce the spread of the virus. Please see the attached document for more information and how to register your view.

Attachments:

- [police-enforcement-covid-19-survey.pdf](#)

***23/10/20 7164 B&NES – CCTV appeal after burglaries in Bathampton***

We're investigating two dwelling burglaries that happened in Bathampton last month and are asking the public to help us with our enquiries.

Both incidents are believed to have happened near the river on the evening of Tuesday 22 September. A wallet was taken from one address and a bag containing bank cards was stolen from the other.

CCTV enquiries have since been undertaken and have revealed two men who we want to identify and speak to in connection with our enquiries. We're asking anyone who recognises them to contact the police.

If you can help, please call 101 and give the call handler the reference number 5220216228.

Attachments:

- [bathampton-cctv.pdf](#)

***26/10/20 7164 Radstock – Dash cam appeal following dangerous driving incident in Midsomer Norton***

We're seeking the public's help following an incidence of dangerous driving in Somerset. A silver BMW 320 with a black front bumper was witnessed driving dangerously in Midsomer Norton on Tuesday, 20 October at about 4.45pm.

The car failed to stop for officers who then pursued it through the Keynsham, Stockwood, Barrs Court and Longwell Green areas. The pursuit ended after the car drove the wrong way down the A4174. The vehicle was later found abandoned before being seized. A number of cars were damaged during the incident.

An 18-year-old man was later arrested on suspicion of dangerous driving and has been released under investigation.



Police would like to hear from any motorists who witnessed what happened and are particularly keen for anyone with dash cam footage of the incident to come forward. If you can help, contact 101 quoting reference 5220238305.

### **27/10/20 7164 Forcewide – Latest Penalty Charge Scam emails**

We have been sent copies of the latest Penalty Charge Scam emails (see attached). Although these can look official, they are designed to panic recipients into making a quick payment with the threat of the “fine” being quadrupled in a few days.

There are some simple checks you can make to ensure that you are getting genuine emails:

1. Is the email from an official email address? This one originates in Morocco and has a personal email address. geomedia.ma
2. Is the email written with good grammar and spelling? the date and time started below
3. Is it correctly spaced?
4. Does it state exactly where the “offence” took place?
5. Are you able to contact them? 0343 222 3331 temporarily unavailable
6. NEVER click on any links in the email

Attachments:

- [penalty-charge-scam-email.pdf](#)

### **29/10/20 7164 B&NES – Nottingham Knockers**

There have been numerous reports of “Nottingham Knockers” calling at homes throughout the Bath area this week. On Monday the 26th and Tuesday 27 October they have been on Hensley Road, Mountain Wood, Bathwick Hill and Entry Hill.

These are cold callers who tell residents they are ex-offenders trying to go straight, then try and sell poor quality and over-priced cleaning products. One of the callers has also said he was collecting for charity. The police 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.

Remember, genuine callers:

- expect you to check their identification before opening the door
- would never try to rush you by claiming there's an emergency
- will happily make an appointment to come back when you can have a relative or friend with you

### **03/11/20 7164 Northeast – PCC to put your policing questions to Chief Constable Andy Marsh**

Police and Crime Commissioner (PCC) Sue Mountstevens is inviting local people to submit their questions concerning policing and coronavirus for next week's Facebook Live. The PCC is encouraging local people to share their questions and concerns with her ahead of the webchat with the Chief Constable Andy Marsh on Tuesday 10th November at 11.30am.

Please submit your questions by tweeting the PCC @AandSPCC or by sending the PCC a Facebook message at @AandSPCC.

The Facebook Live session will be available at @AandSPCC and the PCC's website.

### **04/11/20 7164 Northeast – Security Tips for Closed Business Premises**

As we will enter a second Covid-19 National lock down tomorrow, Thursday 5 November, please find attached some security tips for members who are business owners. These can help you secure your property both at work and at home.

Attached document: Security Tips for Closed Business Premises

PSJPC Full Council Meeting

C475 – 10/11/2020 – Outside Bodies Police Updates

Attachments:

- [security-tips-for-closed-business-premises.pdf](#)

**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.

**Police Beat Surgeries have been suspended until further notice.**

### **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 – Thursday 22<sup>nd</sup> October 2020 held remotely via Zoom. Attended by the Chair and the Clerk. The minutes of this meeting are not yet available but will be uploaded to MS Teams once published. The meeting included reports on budgets and how Coronavirus has impacted on B&NES Council financially; Climate Emergency and Planning Policy changes.

Next meeting – Wednesday 24<sup>th</sup> March 2021.

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

Representatives: Chair and Clerk

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

ALCA AGM - held on Saturday 10<sup>th</sup> October 2020 remotely via Zoom. Attended by Cllrs Conor Ogilvie-Davidson and Kathy Thomas. The minutes are now available and can be found on MS Teams [see below instructions for location].

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

#### **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 11<sup>th</sup> November 2020 at 6pm – 7.30pm via Zoom. It will be a joint meeting with the Keynsham Area and Somer Valley Forums.

The meeting will have a shared theme of Climate Emergency and Jane Wildblood, the Council's Corporate & Community Sustainability Manager and Cllr Sarah Warren, Cabinet Member for Cabinet Member for Climate Emergency and Neighbourhood Services to give an update on the Climate & Ecological Emergency and Renewal Vision.

#### **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 – Wednesday 4<sup>th</sup> November 2020 at 3.30pm remote meeting via Zoom. This meeting was attended by Cllr Kathy Thomas (for the first 30 mins). The meeting focused on the what activities were still permitted within community halls under Coronavirus national lockdown phase 2 and clarification on the regulations.

Next meeting – To be determined.

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### **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.

21 OCTOBER 2020

## **PC13-20 | STANDARDS MATTER 2: PUBLIC CONSULTATION AND PUBLIC SECTOR SURVEYS**

### **Executive Summary**

The Committee on Standards in Public Life has recently launched a consultation as part of its review into the institutions, processes and structures in place to support high standards of conduct. The terms of reference of the review are to: review the evidence as to how well ethical standards are upheld in public life in the UK, review the evidence on the strength of the UK's arrangements for regulating and promoting ethical standards, review the adequacy and continuing relevance of the Seven Principles of Public Life, identify examples of best practice in the regulation of ethical standards, identify examples of best practice in the promotion of cultures that celebrate and encourage high ethical standards. NALC will be responding to this consultation. The main consultation document is available [here](#).

### **Consultation questions**

NALC will be responding to the consultation questions as follows:

Consultation Questions:

#### **Question 1: Standards of Conduct in the UK**

A. How well do you think ethical standards - as enshrined by the Seven Principles of Public Life - are upheld in public life today?

B. Do you believe that there have been any notable shifts in approaches or attitudes to ethical standards in public life in recent years?

C. What do you see as the most significant threats to ethical standards in public life today?

#### **Question 2: The Seven Principles of Public Life**

A. Do the Seven Principles of Public Life accurately describe the appropriate ethical responsibilities for those in public roles, including both political and non-political office-holders?

B. Would you amend or replace any of the principles or their descriptors? If so, how?

**Question 3: The UK's arrangements for regulating standards**

A. Are you confident that the UK's arrangements for regulating ethical standards are robust and effective?

B. Are there any areas of public life where regulation on issues of ethical standards is not strong enough?

**Question 4: Best practice in standards regulation**

A. What makes an effective standards regulator?

B. Do the UK's standards regulators have the right powers and remit to act effectively?

C. Should the independence of standards regulators be enhanced and protected, and if so, how?

**Question 5: Creating ethical cultures**

A. How can the Seven Principles best be embedded within a public sector organisation's working culture?

B. What are the most significant obstacles to embedding high ethical standards in a public sector organisation?

**Your Views**

Please email your responses to this consultation to [policycomms@nalc.gov.uk](mailto:policycomms@nalc.gov.uk) by 17.00 on 4 December 2020. County associations are asked to forward this briefing onto all member local (parish and town) councils in their area.

Date: 06/11/2020  
Time: 03:24:07

Peasedown St John Parish Council  
Category Breakdown Period (Balance Sheet)

Page: 1

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	(26,525.58)	11,775.88
3101	Contingency Reserves	0.00	65,000.00
3105	EMR - Beacon Hall Improvements	(1,429.49)	8,000.00
3106	EMR - Persimmon Land Transfer Professional Fees	(650.00)	0.00
3109	EMR - Ashgrove Cemetery Garden of Remembrance	0.00	4,000.00
3112	EMR - Signage Project	(2,000.00)	0.00
3115	EMR - Committed Expenditure	10,944.55	35,509.59
3117	EMR - Rec Grnd Footpath Extension	0.00	14,000.00
3120	EMR - Braysdown Allotments Accessible Plots	(4,000.00)	0.00
		<u>(23,660.52)</u>	<u>138,285.47</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	£0.00	<b>-£26.58</b>	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	<b>£897.24</b>	One gate left to install; liaising with B&NES Highways to prioritise their side of the dropped kerb - works due by end of 2020
Signage Project	£3,100.84	£2,000.00	£254.94	£0.00	<b>£4,845.90</b>	Advisory Panel now reformatilised. Order with B&NES Council for additional Beacon Hall signage placed & paid. Awaiting installation date.
Gdn of Rem - Donation	£96.31	£0.00	£68.46	£27.85	<b>£0.00</b>	Project Now Complete. Remaining balance returned to General Reserve.
Beacon Field - Picnic Benches & Dog Exercise Area	£893.91	£0.00	£24.53	£0.00	<b>£869.38</b>	Hardcore at the gate entrance installed and paid. Additional picnic bench ordered, awaiting delivery.
Asset Signage Project	£1,000.00	£0.00	£0.00	£0.00	<b>£1,000.00</b>	
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	<b>£3,608.16</b>	Streetlight at Carlingcott installed 10/09/2020 awaiting invoice
Coronavirus Related Matters	£4,603.32	£0.00	£1,142.55	£0.00	<b>£3,460.77</b>	Ongoing
VE/VJ Event - Budget Increase on Existing	£1,000.00	£0.00	£0.00	£0.00	<b>£1,000.00</b>	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	<b>£1,000.00</b>	
Replacement Fire Doors - Parish Office & Main Hall	£2,000.00	£3,784.68	£1,735.40	£0.00	<b>£4,049.28</b>	Deposit paid. Installation date pending.
Beacon Hall - Internal Lights Upgrade	£0.00	£6,000.00	£0.00	£0.00	<b>£6,000.00</b>	Order placed. Installation date pending.
Beacon Hall - CCTV	£5,000.00	£0.00	£4,995.00	£0.00	<b>£5.00</b>	Installation complete
Bench Seat at Mercedes RaB	£0.00	£700.00	£520.00	£0.00	<b>£180.00</b>	Bench delivered 03/08 - installation to be actioned
Accessible Allotment Plots	£0.00	£4,000.00	£3,379.56	£0.00	<b>£620.44</b>	Work commenced 14/09/2020 almost complete. Awaiting delivery of shed. C417 - 11/08/2020
Ellis Whittam HR and H&S	£0.00	£3,000.00	£2,623.24	£376.76	<b>£0.00</b>	Contract in place and invoice received and paid as per minute C397 - 21/07/2020. Remaining balance returned to General Reserve.
Coal Mining Cart Planters	£0.00	£5,000.00	£0.00	£0.00	<b>£5,000.00</b>	Agreed under minute C459 - 20/10/2020
Tree Planting Programme - Rec Grnd	£0.00	£500.00	£0.00	£0.00	<b>£500.00</b>	Agreed under minute C458 - 20/10/2020
Electronic Devices & Accessories for Cllrs	£0.00	£2,500.00	£0.00	£0.00	<b>£2,500.00</b>	Agreed under minute C459 - 20/10/2020
	<b>£24,565.04</b>	<b>£27,484.68</b>	<b>£16,135.52</b>	<b>£404.61</b>	<b>£35,509.59</b>	

