



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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22nd June 2022

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 (Chair); Les Sprake; Kathy Thomas (Vice-Chair).

You are hereby summoned to attend the **Full Council** meeting of Peasedown St John Parish Council at **Beacon Hall** on **Tuesday 28th June 2022 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West
Parish Clerk & RFO

AGENDA

Meeting of the Full Council

7.00pm

Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014. We kindly ask that anybody intending to record the meeting please inform the Chair or Clerk beforehand in order that any necessary arrangements can be made [particularly in order to satisfy the protection of children, the vulnerable and other members of the public who actively object to being filmed].

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).

C028 – 28/06/2022	Attendance Roll Call and Declarations of Interest	2 min
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. 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.		7.12pm
C029 – 28/06/2022	Attendance and Apologies for Absence	2 min
To note the update on councillor meeting attendance throughout the 2022-23 Council year. To receive and note any apologies for absence for this meeting.		7.14pm
C030 – 28/06/2022	Minutes	2 min
i. To resolve to approve the minutes of the Full Council meeting held on 12 th April 2022.		7.16pm

ii. To resolve to approve the minutes of the Annual Full Council meeting held on 17 th May 2022.	
iii. To sign the above listed minutes.	
C031 – 28/06/2022 Items for Urgent Report Items which have been brought to the attention of the Chair, prior to the meeting, and that, in their opinion, should be reported on as a matter of urgency.	2 min 7.18pm
C032 – 28/06/2022 Outside Bodies To note the new process for reporting on forthcoming meetings or feedback from meetings attended since the last Full Council meeting of any Outside Bodies. To consider the feedback received on the Parish Charter review and to ratify the Parish Council's official response to the first survey of a series of three.	6 min 7.24pm
C033 – 28/06/2022 Council Committee Updates To receive updates and make associated decisions on any recommendations raised at the following meetings, which have met since the last Full Council meeting. To also provide opportunity for councillors to raise questions and comments to the Chairs of the Standing Committees: Finance & Amenities Committee – Meeting held on 31 st May 2022. Personnel Committee – Meeting held on 14 th June 2022. Planning Committee – <u>Meeting held on 7th June 2022.</u> To note the forthcoming Standing Committee meetings: Cemetery Committee – Meeting scheduled to be held on 19 th July 2022. Finance & Amenities Committee – Meeting scheduled to be held on 12 th July 2022. Planning Committee – Meeting scheduled to be held on 5 th July 2022.	15 min 7.39pm
C034 – 28/06/2022 Assets To resolve to review and adopt the inventory of land and assets including buildings and office equipment. To also receive an update on the annual asset verification exercise. To receive an update on the status of some pieces of old play equipment including those donated subject to condition.	10 min 7.49pm
C035 – 28/06/2022 Risk Register To receive update on the existing Risk Register document and any associated information obtained from WorkNest. To review and agree the plans for future reviews of the Risk Register.	6 min 7.55pm
C036 – 28/06/2022 Financial Matters & Schedule of Payments In accordance with the Financial Regulations: i. To review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 for the accounts for year ending 31 st March 2022. ii. To review of the Council's expenditure incurred under S106 and CIL for the accounts for year ending 31 st March 2022. iii. To review and resolve to approve the schedule of payments and ratify those already made in relation to the accounts for year ending 31 st March 2023. iv. To review the report on General and Ear Marked Reserves and Committed Expenditure. v. To ratify the emergency expenditure on unexpected groundworks at the Recreation Ground.	10 min 8.05pm
C037 – 28/06/2022 Internal Audit To receive update on the Internal Audit for the financial year ending 31st March 2022.	5 min 8.10pm
C038 – 28/06/2022 Annual Governance Statement for 2021-22 To consider and approve the Annual Governance Statement in relation to the Annual Governance and Accountability Return for the financial year ending 31st March 2022.	10 min 8.20pm
C039 – 28/06/2022 End of Year Accounts for 2021-22 To consider and approve the accounts for year ending 31st March 2022. To include: ➤ Review on financial spend against budget for the fourth quarter of the 2021/22 financial year, in accordance with Standing Order 17c.	15 min 8.35pm

