



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN

Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk

www.peasedownstjohnparishcouncil.gov.uk

Minutes of the Finance & Amenities Committee Meeting held on Tuesday 25th September 2018 at 7.00pm at the Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Jo Davis (Vice-Chair), Stephen Goodwin, Simon Kidd, Andrew Larcombe (Chair).

Cllr. Kathy Thomas was also present at the meeting, in her capacity as Chair of Full Council providing her with full voting rights.

In attendance:

Tanya West – Parish Clerk.

Public Session

One member of the public was present at the meeting, Peter Provest, who was in attendance regarding the planting and improvement works to the Garden of Remembrance. Peter advised that the Clerk had already banked his donation and following his recent meeting with Cllr Thomas, the Caretaker and the Clerk he hopes the recommendations can be approved at the meeting. He also commented that if there is any remaining balance from his donation he is quite happy if it is spent on other things within the Garden of Remembrance.

Minute Ref.	Agenda Item	Action
F&A021 – 25/09/2018	Apologies for Absence Cllr. Jonathan Rich was absent from the meeting due to work commitments; this apology was duly noted. Cllr. Edward Jones was absent with no apologies received.	
F&A022 – 25/09/2018	Declarations of Interest No further interests to those already disclosed to the Monitoring Officer were declared.	
F&A023 – 25/09/2018	Minutes i. The minutes of the Finance & Amenities Committee meeting held on 10 th July 2018 had been circulated in advance of the meeting; it was resolved that they be accepted as a true and correct record of the meeting and were duly signed by the Chair. ii. The minutes of the Burial Sub-Committee meeting held on 24 th July 2018 had been circulated in advance of the meeting; it was resolved that they be accepted as a true and correct record of the meeting and were duly signed by the Chair. iii. Cllr. Larcombe reported he had met with the Clerk and reviewed all the outstanding Finance & Amenities related actions. They were all now up to date and available to view on 'Planner' on SharePoint. They were further reviewed by the Committee and updated at the meeting.	
F&A024 – 25/09/2018	Items for Urgent Report There were no items for urgent report.	
In accordance with Standing Order 10.a.vi it was resolved to bring forward agenda item F&A037-25/09/2018 to so that Mr Provest could leave the meeting after it had been discussed if he so wished.		
F&A037 – 25/09/2018	Ashgrove Cemetery i. It was resolved to approve the application for a new inscription on the memorial slab for Watts in Section G of Ashgrove Cemetery. The Clerk was requested to include with the response details on the 'trinkets on graves' policy and that if the	Clerk

	<p>applicant wishes to have a vase for flowers at any point in the future they must leave space for it to be located actually on the memorial slab.</p> <p>ii. Pre-reading provided a report following the Caretaker's site meeting at the cemetery with an engineer from Bristol Water regarding the possible installation of a stand-pipe to be located within the Garden of Remembrance to improve irrigation at the site. The report can be found as appendix F&A037i. As the installation of a stand pipe would involve major earth works, the Caretaker suggested a temporary resolution (the installation of a bib-tap located outside of the cemetery building) until such time that works can be undertaken to install permanent stand pipes, perhaps incorporating with the resurfacing of the tarmac pathways.</p> <p>The matter was discussed, and it was resolved for to obtain quotations from contractors, to undertake the entire job of installing two permanent stand pipes at the cemetery. The quotations to be obtained by the end of December 2018 so they are ready for consideration when setting the precept.</p> <p>iii. Councillors considered recommendations for the additional planting and improvements to the Garden of Remembrance following a meeting held on 5th September regarding a donation from Mr Provest.</p> <p>Cllr. Thomas provided further explanation on the proposals and issues that were raised. The recommendations for the planting included having something of interest or in bloom during most of the year.</p> <p>After discussion, the following was resolved:</p> <ul style="list-style-type: none"> ➤ That the Memorial Garden section remains as it is with regular weeding. ➤ That specimen shrubs are to be planted around the Garden of Remembrance spaced more or less as on the map provided in the pre-reading and that the plants selected are slightly larger specimens to provide some initial impact but not to be so large that they will not establish well (the species selected are as detailed in the pre-reading). ➤ Any remaining funds from the £1000 donation should be put towards any remaining planting and extension of the pergola within the Garden of Remembrance. <p>No decision was made in relation to the scattering area; it had suffered this year due to an abundance of couch grass and thistles. Cllr. Thomas commented that she did not think spraying with weed killer and reseeding would make sufficient difference and the regular maintenance of the area would need to be reviewed. Cllr. Thomas undertook to investigate other options and report back to a future meeting.</p> <p>iv. <i>To consider suggestions regarding the removal of commemorative flowers/items on graves.</i> Due to a lack of pre-reading it was agreed to defer this agenda item to a future meeting.</p> <p>v. <i>To consider suggestion regarding combined donations and plaques for the remaining Memorial benches for the Garden of Remembrance, also agree pricing for memorial roses.</i> Due to a lack of pre-reading it was agreed to defer this agenda item to a future meeting.</p> <p>vi. <i>To review the Policy for Memorial Tree, Shrub and Bench Donation Policy.</i> Due to the lack of pre-reading it was agreed to defer this agenda item to a future meeting.</p> <p>vii. Following a verbal complaint regarding resident and non-resident fees, raised by a family member after the interment of their relative at Ashgrove Cemetery, councillors reviewed the Policy for Interments and Memorials. It was noted the</p>	<p>Clerk</p> <p>Clerk</p> <p>KT</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
--	---	--