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
08/09/2020	Came & Company	Insurance Policy Renewal 2020-21 General and other sites	C435 - 15/09/2020	£2,678.37	£0.00	BACS
08/09/2020	Came & Company	Insurance Policy Renewal 2020-21 Beacon Hall Element	C435 - 15/09/2020	£659.58	£0.00	BACS
08/09/2020	Came & Company	Insurance Policy Renewal 2020-21 Beacon Field Element	C435 - 15/09/2020	£736.30	£0.00	BACS
19/09/2020	Mole Valley Farmers Ltd.	Grass seed for Cemetery	Fin. Regs. 4.1	£8.75	£0.00	BACS
19/09/2020	Mole Valley Farmers Ltd.	Grass seed for Accessible Allotment Plots	C417 - 11/08/2020	£26.25	£0.00	BACS
08/10/2020	The Royal British Legion	Poppies for around the village	Fin. Regs. 4.1	£240.00	£0.00	BACS
13/10/2020	B&NES Council	Staff Salaries - Qtr. 2 - Jul - Sep 2020	C352 - 12/05/2020	£26,161.74	£21.60	BACS
15/10/2020	BT Payment Services Ltd.	Mobile Phone Costs - Oct to Nov 2020	C352 - 12/05/2020	£9.00	£1.80	Direct Debit
15/10/2020	SWALEC / SSE	Streetlighting Electric - 08/10/19 to 30/09/20	C352 - 12/05/2020	£1,389.00	£69.44	Direct Debit
15/10/2020	SWALEC / SSE	Streetlighting Electric - 03/01/19 to 02/01/20	C352 - 12/05/2020	-£7,142.70	-£1,428.48	Direct Debit
21/10/2020	Meadow Farm Nurseries	Winter bedding plants for 2020/21	F&A088 - 07/07/2020	£491.00	£98.20	BACS
21/10/2020	SWALEC / SSE	Streetlighting Electric - 03/01/19 to 07/10/19	C352 - 12/05/2020	£898.12	£44.87	Direct Debit
30/10/2020	Softcat Plc	Acrobat Pro DC Subscription - x2	Fin. Regs. 4.1	£324.20	£64.84	BACS
30/10/2020	Softcat Plc	MS Office 365 E3; Visio; Conf Call Subscriptions - Sept 2020	C221 - 17/12/2019	£372.94	£74.59	BACS
31/10/2020	Allstar Business Solutions Ltd.	Fuel Card - October 2020	C352 - 12/05/2020	£70.79	£14.16	Direct Debit
31/10/2020	BWS Standfast Security Systems Ltd.	BH Fire Alarm Systems Maintenance Contract 2020-21	Fin. Regs. 4.1	£141.67	£28.33	BACS
31/10/2020	BWS Standfast Security Systems Ltd.	BH Emergency Lighting Systems Maintenance Contract 2020-21	Fin. Regs. 4.1	£94.45	£18.89	BACS
31/10/2020	C & S Cleaning Services (Radstock) Ltd.	General cleaning of Beacon Hall - October 2020	Fin. Regs. 4.1	£95.10	£19.02	BACS
01/11/2020	B&NES Council	Business Rates - Ashgrove Cemetery - November 2020	C352 - 12/05/2020	£189.00	£0.00	Direct Debit
01/11/2020	Sage (UK) Limited	Online subscription to Sage 50 Accounts - November 2020	Fin. Regs. 4.1	£41.00	£8.20	Direct Debit
01/11/2020	T. Millar	Labour - Winter Planting; Cemetery Works; General Tree Works	Fin. Regs. 4.1	£340.00	£0.00	BACS
02/11/2020	Greensward Sports Consultancy Ltd.	Mowing of Recreation Ground - October 2020	Fin. Regs. 4.1	£190.00	£38.00	BACS
02/11/2020	Greensward Sports Consultancy Ltd.	Mowing of Beacon Field - October 2020	F&A087 - 07/07/2020	£410.00	£82.00	BACS
16/11/2020	Lloyds Bank plc	Credit Card - October 2020 - Statement Reconciled as per Fin. Regs. 5.5	Fin. Regs. 6.20	£520.16	£0.00	Direct Debit
				<b>£28,944.72</b>	<b>-£844.54</b>	

**Suggested Resolution:**

To acknowledge the refund from SWALEC for the overcharge on the LED streetlighting rates and to resolve that all the payments on this schedule be ratified.



### **Purpose**

To receive update on progress regarding the Order of Known Business.  
The updates are detailed on Planner.

In preparation for the Finance & Amenities Advisory Panel budget review meeting scheduled for 8th December 2020, to receive an update on:

➤ the Tax Base;

The Clerk has requested details from B&NES Council regarding the date they are likely to issue the Parish Council with our Tax Base for the 2021/22 financial year.

Also, when BA&NES Council is planning to hold their budgeting webinars as this should provide some indication as to whether there is likely to be any significant change to the Tax Base. Any responses are yet to be received.

ALCA have advised the following:

*We are also planning a FREE Zoom briefing “Understanding the Local Tax Base”, This will be particularly important this year due to the inevitable sharp increase in council tax benefit claimants – keep an eye on the ALCA website.*

➤ Outstanding projects and feedback on the top three projects that councillors wish to put forward for consideration to undertake during 2021.

Attached is a list of those projects that, last year, were either highlighted for feasibility studies or to be considered at a future date. Please review these projects as the Clerk will shortly be issuing an online form detailing these projects requesting that you indicate your top three preferred projects for the Council to take forward.

➤ Any new projects for consideration.

Within the online form to be issued there will be space for you to suggest any new projects for consideration.

Project Type	Project & Summary Description	Minute Ref. Project Agreed to Proceed	Actual Budget Agreed	Nominal Code Where Budget Held	EMR Allocated	Project Complete?
FS	<b>Ashgrove Cemetery - Installation of bespoke irrigation system</b> and address issues with water pressure. To include installation of stand pipes in Garden of Remembrance. It will be more cost effective to undertake this project at the same time as the tarmac pathways.	Not Yet Agreed	£0.00	N/A	£0.00	No
FS	<b>Ashgrove Cemetery Footpaths</b> - To upgrade the tarmac pathways at Ashgrove Cemetery. Works could be phased over several years. Caretaker has carried out moss removal as an interim measure, which has improved the pathways. Paths will need to be up-graded and financed over a number of years. A formal tender will be required.	Not Yet Agreed	£0.00	N/A	£0.00	No
FS	<b>Beacon Field - Lighting to help reduce ASB; BBQ Area etc.</b>	Not Yet Agreed	£0.00	N/A	£0.00	No
FS	<b>Beacon Hall Improvements – Future development/extension to provide additional meeting rooms and storage.</b> May incorporate other aspects such as painting of steelwork/blockwork etc. Figure is unknown depending on requirements.	Not Yet Agreed	£0.00	N/A	£0.00	No
FS	<b>Outdoor Adult Gym Equipment</b> – Installed on an area of public open space or triangulated around the village. Price shown is based on quotations from two play equipment companies, but does not include a play surface (not a requirement for this equipment) – as a guide, grass matting would be an additional £1,000. Detailed paper has been prepared - see display boards.	Not Yet Agreed	£0.00	N/A	£0.00	No
FS	<b>Philosopher's Quiet Area/Fence to Prevent Illegal Parking and Camping in front of Beacon Hall</b>	Not Yet Agreed	£0.00	N/A	£0.00	No
FS	<b>Recreation Ground - to formalise unofficial entrance from Bath Road</b> - Additional entrance formalisation was postponed due to football clubhouse application. Recently blocked-off by the Caretaker as part of the COVID-19 response.	Not Yet Agreed	£0.00	N/A	£0.00	No
FS	<b>Recreation Ground Footpath Extension</b> - Draft Tender document has been prepared with options.	Not Yet Agreed	£0.00	3117	£14,000.00	No
FS	<b>Recreation Ground Parking Area</b> - To formalise an area for parking on the Recreation Ground using a matting type produce e.g. GrassCrete which provides stability but allows the grass to grow through it. Parking will only be permitted for activities associated with the Recreation Ground and not as a general car park.	Not Yet Agreed	£0.00	N/A	£0.00	No
FS	<b>Street Lights – To consider request for additional lights at Hillcrest and Eckweek Gardens.</b> This project does not include quotations to upgrade the lights not included as part of the original upgrade project. This amount is for additional lights in new locations." To be investigated once lighting maintenance contract has been resolved.	Not Yet Agreed	£0.00	N/A	£0.00	No
OP	<b>Additional Festive Lighting</b> To be considered again later in the 2020/21 financial year.	Not Yet Agreed	£0.00	N/A	£0.00	No
OP	<b>Ecewiche Green Bypass Fence:</b> Replacement of fence between Ecewiche Green and the bypass and to include a gated area for the safe exercising of dogs. Caretaker calculating price.	Not Yet Agreed	£0.00	N/A	£0.00	No

## **Purpose**

To receive an update on Ellis Whittam being acquired by Marlowe Plc.  
To resolve to approve the recommendation from the Executive Committee regarding access levels to the Ellis Whittam portal for councillors and staff.

## **Background**

The following email was received from Ellis Whittam on 29/10/2020:

*Dear Tanya,*

*I am very pleased to let you know that EW has been acquired by Marlowe Plc. Marlowe is a leader in services which assure safety and regulatory compliance, whilst managing risk for businesses across the country. The different businesses within the group are focused on providing technology-enabled services across health & safety, compliance software, HR & employment law, fire safety, security, water & air hygiene and occupational health. Individually, the different companies within Marlowe are leaders in their respective fields but taken as a whole the group is able to deliver an end-to-end approach to safety & regulatory compliance.*

*I'm proud to say that EW will become Marlowe's platform for growth in employment Law, HR and safety compliance.*

*As far as our service to you is concerned, there will be no change, although I hope you will see some real improvements and exciting developments in due course. For now, it is very much business as usual. As CEO, I will continue to lead the business. EW's current directors will be continuing in their roles, as will the entire EW team. EW will keep its name and brand and we will continue to work hard to deliver a high-quality service to you. Marlowe is investing in EW because it recognises that we are a strong business, with great client relationships and with great potential. Our plan is to become the UK leader in high quality subscription-based compliance services. In due course we will expand our service offering to provide you with a seamless, integrated way to manage all areas of compliance and safety, including hygiene, water treatment, fire safety and security and air quality and testing services.*

*We look forward to continuing to provide the same excellent service to you, as part of the Marlowe Group. If you have any questions, please do not hesitate to contact me.*

