



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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3rd August 2022

To Councillors:

Barbara Bailey; John Bailey; Mandy Clarke; Richard Clarke; Adi Davis; Jo Davis; Andrew Fraser; Audrey Gillard-Sprake; Gavin 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 9th August 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).

C048 – 09/08/2022	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
C049 – 09/08/2022	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
C050 – 09/08/2022	Minutes	5 min
i. To resolve to approve the minutes of the Full Council meeting held on 28 th June 2022.		7.19pm

<p>ii. To resolve to approve the minutes of the Burial Committee meeting held on 22nd June 2021.</p> <p>iii. To resolve to approve the minutes of the Finance & Amenities Committee meeting held on 31st May 2022.</p> <p>iv. To resolve to approve the minutes of the Finance & Amenities Committee meeting held on 1st June 2022.</p> <p>v. To sign the above listed minutes.</p>	
<p>C051 – 09/08/2022 Items for Urgent Report</p> <p>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.</p>	<p>2 min 7.21pm</p>
<p>C052 – 09/08/2022 Casual Vacancy</p> <p>To receive an update on the current Casual Vacancy and to determine a date for holding candidate interviews and co-option.</p>	<p>5 min 7.26pm</p>
<p>C053 – 09/08/2022 Parish Charter Review</p> <p>To consider the feedback received on the Parish Charter review and to review and agree the Parish Council's official response to the first survey of a series of three.</p>	<p>5 min 7.31pm</p>
<p>C054 – 09/08/2022 Council Committee Updates</p> <p>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:</p> <p>Cemetery Committee – Meeting held on 19th July 2022. Finance & Amenities Committee – Meeting held on 12th July 2022. Planning Committee – Meeting held on 5th July 2022. Planning Committee – Meeting held on 2nd August 2022.</p> <p>To note the forthcoming Standing Committee meetings:</p> <p>Cemetery Committee Advisory Panel – Meeting held on 8th September 2022. Finance & Amenities Committee Advisory Panel – Meeting scheduled to be held on 20th September 2022. Planning Committee – Meeting scheduled to be held on 6th September 2022. Personnel Committee – Meeting scheduled to be held on 13th September 2022.</p>	<p>15 min 7.46pm</p>
<p>C055 – 09/08/2022 Charity Trustee Meeting & Charity Assets</p> <p>To receive update and to note the minutes of the recent Charity Trustee meeting, held on 26th July 2022, and to acknowledge responsibilities delegated to the Parish Council. Discussion to cover User Agreements for Football Facilities and associated budgets for the boxing in of the pipework behind the canteen and accessible toilet, furthermore consideration of potential free internet provision from Truespeed.</p>	<p>10 min 7.56pm</p>
<p>C056 – 09/08/2022 Financial Matters & Schedule of Payments</p> <p>In accordance with the Financial Regulations:</p> <p>i. To review and resolve to approve the schedule of payments and ratify those already made in relation to the accounts for year ending 31st March 2023.</p> <p>ii. Review on financial spend against budget for the first quarter of the 2022/23 financial year, in accordance with Standing Order 17c.</p> <p>iii. To review the report on General and Ear Marked Reserves and Committed Expenditure.</p>	<p>5 min 8.01pm</p>
<p>C057 – 09/08/2022 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>3 min 8.04pm</p>
<p>C058 – 09/08/2022 Internal Audit</p> <p>To receive update and consider recommendations for the appointment of an Internal Auditor for the financial year ending 31st March 2023 and consideration of a 3-year contract discount.</p>	<p>5 min 8.09pm</p>
<p>C059 – 14/09/2021 Insurance Policy and Schedule</p> <p>To receive, for information, update on the insurance policy and schedule for Peasedown St John Parish Council & Peasedown St John Recreation & Childrens Playground Charities.</p>	<p>10 min 8.19pm</p>

Also, to make decisions regarding the renewal for 2022-23 and consideration of a 3-year contract discount.	
C060 – 09/08/2022 Tree Surveys To receive update on surveys for all trees on Parish Council owned or maintained land, to include update on quotations for ash die back and general tree surveys and to make decisions regarding budget for these works.	10 min 8.29pm
The meeting will be adjourned for a 10-minute comfort break.	
C061 – 09/08/2022 Advisory Panel Updates A. To note the summary report of Advisory Panel meetings held in the current Council year along with attendance numbers. B. To note the reports from the following Advisory Panels - any recommendations or motions raised requiring resolution are specified below: i. Executive Committee Advisory Panel – Meeting held on Tuesday 2 nd August 2022 at 7.00pm. To consider recommendations regarding project and workload priorities. ii. Parish Map and Signage Advisory Panel – Meeting held on Monday 25 th July 2022 at 6.30pm. To consider recommendation that Council applies for a National Lottery Award up to £10,000 to be prepared by Cllr Conor Ogilvie-Davidson and submitted by the Clerk. iii. Persimmon Land Transfer Advisory Panel – No meeting held but update on the current status to be provided. iv. Recreation Ground Improvements Advisory Panel – Site meeting to be held on Friday 5 th August 2022. To receive update on snagging items and to consider recommendation of paying the outstanding balance of the works, subject to conditions detailed in the meeting notes. C. To note the scheduled forthcoming meetings for the following Advisory Panels: i. Civic Events Advisory Panel – Thursday 11 th August 2022 at 7.00pm. ii. Clerk Liaison Panel – Wednesday 7 th September 2022 at 6.00pm. iii. Executive Committee Advisory Panel – Tuesday 6 th September 2022 at 7.00pm. iv. Parish Map and Signage Advisory Panel – Monday 15 th August 2022. D. To consider the creation of the following new Advisory Panel and associated draft Terms of Reference: i. Beacon Field Play Area Resurfacing Advisory Panel	15 min 8.54pm
C062 – 09/08/2022 Correspondence, Complaints & Issues 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: ➤ Traffic Regulation Orders within the Parish received since the last meeting to include: a. Temporary road closure on Albert Avenue from its junction with Frederick Avenue, extending in a north westerly direction for approximately 70 metres. Due to works to be executed on or near the road for Openreach works by Sunbelt Rentals on the 5 th October 2022 for a maximum period of 5 days - <u>THTTC2961</u> .	10 min 9.04pm
C063 – 09/08/2022 Resolution Relating to Confidential Nature To pass a resolution that in accordance with Standing Order 3c in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw. Please note that members of the public will be asked to leave the meeting at this point.	1 min 9.05pm
C064 – 09/08/2022 Update - Staffing Matters Opportunity to privately discuss staffing matters, if required.	5 min 9.10pm
C065 – 09/08/2022 Resolution to Revert to Public Session To pass a resolution that the meeting is put back into public session.	1 min 9.11pm

C066 – 09/08/2022	Future Agenda Items & Cllr Questions	2 min
Opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda.		9.13pm
C067 – 09/08/2022	Review of New Actions	1 min
To review that any actions generated from the meeting have been correctly captured on the Actions Register.		9.14pm
C068 – 09/08/2022	Date and Time of Next Meeting	1 min
The next meeting of the Full Council is scheduled to be held on Tuesday 27 th September 2022 at 7pm at the Beacon Hall.		9.15pm