	<p>complainant had reported the matter to the local press and it had subsequently been published on social media.</p> <p>After lengthy discussion, it was resolved to recommend to Full Council that an appeals process is established so those applicants, for both interments and memorials, who feel they should qualify, by exception, for residents' rates can apply to the Parish Office and their applications will be reviewed by Council.</p> <p>The Clerk was requested to create a form for this process to obtain the relevant details from the applicant. The form to be issued as part of the pre-reading for Full Council when considering this recommendation.</p> <p>It was further agreed that definitions and policy pricing will be reviewed again in accordance with the Annual Governance Cycle.</p> <p>Finally, it was resolved to amend, with immediate effect, the wording on the Table of Fees, Payments and Sums for Ashgrove Cemetery to read as 'Standard' and 'Out of Parish' rather than 'Resident' and 'Non-Resident'.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>8.55pm – It was resolved to adjourn the meeting for a comfort break.</p> <p>9.04pm – It was resolved to convene the meeting.</p>		
F&A025 – 25/09/2018	<p>Review of Current Finances 2018/19</p> <p>A report on spend against budget for the 2018/19 financial year had been circulated to all Councillors as pre-reading for the meeting; a copy of which is attached to this document as appendix F&A025i. Due to the limited time available for discussion, councillors were requested to review the document in their own time and raise any queries direct to the Clerk.</p>	All Cllrs & Clerk
F&A026 – 25/09/2018	<p>CIL & Community Empowerment Fund</p> <p>So far during the 2018-19 financial year there had been no income or expenditure relating to the Community Infrastructure Levy or the Community Empowerment Fund.</p>	
F&A027 – 25/09/2018	<p>Review of Debtors and Creditors</p> <p>A report of the financial debtors and creditors was tabled and reviewed at the meeting.</p> <p>There were a few debtors; one due to the booking and actual hire date being several months apart, others were all in period one and were being chased up. The report provided an update against each debtor for councillor's information. The Clerk was requested to pay back the overpayments made by two customers.</p> <p>There was one aged creditor; the annual invoice for business rates which is paid monthly by direct debit.</p>	Clerk
F&A028 – 25/09/2018	<p>Review of Section 106 Finances</p> <p>Pre-reading provided a report on financial spend for the Wellow Lane Section 106 monies. It was noted that there had been no further expenditure since the report was issued at the last meeting.</p>	
F&A029 – 25/09/2018	<p>Banking Arrangements</p> <p>Pre-reading provided a report on the status of bank signatories.</p> <p>It was noted that some members of the Committee were yet to complete the forms from the bank to record them as signatories on the Nat West accounts. Also, some councillors advised they had not received any notification from Unity Trust Bank regarding their online banking access. The Clerk to follow up accordingly.</p>	Clerk & Cllrs
F&A030 – 25/09/2018	<p>Internal & External Audits</p> <p>No response has been received from the External Auditor since the submission of the Annual Return several months ago.</p> <p>Upon chasing; the reply was received that they are on target to complete the audit of the Annual Return by 30th September (the date specified in regulations). Once received, it will be reported to Full Council.</p>	Clerk
F&A031 – 25/09/2018	<p>Assets & Insurance</p> <p>A copy of the insurance policy and schedule renewal for 2018-19 had been circulated as pre-reading. Councillors reviewed the document noting it was the 3rd year of a 3-year agreement. It was resolved that Hiscox are appointed as the Parish Council's</p>	