*Yours sincerely,*

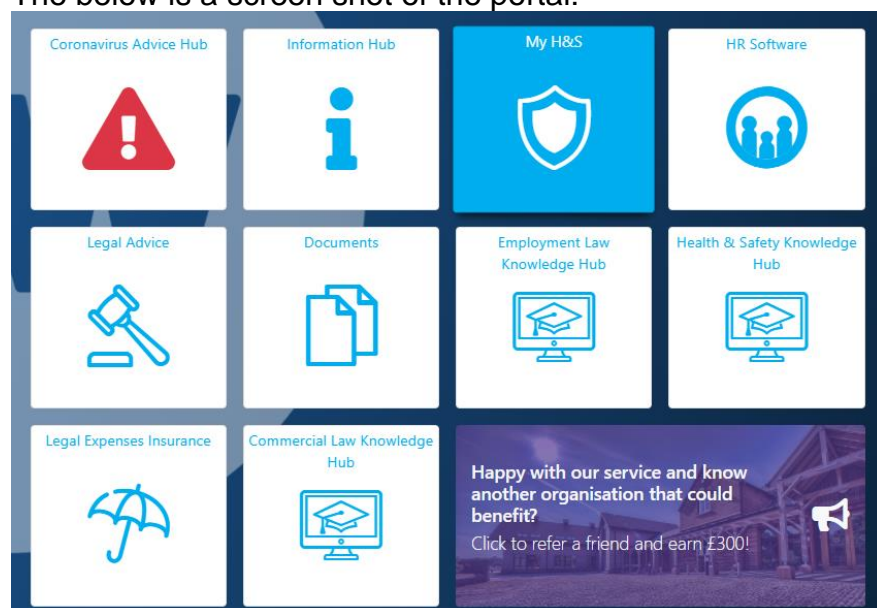
*Gavin Snell*

*CEO*

*Ellis Whittam*

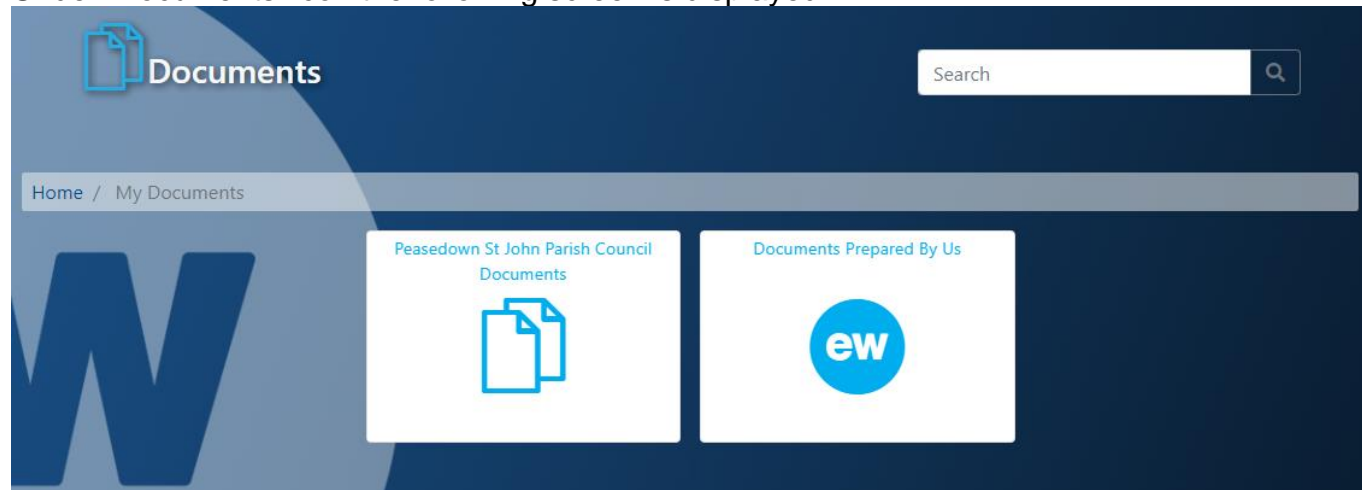
Since the appointment of Ellis Whittam, it has not yet been agreed what level of access is provided to councillors and staff for the portal.

The below is a screen shot of the portal:



There are two 'Knowledge Hubs' one for H&S and another for Employment Law. Within these areas there are various documents providing up to date details on things like flexible working guidance, data protection, audit forms, etc. Not all of the documents will apply to the Parish Council, but all items can be downloaded.

Under 'Documents' icon the following screen is displayed:



This is where documents specific to PSJPC can be upload and any policies prepared for us by EW are located.

Under 'My H&S' icon:

Yr1 Visit 2020 29 Sep 2020 at 09:30  
Auditor Edward Mucha

[Download PDF](#) | [Back to audits](#)

Score band: **Green** ?

0 open critical actions  
0 open high actions

Expand for full audit score information

## Detailed report

### Executive summary

**Scope:**  
This report is a General Risk Assessment and it aims to cover the significant health & safety and (where applicable) fire issues at Peasedown St John Parish Council, The Beacon Hall, French Close, Peasedown St. John, Bath, BA2 8SN. It is an assessment of the health, safety (and fire risks) arising from the premises and the activities within and to determine the adequacy of the existing controls and provide information on the further actions required to reduce risks in line with current legal requirements and best practice.

**Summary:**  
The Parish Council is mainly based at Beacon Hall, however it also oversees the management of play areas, sport fields, skate parks and a cemetery, among other areas in the local town. Beacon Hall is used as the main office. There is also a Town Hall, which can be hired, along with a kitchen and an offset meeting room area. The caretaker team typically work outside and one of the above mentioned areas. The workshop, where the majority of items such as tools and equipment are stored is at the cemetery. Whilst a number of activities are undertaken by the caretaker team, it should be noted that the majority of high-risk work is undertaken on a contractor basis.

**Activities/Areas/Premises covered:**  
Beacon Hall, Cemetery, Workshop, Football Pitch and Changing Rooms, Allotment

PSJPC Full Council Meeting  
C480 - 10/11/2020 – Ellis Whittam HR and H&S Support

## Monitoring

Peasedown St John Parish Council

[View checklists](#)[View history](#)[View defects](#)[Reports](#)[Manage checklists](#)

FREQUENCY

All

CATEGORY

No categories defined

22 records

Checklist	Category	Opens	Closes	
<a href="#">Emergency Arrangements (6 Monthly)</a> <small>Repeats Six Monthly</small>		6 Aug 20 00:00	5 Feb 21 23:59	<a href="#">Log Checks</a>
<a href="#">Emergency Arrangements (Yearly)</a> <small>Repeats Yearly</small>		6 Aug 20 00:00	5 Aug 21 23:59	<a href="#">Log Checks</a>
<a href="#">H+S Management (6 Monthly)</a> <small>Repeats Six Monthly</small>		6 Aug 20 00:00	5 Feb 21 23:59	<a href="#">Log Checks</a>
<a href="#">H+S Management (Yearly)</a> <small>Repeats Yearly</small>		6 Aug 20 00:00	5 Aug 21 23:59	<a href="#">Log Checks</a>
<a href="#">Hazardous Substances (6 Monthly)</a> <small>Repeats Six Monthly</small>		6 Aug 20 00:00	5 Feb 21 23:59	<a href="#">Log Checks</a>
<a href="#">Hazardous Substances (Yearly)</a> <small>Repeats Yearly</small>		6 Aug 20 00:00	5 Aug 21 23:59	<a href="#">Log Checks</a>

My Health and Safety – This provides the report from the initial audit and monitors progress on required actions and required regular checks through to completion. All areas/reports can be downloaded if required.

The following matrix is the suggested access levels to the Ellis Whittam portal for both councillors and staff. This has been reviewed and is as recommended by the Executive Committee.

<b>Area</b>	<b>Suggested Access</b>	<b>Reasoning</b>
<i>My H&amp;S</i>	<i>Chair and Vice-Chair of Full Council Chairs and Vice-Chairs of Standing Committees Office Staff</i>	<i>H&amp;S affects all Committees and so any Chairs/Vice-Chairs may wish to obtain access. This would purely be for monitoring purposes. Alternatively, all reports can be downloaded for pre-reading purposes, and with the CLP provided with access they can monitor the progress of the actions required as part of the H&amp;S Audit.</i>
<i>Knowledge Hub Health &amp; Safety</i>	<i>All Councillors &amp; All Staff</i>	<i>H&amp;S affects all Committees and so any Chairs/Vice-Chairs may wish to obtain access.</i>
<i>Knowledge Hub Employment Law</i>	<i>All Councillors &amp; All Staff</i>	<i>Anything required is likely to be downloaded by Clerk for pre-reading purposes. If required outside of this the documents can be obtained by Chair and Vice Chair of Personnel.</i>
<i>Documents</i>	<i>All Councillors &amp; All Staff</i>	<i>Documents will impact on all Committees.</i>
<i>HR Software</i>	<i>Clerk Liaison Panel members only All Staff</i>	<i>This will be to approve Clerk's timesheet/holiday etc.</i>
<i>Authorised to contact EW on HR Issues</i>	<i>Chair and Vice-Chair of Personnel Committee Parish Clerk</i>	
<i>Authorised to contact EW on H&amp;S related issues</i>	<i>Chair and Vice-Chair of Full Council Chairs and Vice-Chairs of Standing Committees Office Staff</i>	

**Suggested resolution:**

To resolve to approve the recommendations from the Executive Committee regarding councillor and staff access to Ellis Whittam services in relation to HR and H&S support, all as detailed in the matrix provided in the pre-reading.

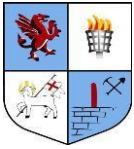


## **PEASEDOWN ST. JOHN PARISH COUNCIL ADVISORY PANEL RECORD FORM**

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

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

<b>Terms of Reference</b>	
<b>General Purpose:</b>	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.
<b>Specific Aims:</b>	To consider specific arrangements to make Beacon Hall “COVID Secure” prior to re-opening, which might include: <ul style="list-style-type: none"><li>➤ Advising the hall’s insurers whether/when the premises will be re-opening and checking their requirements;</li><li>➤ Implementing measures to obtain “COVID-19 Secure” certification;</li><li>➤ Carrying out a COVID-19 Risk Assessment;</li><li>➤ Consideration of what/when additional cleaning is required;</li><li>➤ Ensuring the caretaker/cleaner has appropriate PPE;</li><li>➤ Ensuring there are sufficient hand washing and drying facilities;</li><li>➤ Displaying signage at the entrance to toilets to limit the number of people within these areas at any one time.</li><li>➤ Providing signage to show that the premises comply with COVID-19 secure guidelines and that people should not enter if they have symptoms;</li><li>➤ Displaying PHE posters encouraging frequent, good handwashing techniques and hygiene;</li><li>➤ Considering social distancing arrangements in corridors and at entrance and exits.</li><li>➤ Considering any special hire conditions and changes to the Hall’s hire policy.</li></ul>
<b>Success Criteria:</b>	Completion and successful implementation of the strategy.
<b>Duration:</b>	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.
<b>Reporting Procedures:</b>	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.
<b>Membership:</b>	Cllrs Rich, Thomas, A Clarke, R Clarke, C Ogilvie Donaldson Admin Support Trace Edge
<b>Date Disbanded (minute reference):</b>	



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

**Thursday 5<sup>th</sup> November 2020 at 7.00pm to 7.35pm  
Remotely via MS Teams due to Coronavirus Restrictions**

### **In attendance** (please indicate note taker)

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

### **Apologies**

Apologies were received from Cllr. Jonathan Rich due to personal commitments.  
Cllrs. Mandy and Richard Clarke were absent with no apologies received.

### **Electronic Papers prepared for the meeting:**

- Notes from the last meeting – all actions have been completed.
- Summary of activities and last dates using the hall for those hirers that must stop due to Coronavirus regulations under the 2<sup>nd</sup> national lockdown.
- Email from Dick Whittington – Providing a report from Action with Communities in Rural England (ACRE) regarding the latest Coronavirus information about the closure of village and community halls which are required to close from Thursday 5<sup>th</sup> November to Wednesday 2<sup>nd</sup> December.

### **Purpose of the meeting:**

To report on procedures in place during September to October.  
Everything worked as planned and it is recommended that when we are able to reopen, we continue with the same processes, unless legislation dictates otherwise.

To note the current legislation regarding the 4-week National Lockdown commencing Thursday 5<sup>th</sup> November 2020.