<ul style="list-style-type: none"> ➤ Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972. ➤ Summary of those budgets being amended or carried forward from 2020/21 to 2021/22. ➤ Summary of General and Ear Marked Reserves and Committed Expenditure. 	
<p>C040 – 28/06/2022 Order of Known Business</p> <p>To note the report on progress and the expenditure in relation to the Order of Known Business for the 2021-22 and 2022-23 council years. Also, of any outstanding previously agreed larger operational projects.</p>	<p>5 min 8.40pm</p>
<p>The meeting will be adjourned for a 10-minute comfort break.</p>	
<p>C041 – 28/06/2022 Correspondence, Complaints & Issues</p> <p>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:</p> <ul style="list-style-type: none"> ➤ Traffic Regulation Orders within the Parish received since the last meeting to include: <ul style="list-style-type: none"> a. Temporary road closure on Firgrove Lane, from its junction with Hillside View, extending north for approximately 50 metres. due to replacement a fire hydrant by Bristol Water on the 5th September 2022 for a maximum period of 5 days - THTTC2908. b. Temporary road closure on Eckweek Lane from its point outside property number 8 extending in a westerly direction to its point outside property number 4. Due to lead replacement by Bristol Water on the 15th August 2022 for a maximum period of 7 days - THTTC2914. ➤ Updates in relation to the traffic calming and parking restriction measures on Ashgrove. 	<p>6 min 8.56pm</p>
<p>C042 – 28/06/2022 Advisory Panel Updates</p> <p>A. To note the summary report of Advisory Panel meetings held in the current Council year along with attendance numbers.</p> <p>B. To note the reports from the following Advisory Panels - any recommendations or motions raised requiring resolution are specified below:</p> <ul style="list-style-type: none"> i. Civic Events Advisory Panel – Meeting held on Thursday 26th May 2022 at 7.30pm and Monday 20th June 2022 at 7.00pm. a) Feedback on the events to celebrate the Queen's Platinum Jubilee on 2nd June 2022 including the transfer of any remaining allocated funds; b) recommendation to support Bath Area Play Project Play Day at Beacon Hall and Field on Monday 25th July 2022 by serving light refreshments in accordance with comments and conditions of their community grant; c) recommendation to proceed with the planning of the Remembrance events based on similar activities as last year. ii. Executive Committee Advisory Panel – Meeting held on Tuesday 7th June 2022 at 7.00pm. To consider recommendations regarding project and workload priorities. iii. Parish Map and Signage Advisory Panel – Meeting held on Monday 13th June 2022 at 7.00pm. Report on the update on the progress of this project – councillors are requested to review the documents and feedback comments to the Advisory Panel members via MS Teams. iv. Recreation Ground Improvements Advisory Panel – Site meeting held on Tuesday 21st June 2022 at 7.00pm. To consider recommendation of paying the outstanding balance of the works, subject to conditions detailed in the meeting notes. Also, recommendation regarding maintenance of the pathway edges. <p>C. To note the scheduled forthcoming meetings for the following Advisory Panels:</p> <ul style="list-style-type: none"> i. Clerk Liaison Panel – Wednesday 6th July 2022 at 6.00pm. ii. Executive Committee Advisory Panel – Tuesday 5th July 2022 at 7.00pm. 	<p>10 min 9.06pm</p>
<p>C043 – 28/06/2022 Community Equipment</p> <p>To review and approve the designated form and process for the lending of Parish Council equipment to local organisations and residents/members of the community.</p>	<p>5 min 9.11pm</p>

<p>C044 – 28/06/2022 General Power of Competence To consider eligibility and to receive report and roadmap for the Council to achieve the General Power of Competence.</p>	<p>2 min 9.13pm</p>
<p>C045 – 28/06/2022 Future Agenda Items & Cllr Questions Opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda. ➤ Reminder that the budgeting process for the new financial year will commence in September.</p>	<p>2 min 9.15pm</p>
<p>C046 – 28/06/2022 Review of New Actions To review that any actions generated from the meeting have been correctly captured on the Actions Register.</p>	<p>1 min 9.16pm</p>
<p>C047 – 28/06/2022 Date and Time of Next Meeting The next meeting of the Full Council is scheduled to be held on Tuesday 9th August 2022 at 7pm at the Beacon Hall.</p>	<p>1 min 9.17pm</p>