	insurers for the next 12 months until 30/09/2019. The Clerk was requested to ensure the premises addresses listed on the policy were amended so they were accurate for each site.	Clerk
F&A032 – 25/09/2018	<p>Braysdown Allotments Advisory Panel Councillors received an update from the Braysdown Allotments Advisory Panel as follows:</p> <ol style="list-style-type: none"> 1. The Allotments Advisory Panel met on 21st June 2018 and the next inspection will be on Thursday 4th October 2018. 2. Following the June meeting all maintenance letters have been sent and one plot holder has decided to give up their plot due to other commitments. 3. There have been further shed break-ins on one occasion. The police have been informed and Allotment Holders have been warned not to store any items of value at the site. 4. The farmer who rents the Parish Council the land for the allotments, has been contacted because the rent for the allotments land is due for a review this year. He mentioned that the “going rate” for agricultural land is £90 per acre per year. As the allotments site is approximately 3 acres, he would ideally like the annual rent to be consistent with the going rate, which would come to a total of £270 per year. The sum is reviewed every 5 years, so would not then be due for a review until 2023. The current rent is £160 per annum. <p>It was resolved to increase the rent payable to the farmer for the land for Braysdown Allotments, from £160 per annum to £270 per annum. This would be in line with the current rental price for agricultural land and, once agreed, the new rent would apply for a 5-year period from 2018 to 2023.</p>	<p>DP, AL & CP</p> <p>Clerk</p>
F&A033 – 25/09/2018	<p>Football Club Liaison Advisory Panel Councillors received an update from the Football Club Liaison Advisory Panel as follows:</p> <ol style="list-style-type: none"> i. Planning application for a new Club House; The revised documentation was submitted to the planning department; they responded advising they could not accept just the revised documents, but that all the documentation would need to be resubmitted, even if it had not changed. This has subsequently been resubmitted and is currently being verified by the planning department. Once notification has been received the Advisory Panel will be informed. ii. Arrangements for quarterly inspections of the changing rooms and facilities; Issues with general untidiness of the changing rooms after matches was reported. Photographs were provided, and the Clerk was instructed to email all teams reminding them of their obligations under their User Agreements. It was agreed that quarterly inspections will be undertaken by members of the Advisory Panel and a member of staff during the following months: May – To Coincide with End of Season August – To Coincide with Start of Season November – To Coincide with Budget Planning Season February – To Coincide with the Planning of Scheduling End of Season Works However, for the interim period, councillors will undertake regular checks at the weekends until these initial issues are settled. iii. Football teams using the facilities for the 2018/19 season and signing of the User Agreements; All teams, except Bath United, have now paid their first instalment for the season and signed their User Agreement. The padlock on the main gate and pitch gate has been changed, along with the padlocks for the changing rooms. New keys have been issued to all teams that 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllrs.</p>