To consider not reopening until January 2021 legislation permitting.

Under current legislation the hall can reopen from 2<sup>nd</sup> December, however, this would mean it is only open for a couple of weeks before we would have to close again for Christmas. It is therefore suggested the hall remains closed during December [excepting Southside and Blood Donors]. The next blood donor session is due in January 2021.

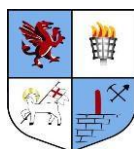
To consider the cleaning arrangements for the interim period.

The hall was cleaned today. The cleaning contractor has been told that they are not required in November as Southside can clean up after themselves and if necessary, the Assistant Caretaker can cover it. The cleaning contractor can attend on an ad-hoc basis if we do need them.

To consider use of the hall for specific council business by staff.

The Administration Officer will continue to come into the office on Wednesdays. The Clerk will attend the office/hall on an ad-hoc basis e.g. if site meetings are required with contractors etc.





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To consider use of hall for specific council business with councillors.  
This will be for things such as bank reconciliations [the interim audit is scheduled for November] as opposed to full scale meetings.

Councillor surgery for November will be face to face or via Teams [both options to be available for residents – see item 3c below taken from Government guidance]. Booking of appointments would still be required. Appointments 6pm until 7pm. 10/15-minute slot each booking. Need their email address or a telephone number so we can arrange for them to join the meeting if attending remotely. Clerk to put this onto Facebook. The banners to be put up for the November surgery. Can extend the time past 7pm if there is sufficient interest.

### 3c: Meetings

- [Working safely during coronavirus \(COVID-19\): Offices and contact centres](#)  
The principles set out in the 'Safer workplaces' guidance apply but are not limited to:
- meetings of civic, political or community groups (e.g. parish council meeting, ward meeting of political party; charity board of trustees)
- MP or councillor surgery/drop-in sessions
- public meetings and local consultations (e.g. planning)

Local authorities in England still have the [powers](#) to hold public meetings virtually by using video or telephone conferencing technology. And the Local Government Association have on their [website](#) a hub with contributions from a range of sector representative organisations providing advice and support with the management of remote meetings.

To consider the management of contractors during the closed period.  
It is hoped that the new doors and the internal lighting can be installed during lockdown.  
Administration Officer to follow up with the contractors for dates. There is a contractor sign in and sign out form provided by Ellis Whittam. Clerk to locate and provide to Admin Officer.

Agreed Action (if any)	Responsibility
To recommend to Full Council that Beacon Hall is not reopened until January 2021 legislation permitting excepting Southside and Blood Donors and any Council activity.	All
Advertise the November councillor surgery in line with details listed above.	Clerk
To arrange for contractors to install new doors and internal lighting during lockdown.	TE
To locate contractor sign in/out form.	Clerk
To check whether the meeting on 8 <sup>th</sup> December would still be legal to proceed. If this meeting does proceed as a face to face meeting in the hall then the cleaners should be booked to come in after this. TW and KT to organise and prepare the room. AL to arrive at 6.40pm. Remaining councillors can arrive at 6.50pm. Meeting to commence at 7pm.	Clerk
Add any actions to the relevant bucket on Planner	Clerk
To type up notes of this meeting and send out the invitation for the next meeting.	Clerk

**Follow-up meeting required:** Yes [to continue to review progress]. Meeting scheduled for Thursday 10<sup>th</sup> December 2020 at 7pm.

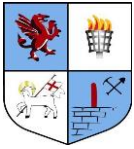


## PEASEDOWN ST. JOHN PARISH COUNCIL ADVISORY PANEL RECORD FORM

### DIGITAL TRANSFORMATION STRATEGY ADVISORY PANEL

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

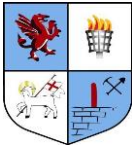
Terms of Reference	
<b>General Purpose:</b>	<p>To review the current IT and web provision to create a Digital Transformation Strategy (5-year plan).</p> <p>To use technology to improve the efficiency and internal and external communications of the council.</p>
<b>Specific Aims:</b>	<p>Phase 1:</p> <p>Information gathering:</p> <ul style="list-style-type: none"> <li>➤ 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)?</li> <li>➤ What does the future of IT provision for the Parish Council look like – should we be paperless, should it become ‘business as usual’?</li> <li>➤ What is the driver behind the change – why are we doing it and reasons behind it?</li> </ul> <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"> <li>➤ Transferring of files/information/emails to the correct locations.</li> <li>➤ Training programme for councillors and staff.</li> <li>➤ What methods/processes should be used? Create an internal communications plan with councillor and staff usage/collaboration.</li> <li>➤ To investigate options and make recommendations to Full Council with regard to supplying devices for councillors to use.</li> <li>➤ To investigate options and make recommendations to Full Council with regard to Beacon Hall/Parish Office ICT equipment and infrastructure.</li> <li>➤ Review the existing Communications Strategy and link this into the DTS and propose changes to the existing document for Full Council approval.</li> <li>➤ 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.</li> <li>➤ To assist the CLP in their work ensuring the Council meet GDPR compliance.</li> </ul>
<b>Success Criteria:</b>	Completion and successful implementation of the strategy.



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<b>Duration:</b>	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.
<b>Reporting Procedures:</b>	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.
<b>Membership:</b>	All Parish Councillors. Tanya West is the nominated staff support.
<b>Date Disbanded (minute reference):</b>	



## **DIGITAL TRANSFORMATION STRATEGY ADVISORY PANEL MEETING NOTES**

**Tuesday 3<sup>rd</sup> November 2020 at 7.00pm until 8.42pm held  
remotely via MS Teams**

### **In attendance** (please indicate note taker)

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

### **Papers prepared for the meeting:**

- Notes from the last meeting held on 1<sup>st</sup> September 2020.
- Quotation from Solutions AV Ltd. to provide audio visual equipment to enable hybrid meetings.
- Mobile Device Policy – as supplied by Ellis Whittam
- Examples of device usage/issuing documentation from two other Parish Councils.

### **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
- Training – councillors and staff
- Email transfer into the council “corporate” umbrella
- Publishing of pre-reading
- Deletion of ‘Urgent Matters’ chat

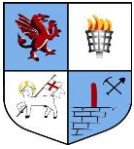
### **Summary of main points raised:**

#### Devices for Councillors

- At the October Full Council meeting the following was agreed:  
**It was resolved to purchase suitable electronic devices and accessories for those councillors who wish to have them, to aid remote working, up to a total value of £2,500.**

To date, the following has been requested:

3x Laptop device [with built in cameras] - Cllrs. Jo Davis; Les Sprake; Kathy Thomas  
2x Headphones - Cllrs. Ray Love; Kathy Thomas  
1x Web camera - Cllr. Ray Love



The 3 councillors not present at the meeting have been contacted by the Clerk and have advised they do not require anything at this time, but may do so in the future.

SECTION 1				SUBTOTAL	
Laptop Quote				£5,265.00	
Description	Item	Quantity		Price	
<b>Lenovo V Series Laptop</b> 14" Full HD Display Intel Core i5-7200 Processor 8GB DDR4 RAM 256GB SSD Drive Windows 10 Home	£395.00	12	Unit	£4,740.00	
Installation - Baseline configuration of laptops Installation of basic software and testing	£350.00	1.5	Unit	£525.00	

Apollo have advised they will revise this quotation as the figure was based on the quantity required. Also, at present, laptops are going out of stock very quickly and so this particular model may no longer be available.

#### Technology requirements for hybrid meetings

- Quotation for AV system provided is for approximately £10k – this will be a minimum cost as it is likely that two or more screens at 55" would be required and only one has been quoted for. Possibly a better idea would be to have a projector and large screen instead.
- Will also require an Ofcom licence for £28/year for the mics. We may also need a broadcast licence.
- Recommend to Full Council for the budget planning meeting that it is likely to cost in the region of £15k to undertake this project correctly, plus an annual operational fee.

#### Training – councillors and staff

- Training is planned to be undertaken on a Saturday or Sunday morning with the same training session repeated on a weed day for a series for 4 sessions.
- 1<sup>st</sup> Session – What is Teams? – how does it work, where can I find things? Where do I find meeting invitations etc.
- 2<sup>nd</sup> Session – Teams in more detail – Channels; explaining the different tabs; how to search for folders and files; how to access them; etc.
- 3<sup>rd</sup> Session - Staff session on Planner – covering not attaching documents but putting them into the folder and saving the link. 'To Do' application – [Simon to train with Tanya first] and then do the rest of the staff.
- 3<sup>rd</sup> Session - Councillor session on Planner – to be actioned afterward staff training.
- 4<sup>th</sup> Session - How to work collaboratively on documents.

#### Email transfer into the council "corporate" umbrella

- Below is a quotation for these works:



SECTION 1

Tenant to Tenant Migration

SUBTOTAL

▼ £1,031.35

Description	Item	Quantity		Price
<b>Office 365 Licence for New accounts</b> <i>* These licences for the Office 365 mail accounts will need to be added by the customer to support the additional migrated mailboxes, These will be charged directly to the customer on the customers existing price plan with Microsoft</i>	£0.00	23	Unit	£0.00
<b>Migration Licence</b>	£2.45	23	Unit	£56.35
<b>Installation -</b> <i>Check over existing O365 Tenancy on Create required mailboxes in O365 Assign licences to mailboxes in O365 Prepare onsite .onmicrosoft domain for Migration Complete Clean of onsite on.microsoft domain and remove and non required mail boxes Test batch migration of mailboxes to O365 Change required DNS and MX records Migration of all mailboxes to O365 Testing of new mailboxes on new tenancy Produce document for administration of new users passwords Full Testing of migration and users mailbox</i>	£650.00	1.5	days	£975.00

The quotation was discussed and was agreed that Apollo have not interpreted our requirements correctly, which is likely why the quotation is so high. A meeting to be arranged with Apollo to review exact requirements [mailbox does not need migrating but repointing of the MX record].

As part of this process will create a new 'general' email:

[office@peasedownstjohnparishcouncil.gov.uk](mailto:office@peasedownstjohnparishcouncil.gov.uk)

This will be accessed by all office staff to read and send emails. The naming of it implies a sharing aspect to it. This will become the email that public will contact, and arrangements be made for quotations etc.

[clerk@peasedownstjohnparishcouncil.gov.uk](mailto:clerk@peasedownstjohnparishcouncil.gov.uk) will remain but as mentions 'clerk' and this is a specific legal role it carries an official capacity. The access rights to this email will be amended so it is only accessible by the Clerk.

Emails into office@ email will be logged by staff directly onto Planner [using a template]. The template will assign the card to Chairs/Vice-Chairs so they can monitor queries coming in and responses sent in a timely manner.

This will be the process adopted to provide time for further investigation into specific software to log/monitor email/queries.



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The councillor email domain name will be amended at the same time this migration of the clerk@ email and creation of office@ email takes place.

Once the email is established the Asset Labels project can proceed.

### Publishing of pre-reading

- There have been issues with software supplier supplying the correct pdf licence. This has been resolved [today]. Therefore, the last pre-reading was not made publicly available as the software was not working.

