

# Parish Liaison Meeting

**Date: Wednesday, 30th October, 2019**

**Time: 6.30 pm**

**Venue: Community Space, Keynsham - Market Walk,  
Keynsham**

**The Chairperson and Clerk of each Parish and Town Council in Bath & North East Somerset and the Chairpersons of Parish Meetings**

**Chair of the Meeting:** Councillor Eleanor Jackson

**Group Leaders:** Councillor Robin Moss and Councillor Paul Myers

**Group Spokespersons:** Councillor Karen Walker

**Cabinet Members:** Councillor Dine Romero (Council Leader and Liberal Democrat Group Leader), Councillor Rob Appleyard (Cabinet Member for Adult Services), Councillor Tim Ball (Cabinet Member for Housing, Planning, and Economic Development), Councillor Neil Butters (Cabinet Member for Transport Services), Councillor Paul Crossley (Cabinet Member for Community Services), Councillor Kevin Guy (Cabinet Member for Children's Services), Councillor Richard Samuel (Deputy Council Leader and Cabinet Member for Resources), Councillor Sarah Warren (Cabinet Member for Climate Emergency and Neighbourhood Services), Councillor David Wood (Cabinet Member for Climate Emergency and Neighbourhood Services) and Councillor Joanna Wright (Cabinet Member for Transport Services)

**ALCA Representatives:** Councillors Dawn Drury, Kathryn Manchee, Martin Robinson and Janette Stephenson

Chief Executive and other appropriate officers  
Press and Public



## NOTES:

1. **Inspection of Papers:** Papers are available for inspection as follows:

Council's website: <https://democracy.bathnes.gov.uk/ieDocHome.aspx?bcr=1>

Paper copies are available for inspection at the **Public Access points:-** Reception: Civic Centre - Keynsham, Guildhall - Bath, The Hollies - Midsomer Norton. Bath Central and Midsomer Norton public libraries.

2. **Details of decisions taken at this meeting** can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime, details can be obtained by contacting as above.

### 3. **Recording at Meetings:-**

The Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control. Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators. We request that those filming/recording meetings avoid filming public seating areas, children, vulnerable people etc; however, the Council cannot guarantee this will happen.

The Council will broadcast the images and sounds live via the internet [www.bathnes.gov.uk/webcast](http://www.bathnes.gov.uk/webcast). The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

### 4. **Public Speaking at Meetings**

The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. They may also ask a question to which a written answer will be given. **Advance notice is required not less than two full working days before the meeting. This means that for meetings held on Thursdays notice must be received in Democratic Services by 5.00pm the previous Monday.** Further details of the scheme:

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=12942>

### 5. **Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are signposted. Arrangements are in place for the safe evacuation of disabled people.

### 6. **Supplementary information for meetings**

Additional information and Protocols and procedures relating to meetings

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13505>

**Marie Todd**

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E-mail: [Democratic\\_Services@bathnes.gov.uk](mailto:Democratic_Services@bathnes.gov.uk)

**Parish Liaison Meeting - Wednesday, 30th October, 2019**

**at 6.30 pm in the Community Space, Keynsham - Market Walk, Keynsham**

**A G E N D A**

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as follows:

If the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to one of the named assembly points. The designated exits are sign-posted. Arrangements are in place for the safe evacuation of disabled people. The assembly point is the grassed area at the end of Carpenter's Lane.

3. APOLOGIES FOR ABSENCE

4. URGENT BUSINESS AS AGREED BY THE CHAIR

The Chair will announce any items of urgent business accepted since the agenda was prepared

5. MINUTES OF PREVIOUS MEETING (Pages 5 - 12)

To confirm the minutes of the meeting held on 24 July 2019.

6. INTRODUCTION TO THE NEW CHIEF EXECUTIVE OF BATH & NORTH EAST SOMERSET COUNCIL - WILL GODFREY

7. UPDATE FROM THE LEADER AND CABINET MEMBERS OF BATH & NORTH EAST SOMERSET COUNCIL

Cllr Dine Romero and other Cabinet Members will give an update.

8. UPDATE FROM THE CHAIR OF B&NES ALCA

Cllr Dawn Drury will give an update.

9. PLANNING

Cllr Tim Ball, Cabinet Member for Housing, Planning and Economic Development will provide an update on the Joint Spatial Plan. Presentations will be given by Lisa

Bartlett, Director of Development and Emma Watts, Senior Planning Officer, B&NES, regarding Green Belt Permitted Development Rights and Planning Protocols.

10. CLEANSING

Carol Maclellan, Group Manager for Neighbourhood Environmental Services, B&NES will give a presentation regarding B&NES routine cleaning and support for community litter picking.

11. COMMUNICATIONS AND WEBSITES

A number of presentations will be given by Jane Williams, Corporate Communications Manager B&NES, Tim White, IT Project Manager B&NES and Dawn Drury, Chair of ALCA regarding:

- Role of the press office to include new roadworks bulletin and working with parishes
- Refresh of Council website to include consultations
- Local Government Transparency Code 2015 for parishes and website accessibility legislation

12. TERMS OF REFERENCE - PARISH LIAISON MEETING (Pages 13 - 16)

To note the proposed amendments to the terms of reference and to request feedback.

13. DATES OF FUTURE MEETINGS

The proposed meeting dates for 2020 are:

Tuesday 31 March 2020

Thursday 16 July 2020

Thursday 22 October 2020

Time: 6.30pm

Venue: Community Space, Keynsham

The Committee Administrator for this meeting is Marie Todd who can be contacted on 01225 394414.