	<p>have signed their User Agreements; Peasedown Miners' have requested additional sets – a second copy has been cut and will be issued to them this week.</p> <p>iv. New goal posts and Football Association grant application. Peasedown Miners' FC has now declined their offer of a grant towards the funding of new goal posts. The Parish Council's application will now be progressed for consideration by the Football Foundation. The preferred supplier of the goal posts has been requested to provide evidence of the independent tests results and certificates for the new goals as meeting the British Standards specified by the FA. If and when the application is approved, the goal posts will be ordered.</p>	<p>Clerk</p> <p>Clerk</p>
F&A034 – 25/09/2018	<p>Community Grants A report on the Community Grant and Village Event awards for 2018/19 and any feedback received to date was reviewed at the meeting. Cllr. Larcombe had undertaken a grant presentation with the Methodist Church 'Holiday at Home' the previous day. The Clerk to continue to update the log for review at future meetings.</p>	Clerk
F&A035 – 25/09/2018	<p>Remembrance Event and Beacon Lighting Councillors considered the recommendations from the Executive Committee regarding the Beacon Lighting WWI Centenary Event and they were agreed as follows:</p> <ul style="list-style-type: none"> ➤ To proceed with plans for "A Nations Tribute" as detailed in an email previously circulated by Cllr. Kathy Thomas (to include involvement with St John's Church and the Primary School). ➤ To invite Army Captain Matthew Newman to attend the event and if appropriate for him to light the Beacon. ➤ To confirm that the "A Nations Tribute" is a secular event as the Remembrance Service will be held at St Johns Church Peasedown St John at the morning service. 	<p>KT & Clerk</p> <p>Clerk</p>
F&A036 – 25/09/2018	<p>Beacon Hall & Field</p> <ol style="list-style-type: none"> i. To receive a report and make associated decisions on any non-standard booking queries and enquiries. ii. To consider feedback provided on Beacon Hall bookings and to consider recommendations on the Beacon Hall booking policy and rates of hire. iii. To consider a request from a resident regarding the impact on their property of the trees located on the open space areas around the hall. iv. To receive update on outstanding improvements for acoustic panels and auto-sensor flush for men's toilets. v. To consider quotations for replacement external lighting at Beacon Hall. vi. To receive a report on the play equipment on Beacon Field, including recent repairs and inspections, and make any associated decisions for additional works required. <p>Due to a shortage of time it was not possible to discuss this agenda item, so it was agreed it should be deferred to a future meeting.</p>	Clerk
F&A038 – 25/09/2018	<p>Review of New Actions The Clerk summarised any new actions generated from this meeting ensuring they had been correctly captured on the Actions Register.</p>	
F&A039 – 25/09/2018	<p>Date and Time of Next Meeting & Future Agenda Items The date of the next Finance & Amenities Committee meeting is scheduled to be held on Tuesday 6th November 2018 at 7pm at Beacon Hall.</p>	

The meeting closed at 9.30pm

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

Appendix F&A037i – Ashgrove Cemetery Stand Pipe

Purpose

Following site visit to cemetery with engineer from Bristol Water to receive update on possible installation of a stand-pipe to be located within the Garden of Remembrance also for the possible sunken drainage by the main lock up building.

Background

Notes of site visit to cemetery with engineer from Bristol Water:

- If the stand pipe is within the property boundary there are no restrictions on what the Parish Council can do.
- If a new supply from road is required, this will be chargeable as a new supply.
- The Parish Council can dig their own trenches, but these must be at least 750mm deep and there must be a stop tap before the stand pipe.
- There is sufficient mains water pressure for this. Currently the outside tap has weak pressure, but the inside tap has good pressure. The problem with the outside tap is within the existing pipework.
- It should be possible to take a T joint off the supply before it goes into the building, because the pipe there is a 1" galvanised pipe
- As an interim measure, the PC could fit a 22mm bib-tap in a different location nearer to where the supply comes in. This could be covered over so that it would be only for staff use.
- This would be 3hrs work for the Caretaker and £40 for materials. The Caretaker could do this work before December.
- The benefit will be that it will allow staff to fill the bowser quickly and could be used with around 100m of hose for watering at the cemetery.
- A new stand pipe could be installed when new pathways are done. Tree roots might be an issue and there is a foul drain where the supply comes in which would need to be dealt with when putting in the new stand pipe.

Suggested proposal

For the Parish Caretaker to fit a 22mm bib-tap in a location nearer to where the mains water supply comes in than the existing tap - to be covered over so that it would be only for staff use.

Estimated cost of 3hrs work for the Caretaker and £40 for materials.