Agreed Action (if any)	Responsibility
Include on budget for 2021 – update of hybrid/streaming meetings cost	Clerk
Order devices and equipment for councillors ASAP	Clerk
To draft a document for the usage and issuing of devices for councillors and staff. Needs to be actioned prior to devices being issued.	SK
Clearing and removing old files from SharePoint/Teams As part of general tidy-up exercise	Clerk & COD
Training sessions – full coverage of each to be planned and sessions booked.	SK & Clerk
Urgent Matters – Clerk to obtain photos etc. that are required and then delete. For urgent matters in the future, the Clerk to use the facility on Teams when writing a message to select 'Urgent' which then notifies the recipient every 2 minutes for 20 minutes.	Clerk
Arrange a meeting with Apollo to review exact requirements for the clerk@ mailbox migration and the creation of office@ email and changing the domain of the councillor and staff MSOffice email addresses. Do not book it for a Thursday – SK.	Clerk SK & COD
Book calendar invites to all councillors for next meeting	Clerk
Add all actions from this meeting onto Planner under the DTS bucket.	Clerk

**Follow-up meeting required:** Y – Tuesday 26<sup>th</sup> January 2021 at 7pm remotely via MS Teams. All councillors are invited to attend.

### **Recommendations to be considered at Full Council:**

- Recommend to Full Council for the budget planning meeting that it is likely to cost in the region of £15k to undertake the microphones/hybrid/streaming of meetings project correctly, plus an annual operational fee.



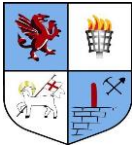


## PEASEDOWN ST. JOHN PARISH COUNCIL ADVISORY PANEL RECORD FORM

### ADVISORY PANEL FOR EXECUTIVE COMMITTEE

<b>Commissioning Group:</b>	Executive Committee
<b>Date of Formation (minute reference):</b>	EC006 – 04/06/2019
<b>Chair:</b>	Cllr. Kathy Thomas
<b>Terms of Reference</b>	
<b>General Purpose:</b>	To make recommendations to Full Council for the setting and monitoring of priorities.
<b>Specific Aims:</b>	<ul style="list-style-type: none"> <li>➤ To monitor the Order of Known Business and implementation of projects.</li> <li>➤ To advise the council on setting of priorities and to monitor agreed priorities.</li> <li>➤ To keep council appraised of progress against agreed priorities.</li> <li>➤ To support the Clerk in meeting objectives within realistic timescales.</li> <li>➤ To improve communications and understanding between committee chairs.</li> <li>➤ To improve communications and understanding between councillors.</li> </ul>
<b>Success Criteria:</b>	Completion of agreed priorities and projects on time and within budget.
<b>Duration:</b>	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.
<b>Reporting Procedures:</b>	<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>
<b>Membership:</b>	
<b>Membership:</b>	<p>The Chair and Vice-Chair of Full Council.</p> <p>The Chair and Vice-Chair of each Standing Committee.</p>
<b>Date Disbanded (minute reference):</b>	





## **ADVISORY PANEL FOR EXECUTIVE COMMITTEE MEETING NOTES**

**Tuesday 27<sup>th</sup> October 2020 at 6.30pm to 8.30pm via MS Teams  
due to Coronavirus Restrictions**

### **In attendance** (please indicate note taker)

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

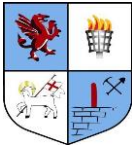
Parish Clerk - Tanya West - was in attendance for approx. the first hour of the meeting.

### **Apologies**

Cllr. Jo Davis was away on holiday. Cllr. Audrey Gillard-Sprake was absent with no apologies received.

### **Papers prepared for the meeting:**

- Welcome to Cllr Audrey Gillard-Sprake for her first Executive Committee Advisory Panel meeting following her appointment as Chair to the Burial Committee.
- Notes from the last Advisory Panel meeting held on 6<sup>th</sup> October 2020.
- Ellis Whittam – To consider suggestions regarding councillor access to the portal for HR and H&S and at what levels dependent on the councillor's role. This is in order to make recommendations to Full Council for agreement prior to implementation. The Clerk has a meeting with Ellis Whittam on Monday morning and so the paper for this will be provided following this meeting.
- Review of Standing Orders and Terms of Reference
  - Suggest recommending to Full Council that the establishment of the Advisory Panel tasked with reviewing the Standing Orders and the Terms of Reference is delayed until February 2021 in the hope that by then more information will be available regarding remote meetings being permitted after May 2021.
- 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].
- Primary School Expansion Plans:
  - Letter from school advising of consultation;
  - Draft minute from Full Council meeting on 20/10/2020;
  - Email to Headmaster inviting his attendance to Executive Advisory Panel meeting to answer questions.
- New Councillor Induction:
  - Below is a link to files that are now being provided as the induction documents [these require ratification from Full Council now that it has been agreed to withdraw the 'Protocol for New Councillor Induction' document].  
<https://psjpc.sharepoint.com/sites/FullCouncil331/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2FFullCouncil331%2FShared%20Documents%2FGeneral%2FNew%20Councillor%20Induction&FolderCTID=0x012000A3F566DA39D4DA4987D5AC541825A7B3>
- Face to Face Meetings
  - To review the suggested organisation and set up of face-to-face meetings in preparation for the F&A Budget Planning meeting scheduled for 8<sup>th</sup> December 2020.



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**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.

<b>Agreed Action/Recommendations (if any)</b>	<b>Responsibility</b>
Recommend to Full Council that councillors are provided with access to the Ellis Whittam portal for HR and H&S support as per the attached matrix.	Clerk
Recommend to Full Council that the establishment of the Advisory Panel tasked with reviewing the Standing Orders and the Terms of Reference is delayed until February 2021 in the hope that by then more information will be available regarding remote meetings being permitted after May 2021.	Clerk
Recommend support of the Primary School Expansion Plans and to circulate recording of Q&A with Headmaster and draft letter of support to Full Council.	Clerk
Order of known business - the list of projects was reviewed but due to the lack of updating of tasks within Planner it was difficult to identify the progress of the projects	Clerk
New Councillor Induction – ask Ellis Whittam to formulate a new/updated pack	Clerk

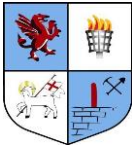
**Next meeting is scheduled to be held on Tuesday 12<sup>th</sup> January 2021.**



## PEASEDOWN ST. JOHN PARISH COUNCIL ADVISORY PANEL RECORD FORM

### RECREATION GROUND TREE PLANTING ADVISORY PANEL

<b>Commissioning Group:</b>	Full Council
<b>Date of Formation (minute reference):</b>	C462 – 20/10/2020
<b>Chair:</b>	Cllr Conor Ogilvie-Davidson
<b>Terms of Reference</b>	
<b>General Purpose:</b>	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.
<b>Specific Aims:</b>	<p>To determine:</p> <ul style="list-style-type: none"> <li>➤ Precise locations for the planting to take place, taking into account historical and practical considerations.</li> <li>➤ Additional items that may need to be purchased, such as mulch mats.</li> <li>➤ Date/s when the planting should take place.</li> <li>➤ Whether the arrangements comply with current Government rules/guidance on COVID-19.</li> <li>➤ Appropriate times for involvement of the Mini Police, in conjunction with the School/PCSOs.</li> <li>➤ Who should attend/be invited and how the event should be advertised to help keep numbers within the required limits?</li> <li>➤ Arrangement of participants into smaller groups to work in each area with a designated councillor/member of staff.</li> <li>➤ What equipment people will need to bring with them to take part.</li> <li>➤ Involvement of the Peasedown Environment Group.</li> <li>➤ Risk Assessment will need to be written and appropriate information published.</li> <li>➤ Ongoing maintenance programme.</li> </ul>
<b>Success Criteria:</b>	Completion of the tree planting project.
<b>Duration:</b>	Short-term; it is intended for this Advisory Panel to be in place until the end of December 2020.
<b>Reporting Procedures:</b>	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.
<b>Membership:</b>	Cllrs. Adi Davis; Gavin Heathcote; Simon Kidd; Andy Larcombe; Conor Ogilvie-Davidson (Chair); Kathy Thomas; Les Sprake. Staff support will be DP or TW.
<b>Date Disbanded (minute reference):</b>	



## **RECREATION GROUND TREE PLANTING ADVISORY PANEL MEETING NOTES**

**Thursday 29<sup>th</sup> October at 7.00pm until 8.36pm  
held remotely via MS Teams**

**In attendance** (please indicate note taker)

Cllrs. Simon Kidd; Conor Ogilvie-Davidson (Chair); Kathy Thomas; Les Sprake.  
Parish Clerk – Tanya West (NT)

**Apologies**

Apologies were received from Cllr. Adi Davis (due to work commitments).  
Cllrs. Gavin Heathcote and Andy Larcombe were not present with no apologies received.

**Papers prepared for the meeting:**

- Draft banner to promote the event (for possible attachment to Rec Ground gate).
- Draft poster to promote the event (for Facebook; notice boards etc.).
- Tree Planting pre-reading from previous meetings.
- Information from Peasedown Environment Group regarding tree planting and a summary of their ideas and projects for future work in the parish.
- Aerial image of the Recreation Ground.
- Quotation for mulch mats.
- Information from the Woodland Trust about 'how to plant a tree' which includes their recommended planting densities and guidelines. Also details of their Tree Charter Day Tree Festival (online).

**Purpose of the meeting:**

To discuss the above listed papers and make decisions regarding the event.

**Summary of main points raised:**

Promotion and Involvement

To discuss how to promote the event. Facebook; banners; etc.  
Peasedown Environment Group – keen to join in/help plant.  
Peasedown Miners have a home match on 28<sup>th</sup> November. KO at 2.30pm.

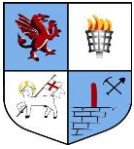
Mini Police Involvement

The PCSOs have advised that they are unable to interview the new set of Mini Police until November, so the earliest they are likely to be able to undertake any planting is late December/early January. This is because the school is hoping the school covid 'bubbles' will be lifted in January.

The Caretaker has suggested that the 30x whips for the mini police copse can be bedded temporarily at the cemetery and lifted when required, so the trees will survive and can be lifted and replanted a few at a time, especially as it may be likely that the Mini Police will have to undertake their planting in smaller group sessions.

Where to plant the trees

Previous suggestions had included:



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- A row of trees on the Recreation Ground parallel with Bath Road (there had historically been a row of oaks here).
- The northern end of the Recreation Ground so as not to interfere with the facilities/equipment on the Recreation Ground.

*The digging/planting on the site of the old quoit and tennis courts will be virtually impossible as there is large amounts of buried rubble and asbestos. Also, when the trees grow, they will block the view over Cam Valley.*

*Planting is undertaken in various locations none of which are densely planted otherwise it will likely end up being a magnet for youths and anti-social behaviour.*

*The number of trees could be added to each year as desired.*

*Other locations are suggested as follows:*

- Around the entrance from Church Road (opposite Vicarage Gardens).
- Around the entrance from Whitebrook Lane.
- The hedge line along Church Road
- The corner of the Old Quarry Site on Bath Road (by the old informal entrance now blocked up).

The above locations were discussed and the below listed locations were provisionally agreed [subject to approval at the on-site meeting on 7<sup>th</sup> November and subsequently by Full Council at the meeting on 10<sup>th</sup> November].

### Recreation Ground:



this exact elongated being

A staggered row of Wild cherry – along the highlighted pathway.

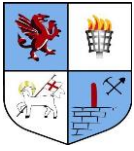
The root spread of a wild cherry to be checked in order to determine how far away from the pathway edge they should be planted.

The pathway as highlighted is approx. 175 m long.

So, with the calculations on the number of wild cherry trees there are from both packs (the Wild Cherries from the Mini Police pack will also be used, being swapped with some Hawthorn from the general pack) it is likely they will be spaced approx. every 5m along this pathway, each tree on an alternate side of the path.

The Mini Police copse to be planted in location - all 30 trees. Not in an triangle but with either edge being along the hedgeline and the hypotenuse bowed inwards at the middle.





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### Beacon Field:



Silver birch – next to the Laxton Way/Belle Vue Close section of Beacon Field (see left).

Dogwood and Hawthorn mix - next to the play area as you come in from French Close.

### Grassed Areas Around Beacon Hall:



The grassed area next to the access gate to the Bristol Water reservoir site (see left). The grassed area in front of the hall in either corner along the hedge line (see below middle). The grassed area by the beacon (see below right).



### Prince of Wales Village Green:

To plant hazel within the hedgerow filling any gaps.

### Covid Regulations

- Attendees to register beforehand.
- Test and Trace QR code available for Recreation Ground.
- Bring own planting equipment.

### Equipment Needed

- Mulch mats
- Tree stakes and guards



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Agreed Action (if any)	Responsibility
Revise banner design – only one logo. 3x banners to be ordered. One for Rec gate; two for entrances to the village.	DP
Poster – to have the same background as the banner to make it consistent Reword to 'You are Invited to a Parish Council Tree Planting Morning' Change the font so it is more easily readable.	DP
To purchase mulch mats, tree stakes and tree guards for all the trees in good time for the event. Also, speak with Caretaker about bark chippings.	DP
To contact Peasedown Environment Group advising what we are going to do and ask them to register of them who would like to attend. If they wish to share with any of their environmental people. Once done a redraft of the poster then can send onto them.	TW
To determine a planting plan prior to the day. Also, to determine whether the sites are planted concurrently, or one team moves from site to site.	All Advisory Panel Members
To get pictures and mature sizing of each of the trees we are due to be planting to have them ready for the site meeting. They will be printed and laminated by Trace on the Wednesday beforehand.	COD & TE
To investigate into the impact of this event if the Government changes us from Medium to High or Very High under Coronavirus restrictions.	TW
Measure out some of the sites – bring along the trundle wheel to the site meeting.	TW
Send out meeting calendar request to all members of the advisory Panel for the site meeting.	TW
Previous tree planting in the village had suffered with anti-social behaviour – will need to accept that some trees will not survive, and some will be vandalised.	All

**Follow-up meeting required:** Y – Saturday 7<sup>th</sup> November 2020 at 10am – Meet at Beacon Hall.

## Recommendations to be considered at Full Council:

- To recommend to Full Council that tree planting be undertaken at additional locations, and not just the Recreation Ground. Other sites suggested are Beacon Field; grassed areas around Beacon Hall; Prince of Wales Village Green.

### **Purpose**

To consider nominations and undertake remote online voting to fill the member vacancy on each of the following Standing Committees:

#### **Burial Committee**

#### **Finance & Amenities Committee**

#### **Personnel Committee**

### **Background**

There is **one vacancy on each** of the below listed committees [list below show current membership].

#### **Burial Committee**

Audrey Gillard-Sprake – Chair  
Samantha Heathcote  
Andrew Larcombe  
Conor Ogilvie-Davidson  
Les Sprake

#### **Finance & Amenities Committee**

Jo Davis – Vice-Chair  
Gavin Heathcote  
Simon Kidd  
Andrew Larcombe – Chair  
Conor Ogilvie-Davidson

#### **Personnel Committee**

Barbara Bailey  
Simon Kidd - Chair  
Ray Love  
Conor Ogilvie-Davidson – Vice-Chair  
Les Sprake

N.B. Cllrs Jonathan Rich and Kathy Thomas are ex-officio members of all the Committees in their capacity of Chair and Vice-Chair of Full Council. Cllr Rich is also currently the Vice-Chair of the Burial Committee.

All councillors have been emailed by the Clerk requesting with the following request:

***Please let me know the following before 10am on Monday 9<sup>th</sup> November 2020 [please note this only relates to the vacancies. If you already serve on one or more committee/s your position will not change]:***

- *Whether or not you wish to be considered for the vacancy on one or more of the committees.*
- *If yes, what committee/s you would like to serve on.*
- *If more than one, please advise me of your order of preference.*

Having this information prior to the meeting will enable the Clerk to prepare the necessary forms in readiness for any voting that is required. Voting will be actioned in the same way as the recent co-option voting. Also, if for any reason any councillor is unable to attend the Full Council meeting, their request to fill one or more of these vacancies can still be considered.

Once this information is received the Clerk will prepare a pre-reading document for circulation on Monday afternoon, ready for the Full Council meeting on Tuesday.





1. Home (<https://www.gov.uk/>)
  2. Coronavirus (COVID-19) (<https://www.gov.uk/coronavirus-taxon>)
  3. Health and wellbeing during coronavirus (<https://www.gov.uk/coronavirus-taxon/health-and-wellbeing>)
  4. COVID-19: Guidance for managing playgrounds and outdoor gyms  
(<https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>)
- Ministry of Housing, Communities & Local Government (<https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government>)

Guidance

# COVID-19: Guidance for managing playgrounds and outdoor gyms

Updated 5 November 2020

## Contents

1. Introduction
2. Purpose of this guidance
3. Thinking about risk
4. Key principles for the safe usage of playgrounds during COVID-19
5. Keeping staff safe
6. Protective equipment for staff
7. Where to obtain further guidance

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This publication is available at <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>

Please note: This guidance is of a general nature and should be treated as a guide. In the event of any conflict between any applicable legislation (including the health and safety legislation) and this guidance, the applicable legislation shall prevail.

## 1. Introduction

From Thursday 5 November national COVID-19 restrictions will apply to England, this includes actions that:

1. Require people to stay at home, except for specific purposes.
2. Prevent people gathering with people they do not live with, except for specific purposes.
3. Close certain businesses and venues.

When reading this guidance, you should also review the guidance on New National restrictions (<https://www.gov.uk/guidance/new-national-restrictions-from-5-november>).

Under the restrictions coming into force from Thursday 5 November:

- outdoor gyms must be closed
- outdoor playgrounds can remain open

Users of outdoor playgrounds should follow social distancing requirements. For further detail visit <https://www.gov.uk/coronavirus> (<https://www.gov.uk/coronavirus>).

Public health is devolved in Scotland, Wales and Northern Ireland. This guidance should be considered alongside local public health and safety requirements. Owners/operators of playgrounds and outdoor gyms in Scotland, Wales and Northern Ireland should refer to guidance and regulations prepared by the Northern Ireland Executive, the Scottish Government and the Welsh Government.

## What do we mean by playgrounds

Playgrounds are defined as:

outdoor structures designed for children to play in or on. They may include equipment such as slides, monkey bars, climbing frames, activity towers, swings, spring rockers, see saws and sandpits.

## What do we mean by outdoor gyms

Outdoor gyms are defined as:

An outdoor space containing exercise fixtures and/or machines.

As outdoor gyms remain closed under the new national restrictions that came into force on 5 November 2020, this guidance provides the owners and operators responsible for playgrounds practical advice on how these can be managed effectively to enable their use while minimising the transmission risk of COVID-19, when they are allowed to be open as per COVID-19 legislation. Guidance on the safe reopening of outdoor gyms will be provided ahead of them being able to reopen in the future.

Owners and operators responsible for outdoor playgrounds will have discretion over whether they consider it safe to open for activity permitted by legislation, and may decide to keep these areas closed should they feel they are not able to facilitate their safe usage.

## 2. Purpose of this guidance

This guidance is for the owners and operators responsible for outdoor playgrounds. Owners or operators are defined as those responsible for the management of a playground, including assessment of compliance with any relevant legislation or guidelines. This includes, but is not limited to, local authorities, housing associations, private landowners, retail businesses, pubs and restaurants, school governing bodies and academy trusts.

Each owner/operator will need to apply this guidance to the facility they are responsible for, depending on the circumstances, layout and design. This will include taking account of factors including size, equipment, and how it is organised, operated, and managed. They will need to consider implementing processes to protect the users of the equipment and the staff responsible for its maintenance and cleaning.

This guidance does not supersede any legal obligations relating to health and safety, employment or equalities, and it is important that owners and operators continue to comply with existing obligations including those relating to individuals with protected characteristics.

It contains non-statutory guidance to be taken into account when complying with these existing obligations.

To help owners and operators decide what actions to take, and to ensure the equipment in their outdoor playground is safe, they must carry out an appropriate COVID-19 risk assessment, just as they would for other health and safety related hazards. This risk assessment must be done in consultation with unions or workers.

## 3. Thinking about risk

**Objective: That all owners and operators carry out a COVID-19 risk assessment**

Owners and operators responsible for playgrounds must assess and manage the risk of potential COVID-19 transmission as relevant to the users of the equipment, such as children, parents, guardians and carers, as well as any staff hired or tasked with the maintenance or cleaning of equipment.

Owners and operators also have a legal responsibility to protect workers and others from risk to their health and safety. Owners and operators will need to think about the risks faced and do everything reasonably practicable to minimise them, recognising that it is not possible to completely eliminate the risk of COVID-19.

Owners and operators must ensure that the risk assessment for the playground addresses the risks of COVID-19, using this guidance to inform decisions and control measures. A risk assessment is not about creating excessive paperwork, but rather about identifying sensible measures to control risk.

If the owner/operator has fewer than 5 workers, they do not have to write anything down as part of the risk assessment. The risk assessment will help owners/operators to decide whether everything required has been completed. The Health and Safety Executive has guidance for organisations on how to manage the risk posed to users and risk assessment at work (<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>) along with specific advice to help control the risk of COVID-19 in workplaces (<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>).

Playgrounds come in a wide variety of formats, some are small and may be a single piece of equipment such as a slide or swing, whereas some are large and incorporate a number of structures and different materials. Some outdoor playgrounds are in enclosed areas with fencing while others are not.

Owners and operators need to consider the unique make up of their playground when conducting a risk assessment and putting in place measures to enable the effective management of the playground to minimise COVID-19 transmission risk. It should be noted that in instances where owners and operators share the responsibility for management of a playground they should work together to ensure that the appropriate risk assessment is completed.

See further information from HSE on promoting a balanced approach to children's play and leisure (<https://www.hse.gov.uk/entertainment/childs-play-statement.htm>).

## **Enforcement**

Where the enforcing authority, such as the HSE or local authority, identifies employers who are not taking action to comply with the relevant public health legislation and guidance to control public health risks, they are empowered to take a range of actions to improve control of workplace risks. For example, this would cover employers not taking appropriate action to ensure social distancing, where possible.

Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law.

The actions the enforcing authority can take include the provision of specific advice to employers to support them to achieve the required standard, through to issuing enforcement notices to help secure improvements. Serious breaches and failure to comply with enforcement notices can constitute a criminal offence, with serious fines and even imprisonment for up to 2 years. There is also a wider system of enforcement, which includes specific obligations and conditions for licensed premises.

Employers are expected to respond to any advice or notices issued by enforcing authorities rapidly and are required to do so within any timescales imposed by the enforcing authorities. The vast majority of employers are responsible and will join with the UK's fight against COVID-19 by working with the government and their sector bodies to protect their workers and the public. However, inspectors are carrying out compliance checks nationwide to ensure that employers are taking the necessary steps.

## **4. Key principles for the safe usage of playgrounds during COVID-19**

### **Preparing a playground for re-opening**

Owners and operators of playgrounds are reminded that in addition to preparations to ensure they are COVID-19 Secure, there will be general maintenance requirements. Owners/operators must ensure playground equipment is safe to use and that risks from damaged or defective equipment are addressed before opening.

### **Social distancing**

Social distancing aims to reduce social interaction between people to minimise the opportunity for transmission of COVID-19.

From Thursday 5 November, the public are advised to "stay at home" except for specific purposes. Under the new restrictions the public are allowed:

- to exercise outdoors or visit an outdoor public place – with the people you live with, with your support bubble, or when on your own, with 1 person from another household (children under school age, as well as those dependent on round-the-clock care, such as those with severe disabilities, who are with their parents will not count towards the limit on 2 people meeting outside).