Appendix F&A025i - Review of Current Finances 2018/19

Date: 25/09/2018
Time: 18:32:59

Peasedown St John Parish Council Balance Sheet

Page: 1

From: Month 1, April 2018
To: Month 12, March 2019

Chart of Accounts:

PSJ Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Trade Debtors	(1,210.00)	1,355.00	
Unity Trust Current Account	(31,469.67)	63,673.38	
Unity Trust Deposit Account	70,033.81	137,842.68	
Nat West Current Account	6,000.00	85,360.65	
Petty Cash	(73.59)	176.41	
Refundable Allotment Key Deposits	0.00	255.00	
Credit Card (Debtors)	605.93	0.00	
VAT Liability	3,215.91	15,437.20	
			47,102.39
			304,100.32
Current Liabilities			
Trade Creditors	2,532.34	2,514.00	
Other Creditors	5.00	7,518.23	
			2,537.34
			10,032.23
Current Assets less Current Liabilities:			44,565.05
Total Assets less Current Liabilities:			294,068.09
Total Assets less Current Liabilities:			44,565.05
Long Term Liabilities			
			0.00
			0.00
Total Assets less Total Liabilities:			44,565.05
Capital & Reserves			
Reserves	0.00	249,503.04	
P & L Account	44,565.05	44,565.05	
			44,565.05
			294,068.09

Date: 25/09/2018
Time: 18:35:05

Peasedown St John Parish Council Budget Monitoring Report (Actual, Budget & Variance)

Page: 1



From: Month 1, April 2018
To: Month 12, March 2019

Chart of Accounts:

PSJ Layout of Accounts

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Variance (%)</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Variance (%)</u>
Income								
Finance	88,846.31	178,340.00	(89,493.69)	(50.18)	88,846.31	178,340.00	(89,493.69)	(50.18)
Amenities	(5.00)	660.00	(665.00)	(100.76)	(5.00)	660.00	(665.00)	(100.76)
Environment	550.56	540.00	10.56	1.96	550.56	540.00	10.56	1.96
Cemetery	0.00	2,700.00	(2,700.00)	(100.00)	0.00	2,700.00	(2,700.00)	(100.00)
Beacon Hall	9,157.50	13,000.00	(3,842.50)	(29.56)	9,157.50	13,000.00	(3,842.50)	(29.56)
	<u>98,549.37</u>	<u>195,240.00</u>	<u>(96,690.63)</u>	<u>(49.52)</u>	<u>98,549.37</u>	<u>195,240.00</u>	<u>(96,690.63)</u>	<u>(49.52)</u>
Expenditure - Staff Costs & Gen. Admi								
Staff Costs	22,044.89	100,981.52	78,936.63	78.17	22,044.89	100,981.52	78,936.63	78.17
General administration	4,002.90	20,180.00	16,177.10	80.16	4,002.90	20,180.00	16,177.10	80.16
Media	810.00	3,100.00	2,290.00	73.87	810.00	3,100.00	2,290.00	73.87
	<u>26,857.79</u>	<u>124,261.52</u>	<u>97,403.73</u>	<u>78.39</u>	<u>26,857.79</u>	<u>124,261.52</u>	<u>97,403.73</u>	<u>78.39</u>
Control Accounts								
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit/(Loss):	71,691.58	70,978.48	713.10	1.00	71,691.58	70,978.48	713.10	1.00
Expenditure - Amenities & Grants								
Grants	7,001.94	9,000.00	1,998.06	22.20	7,001.94	9,000.00	1,998.06	22.20
Amenities	2,042.51	11,350.00	9,307.49	82.00	2,042.51	11,350.00	9,307.49	82.00
Street Lighting	3,190.46	9,200.00	6,009.54	65.32	3,190.46	9,200.00	6,009.54	65.32
Environment	31.72	6,500.00	6,468.28	99.51	31.72	6,500.00	6,468.28	99.51
Cemetery	2,357.86	5,450.00	3,092.14	56.74	2,357.86	5,450.00	3,092.14	56.74
Recreation Field	5,284.32	7,100.00	1,815.68	25.57	5,284.32	7,100.00	1,815.68	25.57
Beacon Hall	5,206.72	15,640.00	10,433.28	66.71	5,206.72	15,640.00	10,433.28	66.71
Beacon Field	2,011.00	4,300.00	2,289.00	53.23	2,011.00	4,300.00	2,289.00	53.23
	<u>27,126.53</u>	<u>68,540.00</u>	<u>41,413.47</u>	<u>60.42</u>	<u>27,126.53</u>	<u>68,540.00</u>	<u>41,413.47</u>	<u>60.42</u>
Net Profit/(Loss):	44,565.05	2,438.48	42,126.57	1,727.57	44,565.05	2,438.48	42,126.57	1,727.57