See further information on social distancing (<https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing>).

All owners or operators should consider how to put in place measures to support social distancing such as signs to remind users of the need for and adherence to social distancing in accordance with existing government guidance. In implementing measures, owners and operators should acknowledge that adults and children with certain conditions will find social distancing difficult.

It is recognised that adherence to social distancing between individuals and households can be particularly difficult in a playground setting. This will mean that other ways of minimising transmission risk should also be considered and communicated to the parents, guardians and carers, who should remain aware of the residual risk.

Following a review of social distancing guidance, 2 metres or 1 metre with risk mitigations (where 2 metres is not viable) are acceptable. Owners/operators should consider and set out the mitigations they will introduce in their risk assessment.

### **Potential measures to facilitate social distancing include:**

- if an enclosed area, owners and operators should identify an advisory limit on the maximum number of users able to use a playground at any one time and use signs to communicate this
- where practicable, owners/operators could implement a booking system so that users can book a slot to use the equipment
- limiting the number of users able to use a particular piece of equipment to minimise the transmission risk of COVID-19. Potential measures include:
  - signs to communicate maximum number of users at one time
  - request those using the play area to only have 1 family member accompanying a child
  - limiting the available number of seats on equipment or numbers of swings available to promote social distancing, including for parents, carers or guardians who might push children on swings for example
  - setting a time limit and using signs to communicate this to users, parents, guardians or carers
  - using adjacent space for queues or waiting areas for users, parents, guardians and carers using barriers, markings or signs where it is safe to do so. When implementing a queue or waiting area, consideration must be taken of its impact on the surrounding space and ensure it does not impede other users or pedestrians, particularly considering those with visual or hearing impairments, mobility problems and invisible disabilities

## **Cleaning and hygiene**

Scientific advice suggests that the virus can survive for up to several days on some hard surfaces, particularly when indoors. These risks are reduced when outdoors, where surfaces may be subject to UV light and/or rain. This guidance applies to outdoor playgrounds but the virus could survive long

enough on frequently used/touched outdoor surfaces to facilitate transmission.

Owners and operators are advised to manage any potential risk, cleaning high traffic touch points frequently. This could include cleaning regimes for:

- playground equipment for children, usually up to age 14, such as slides monkey bars and climbing frames
- semi enclosed playhouses or huts for small children
- enclosed crawl through 'tunnels' or tube slides
- entry and exit points such as gates
- seating areas such as benches and picnic tables
- refuse areas/bins

Owners and operators should encourage effective sanitation by users, parents, guardians and carers. To support effective waste management, the Department for the Environment, Food and Rural Affairs has published guidance on waste disposal in non-healthcare settings (<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>).

### **Consideration should be given to:**

- using signs and posters:
  - to promote cleaning of equipment by users, parents, guardians and carers, particularly where there are clear touch points such as swing rockers and see saws
  - encouraging parents to bring hand sanitiser gel or wipes to clean their children's hands
  - to encourage hand hygiene with including washing/sanitising hands more often than usual, for 20 seconds using soap and water or approved gel and foam sanitiser, particularly at the beginning and end of play
  - to advise users (or parents of users) not to touch their faces, and to cough or sneeze into a tissue or arm when a tissue is not available
  - to remind adults and children not to put their mouths on equipment or their hands in their mouths
  - to promote and remind users, parents, guardians and carers of the need for social distancing
  - to remind users to dispose of used face coverings and PPE properly in a 'black bag' waste bin or litter bin, and not to put into recycling bins
- when communicating safety messages owners/operators should ensure they are able to reach those with hearing or vision impairments. Consideration should also be given on how to assist those with disabilities with complying with the changes
- providing more waste facilities and more frequent rubbish collection
- where practicable, providing hand sanitiser (automated where possible) or hand washing facilities at the entry and exit points, in addition to public toilets/washrooms
- using disposable paper towels in handwashing facilities where possible

### **Public toilet provision**

**Objective: To ensure that toilets are kept open and to promote good hygiene, social distancing, and cleanliness in toilet facilities**

Public toilets, portable toilets and toilets inside premises should be kept open and carefully managed to reduce the risk of transmission of COVID-19.

Steps that will usually be needed:

- using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available
- consider the use of social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks)
- to enable good hand hygiene, consider making hand sanitiser available on entry to toilets where safe and practical, and ensure suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand driers) are available
- setting clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider use of disposable cloths or paper roll to clean all hard surfaces
- keep the facilities well ventilated, for example by fixing doors open where appropriate
- special care should be taken for cleaning of portable toilets and larger toilet blocks
- putting up a visible cleaning schedule can keep it up to date and visible
- providing more waste facilities and more frequent rubbish collection

## Face coverings

In England, face coverings are currently required by law to be worn in a number of settings the full details of those areas can be found on GOV.UK (<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-to-wear-a-face-covering>). Please be mindful that there are valid exemptions for some individuals and groups to not wear a face covering in these settings. Please view the government guidance on Face coverings: when to wear one and how to make your own (<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-to-wear-a-face-covering>) for further information.

People are also strongly encouraged to wear face coverings in any other enclosed public space where there are people they do not normally meet. Face coverings should also be worn when attending a hospital as a visitor or outpatient.

Current government guidance states that face coverings should not be used by children under the age of 3 or those who may find it difficult to manage them correctly. Parents should be aware that wearing a face covering in a playground setting could pose an additional safety risk and should use their judgement on whether their children wear a face covering.

It is important to use face coverings properly and that signs promote their use appropriately and make it clear users should wash their hands before putting them on and taking them off.



## Additional measures and communicating with parents

Additional measures that can minimise the risk COVID-19 transmission in playgrounds and outdoor gyms focus on promoting responsible behaviour by children, parents, carers and guardians.

For example, owners and operators should consider putting up signs to make clear to users, parents, guardians and carers that:

- consumption of food or drink on play equipment or in the playground area is banned
- parents, guardians or carers should dispose of all litter including any used protective wear such as face coverings or gloves properly in litter bins, taking it home where a bin is not provided. People should dispose of face coverings and PPE in a 'black bag' waste bin or litter bin. Face coverings or PPE should not be put in a recycling bin.

Owners and operators should provide clear information to parents to set clear expectations about how children should behave when using playgrounds during COVID-19. This may be through one or more of: signs adjacent to the playground, online (e.g. operator websites or community message boards), or through leafletting.

Owners and operators may wish to consider reminding parents of the owner/operator's legal obligations towards the playground users such as signs stating that allowing children to use playground equipment is done at their own risk where appropriate.

## Considering children with additional needs

Owners/operators must take into account the requirements of children with additional needs.

### Issues that are likely to be specific to this group include:

- an understanding that many need frequent reminders about rules of behaviour in playground settings
- changes to familiar environments are likely to require longer periods of adjustment
- children with physical and sensory disabilities may need assistance with moving from one place to the next
- some children with additional needs such as autism find it difficult to adjust to particular clothing requirements, and therefore may be less willing to use face coverings or similar if requested
- some additional needs are not evident, such as hearing loss, and may therefore account for non-responsiveness to verbal instruction
- queuing for apparatus or toilets can be a source of frustration, and the cause of agitation
- at higher risk of being involved in bullying incidents

## 5. Keeping staff safe

On conducting the risk assessment owners/operators must consider their staff and the risks they may be exposed to and how these can be mitigated. In the context of managing outdoor playgrounds during the COVID-19 pandemic, staff roles may include:

- cleaning equipment/surrounding areas
- managing queues of those waiting to use equipment
- stewarding equipment to ensure users comply with rules made by the owner/operator

The Department for Business, Energy and Industrial Strategy has produced guidance on working safely (<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>) and should be consulted alongside this document.

## 6. Protective equipment for staff

When managing the risk of COVID-19, additional PPE beyond what is usually worn is not beneficial.

Unless staff are in a situation where the risk of COVID-19 transmission is very high, risk assessments should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if the risk assessment does show that PPE is required, the owners/operators should provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.

Owners/operators should not encourage the precautionary use of extra PPE to protect against COVID-19 except in clinical or care settings (including first aid rooms) or when responding to a suspected or confirmed case of COVID-19.

Where protective equipment is already used at facilities to protect against non-COVID-19 risks, this should continue.

### Face coverings for staff

There is no universal face coverings guidance for workplaces because of the variety of work environments in different industries, however employers and employees should be aware of the latest legal requirement to wear a face covering as set out in Face coverings: when to wear one and how to make your own (<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-to-wear-a-face-covering>). Employers should read the relevant guidance for different workplace settings (<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>) produced by the Department for Business, Energy and Industrial Strategy.

If employees are required to or choose to wear a face covering, it is important they use face coverings properly and wash their hands before putting them on and before and after taking them off.

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it
- when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
- change your face covering if it becomes damp or if you've touched it
- continue to wash your hands regularly
- change and wash your face covering daily
- if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your residual 'black bag' waste. Do not put it in the recycling bin
- practice social distancing wherever possible

## 7. Where to obtain further guidance

The government has produced a range of guidance to help people stay safe and reduce the transmission risk of COVID-19. This can be found on the coronavirus support and guidance page (<https://www.gov.uk/coronavirus>).

Print this page



1. Home (<https://www.gov.uk/>)
  2. Coronavirus (COVID-19) (<https://www.gov.uk/coronavirus-taxon>)
  3. COVID-19: Guidance for the safe use of council buildings  
(<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings>)
- Ministry of Housing,  
Communities &  
Local Government (<https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government>)

Guidance

# COVID-19: Guidance for the safe use of council buildings

Updated 5 November 2020

## Contents

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Please note: This guidance is of a general nature and should be treated as a guide. In the event of any conflict between any applicable legislation (including the health and safety legislation) and this guidance, the applicable legislation shall prevail.

## 1. Introduction

This information is for those managing council buildings. It signposts to relevant guidance on a range of different activities that can take place in these spaces, in line with measures to tackle COVID-19.

Each council will need to apply relevant guidance locally depending on circumstances, including its size and type of activities, how it is organised, operated, managed and regulated. This guidance applies to all users of council buildings including visitors and councillors.

From Thursday 5 November national COVID-19 restrictions will apply to England, this includes actions that:

1. Require people to stay at home, except for specific purposes.
2. Prevent people gathering with people they do not live with, except for specific purposes.
3. Close certain businesses and venues.

When reading this guidance, you should also review the guidance on New National restrictions (<https://www.gov.uk/guidance/new-national-restrictions-from-5-november>).

Many council buildings are also workplaces and should therefore be aware of their responsibilities as employers (<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>). To help contain the virus, everyone who can work effectively from home must do so. Where people cannot do so (for instance people who work in critical national infrastructure, construction or manufacturing) they should continue to travel to work/attend their workplace. This is essential to keeping the country operating and supporting vital sectors and employers.

To help decide which actions to take, a COVID-19 risk assessment should be completed by each operator of a council building, civic building, town hall or organiser of a civic event. This will be in addition to any risk assessment which is already in place. See guidance on completing a risk assessment (<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>).

Public sector employees working in essential services, including education settings, should continue to go into work. The risk of transmission can be substantially reduced if COVID-secure guidelines are followed closely. Extra consideration should be given to those people at higher risk. See the new national restrictions guidance (<https://www.gov.uk/guidance/new-national-restrictions-from-5-november>) for information.

## 2. Core principles for safely reopening council buildings

Council buildings are used for a range of purposes, and relevant guidance on specific activities is signposted below (section 3).

Ultimately, those using these spaces are responsible for ensuring their activity is conducted safely and within relevant guidelines. However, there are general principles that managers of council buildings should consider.

Any opening plans must be consistent with:

- Core public health guidance (<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>) regarding health, hygiene, and social distancing (<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#other-businesses-and-venues>)
- Safe workplace guidelines (<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>), to ensure employees are safe to return to work
- Any national restrictions (<https://www.gov.uk/guidance/new-national-restrictions-from-5-november>).

From Thursday 5 November national COVID-19 restrictions will apply to England, this includes actions that:

1. Require people to stay at home, except for specific purposes.
2. Prevent people gathering with people they do not live with, except for specific purposes.
3. Close certain businesses and venues.

When reading this guidance, you should also review the guidance on New National restrictions (<https://www.gov.uk/guidance/new-national-restrictions-from-5-november>).

To help decide which actions to take prior to opening the building for permitted activity, a **COVID-19 risk assessment should be completed**. This will be in addition to any risk assessment which is already in place for the community facility. See guidance on completing a risk assessment (<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>).

In addition, 2 metres, or 1 metre with risk mitigation (where 2 metres is not viable), are acceptable for distances for people to be from each other. You should consider and set out the mitigations you will introduce in your risk assessment.

## Face coverings

You must wear a face covering by law in some public places unless you have a face covering exemption because of your age, health or another condition.

You are also strongly encouraged to wear a face covering in other enclosed public spaces where social distancing may be difficult and where you come into contact with people you do not normally meet.

From 23 September, there will be additional venues and areas where it will be mandatory to wear a face covering, unless you have an exemption. Please see the latest guidance on face coverings (<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>).

From 24 September, staff in retail and hospitality settings will be required to wear a face covering and all businesses must remind customers to wear a face covering where mandated, e.g by displaying posters.

Further information on social contact rules, social distancing and the exemptions that exist (<https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing>).

## Test and Trace

An overview of NHS Test and Trace, including what happens if you test positive for coronavirus (COVID-19) or have had close contact with someone who has tested positive, can be found in the NHS Test and Trace guidance (<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>). We will be

mandating that organisations in designated sectors must:

- ask at least one member of every party of customers or visitors to provide their name and contact details
- keep a record of all staff working on their premises and shift times on a given day and their contact details
- keep these records of customers, visitors and staff for 21 days and provide data to NHS Test and Trace if requested
- display an official NHS QR code poster from 24 September 2020, so that customers and visitors can 'check in' using this option as an alternative to providing their contact details
- adhere to General Data Protection Regulations

Any designated venue that is found not to be compliant with these regulations will be subject to financial penalties. It is vital that relevant venues comply with these regulations to help keep people safe, and to keep businesses open.

Designated venues will need to keep records of customers, visitors and staff for a period of 21 days and make them available when requested by NHS Test and Trace or local public health officials to help contain clusters or outbreaks.

You can find out more about these requirements: Maintaining records of staff, customers and visitors to support NHS Test and Trace (<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>)

## Enforcement

Where the enforcing authority, such as the HSE or the local authority, identifies employers and building managers who are not taking action to comply with the relevant public health legislation and guidance to control public health risks, they are empowered to take a range of actions to improve control of workplace risks. For example, this would cover employers not taking appropriate action to ensure social distancing, where possible.

Under health and safety legislation, failure to complete a COVID-19 risk assessment would constitute a breach, as would having a risk assessment with insufficient measures. The actions the enforcing authority can take include the provision of specific advice to employers and building managers to support them to achieve the required standard, through to issuing enforcement notices to help secure improvements. Serious breaches and failure to comply with enforcement notices can constitute a criminal offence, with large fines and even imprisonment for up to 2 years.

Employers are expected to respond to any advice or notices issued by enforcing authorities rapidly and are required to do so within any timescales imposed by the enforcing authority. The vast majority of employers are responsible and will join with the UK's fight against COVID-19 by working with the government and their sector bodies to protect their workers and the public. However, inspectors are carrying out compliance checks nationwide to ensure that employers are taking the necessary steps.

## Waste disposal in non-healthcare settings

The key points of the waste disposal guidance are:

- People should dispose of face coverings and PPE in a 'black bag' waste bin or litter bin. People should not put face coverings or PPE in a recycling bin or drop them as litter.



- People who are self-isolating, and members of their household, should double bag face coverings and items of PPE to be disposed of, and store them for 72 hours before putting them in a 'black bag' waste bin.
- Businesses should provide extra bins for staff and customers to throw away face coverings and PPE, and should ensure that staff and customers do not use a recycling bin.

Please see the guidance (<https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste>) for further details.

### 3. Council buildings: signposting to relevant guidance

Those managing council buildings, and those planning civic events, should take account of the relevant guidance below. This guidance signposts to the guidance available to support operators to safely manage council buildings during the pandemic.

#### 3a: Office space

To help contain the virus, everyone who can work effectively from home must do so. Where people cannot do so (for instance people who work in critical national infrastructure, construction or manufacturing) they should continue to travel to work/attend their workplace. This is essential to keeping the country operating and supporting vital sectors and employers. Public sector employees working in essential services, including education settings, should continue to go into work. The risk of transmission can be substantially reduced if COVID-secure guidelines are followed closely. Extra consideration should be given to those people at higher risk. See the guidance on national restrictions (<https://www.gov.uk/guidance/new-national-restrictions-from-5-november>) for information.

Guidance has been published on how to work safely.

- Working safely during coronavirus (COVID-19): 5 steps to working safely  
(<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>)
- Working safely during coronavirus (COVID-19): Offices and contact centres  
(<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>)

#### 3b: Reception

Information on how to manage your customers, visitors and contractors to your place of work can be found in the guidance on working safely in office and contact centres.

- Working safely during coronavirus (COVID-19): Offices and contact centres  
(<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>)
- Working safely during coronavirus (COVID-19): Close contact services  
(<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services>)

#### 3c: Meetings

- Working safely during coronavirus (COVID-19): Offices and contact centres  
(<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>)

The principles set out in the 'Safer workplaces' guidance apply but are not limited to:

- meetings of civic, political or community groups (e.g. parish council meeting, ward meeting of political party; charity board of trustees)
- MP or councillor surgery/drop-in sessions
- public meetings and local consultations (e.g. planning)

Local authorities in England still have the powers

(<http://www.legislation.gov.uk/uksi/2020/392/contents/made>) to hold public meetings virtually by using video or telephone conferencing technology.

And the Local Government Association have on their website (<https://www.local.gov.uk/our-support/guidance-and-resources/remote-council-meetings>) a hub with contributions from a range of sector representative organisations providing advice and support with the management of remote meetings.

### 3d: Common areas

Council buildings and town halls often rely on shared facilities for workers and occupants to access, including canteens and lifts. Guidance on moving around buildings and common areas can be found in below.

- Working safely during coronavirus (COVID-19): Offices and contact centres  
(<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>)
- Working safely during coronavirus (COVID-19): Close contact services  
(<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services>)

### 3e: Toilets

Public toilets, portable toilets and toilets inside premises should be kept open and carefully managed to reduce the risk of transmission of COVID-19.

Steps that will usually be needed:

- Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- Consider the use of social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks).
- To enable good hand hygiene consider making hand sanitiser available on entry to toilets where safe and practical, and ensure suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand driers) are available.
- Setting clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider use of disposable cloths or paper roll to clean all hard surfaces.
- Keep the facilities well ventilated, for example by fixing doors open where appropriate.
- Special care should be taken for cleaning of portable toilets and larger toilet blocks.
- Putting up a visible cleaning schedule can keep it up to date and visible.
- Providing more waste facilities and more frequent rubbish collection.

### 3f: Main hall/council chamber

For events and activities taking place inside council rooms or facilities please see the guidance for community facilities (<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>).

- COVID-19: Guidance for the safe use of multi-purpose community facilities  
(<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>)

### 3g: Travel

Before opening council buildings, operators should think about how manage pedestrian space, pedestrian movement, queues and traffic.

Car parks are permitted to be open where needed and councils should consider practical measures such as changing the car park layout to help people socially distance. Decisions to reopen car parks are to be made locally.

Guidance on social distancing relevant to transport, parking and the public realm can be found below. Face coverings are now mandatory on public transport

(<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home#face-coverings>).

Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound.

- Coronavirus (COVID-19): safer public places - urban centres and green spaces  
(<https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19/4-management-of-urban-centres>)
- Coronavirus (COVID-19): safer travel guidance for passengers  
(<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>)
- Working safely during coronavirus (COVID-19): Close contact services  
(<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services>)

### 3h: Other uses

#### Community facilities

Community facilities such as community centres and village halls are used for a wide range of local activities and services – from childcare provision to hosting social and recreational clubs.

- COVID-19: Guidance for the safe use of multi-purpose community facilities  
(<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>)

#### Places of worship

- COVID-19: guidance for the safe use of places of worship during the pandemic  
(<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic>)



# CORONAVIRUS

# NATIONAL RESTRICTIONS

5 November to 2 December

**National restrictions apply to England:**

## Meeting Indoors



You cannot meet anybody socially indoors unless they are in your household or support bubble.

## Meeting Outdoors



You can meet with 1 person from another household in outdoor public spaces, following social distancing. Children under 5 and anyone dependent on continuous care do not count towards the 2 person limit.

## Weddings and Funerals



Weddings and civil partnership ceremonies can only take place where one of those getting married is seriously ill and not expected to recover. Funerals can take place with up to 30 people in attendance.

## Working from home



You must work from home if you can. If you cannot work from home you should continue to go to work (unless you are clinically extremely vulnerable).

## Essential Shops



Open. Essential shops should follow COVID-secure guidelines.

## Non-essential Retail



Closed. Can only open for click-and-collect and delivery services.

## Exercise



You can exercise outside on your own or with your household; your support bubble; or one person from another household.

## Leisure and Gyms



Closed. Except for allotments and outdoor playgrounds.

## Hospitality



Closed except for takeaway, click-and-collect, drive through and delivery services. Takeaway not permitted after 22:00.

## Education



Early years, schools and FE colleges open. Universities must reflect wider restrictions.

## Healthcare Services



You can leave home for any medical reason.

## Residential Care



Care homes are encouraged to provide safe, COVID-secure visiting opportunities. See the guidance for details on how to keep visits safe.

## Travel



You must not travel in the UK or overseas other than for permitted reasons, including work, education, medical reasons, caring responsibilities or for essential retail.

## Public Transport



You may still use public transport, but should only travel for permitted reasons and should look to reduce the number of journeys you make, avoid travelling at peak times, and walk or cycle where you can.

## Overnight Stays



Overnight stays and holidays away from primary residences are not allowed, except for work and other exempt purposes.

## Entertainment and tourism



Entertainment venues are closed. Public gardens at visitor attractions are open.

## Vulnerable People



If you are 60+ or clinically vulnerable, be especially careful to follow the rules and minimise contacts with others. If you are clinically extremely vulnerable you are advised to stay at home as much as possible, except to go outdoors for exercise or to attend essential health appointments.

## Worship



Closed. Except for: funerals, broadcasting acts of worship, and individual prayer.

## Childcare



Registered childcare and childcare activities open to enable parents to work, or for respite care. Parents can form a childcare bubble with another household for informal childcare, where the child is 13 or under.

## Youth Clubs and Activities



Some youth services are able to continue, such as 1-1 youth work and support groups, but most youth clubs and groups will need to cease for this period.

For more information and detailed guidance visit:  
**[gov.uk/coronavirus](https://gov.uk/coronavirus)**



HANDS



FACE



SPACE