



## PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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21<sup>st</sup> September 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 27<sup>th</sup> September 2022 at 6.30pm** for the purpose of transacting the business detailed below.

Tanya West  
Parish Clerk & RFO

## AGENDA

### Meeting of the Full Council

6.30pm

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).

<b>C074 – 27/09/2022</b>	<b>Attendance Roll Call and Declarations of Interest</b>	<b>2 min</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>		6.42pm
<b>C075 – 27/09/2022</b>	<b>Attendance and Apologies for Absence</b>	<b>2 min</b>
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.		6.44pm

<p><b>C076 – 27/09/2022</b>                      <b>Resolution Relating to Confidential Nature</b></p> <p>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.</p>	<p><b>1 min</b> 6.45pm</p>
<p><b>C077 – 27/09/2022</b>                      <b>Parish Councillor Vacancy</b></p> <p>To undertake individual dialogue sessions with those candidates available to attend. Copies of candidates' personal profiles will be made available to Councillors in advance of the meeting.</p>	<p><b>15 min</b> 7.00pm</p>
<p><b>C078 – 27/09/2022</b>                      <b>Resolution to Revert to Public Session</b></p> <p>To pass a resolution that the meeting is put back into public session.</p>	<p><b>1 min</b> 7.01pm</p>
<p><b>C079 – 27/09/2022</b>                      <b>Parish Councillor Vacancy</b></p> <p>i. To receive update on the current Casual Vacancy and clarification regarding the process for co-option. ii. To undertake co-option voting for the current casual vacancy.</p>	<p><b>10 min</b> 7.11pm</p>
<p><b>C080 – 27/09/2022</b>                      <b>Minutes</b></p> <p>i. To <b>resolve</b> to approve the minutes of the <b>Full Council</b> meeting held on 9<sup>th</sup> August 2022. ii. To <b>resolve</b> to approve the minutes of the <b>Extraordinary Meeting of the Full Council</b> held on 6<sup>th</sup> September 2022. iii. To sign the above listed minutes.</p>	<p><b>4 min</b> 7.15pm</p>
<p><b>C081 – 27/09/2022</b>                      <b>Items for Urgent Report</b></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><b>2 min</b> 7.17pm</p>
<p><b>C082 – 27/09/2022</b>                      <b>Council Committee Updates</b></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><b>Cemetery Committee Advisory Panel</b> – Meeting held on 8<sup>th</sup> September 2022. <b>Finance &amp; Amenities Committee Advisory Panel</b> – Meeting held on 20<sup>th</sup> September 2022.</p> <p>To include <b>recommendations</b> on the following items:</p> <ul style="list-style-type: none"> <li>➤ Increase of the <b>credit card monthly spend limit</b> from £2,000 to £5,000.</li> <li>➤ That £2,000 is deducted from General Reserves towards the cost of <b>Christmas lights and trees</b>.</li> <li>➤ The Advisory Panel proceed with the planning of the <b>Senior Residents Christmas Tea Party</b>.</li> </ul> <p><b>Planning Committee</b> – Meeting held on 6<sup>th</sup> September 2022. <b>Personnel Committee</b> – Meeting scheduled to be held on 13<sup>th</sup> September 2022 had to be cancelled due to the death of HM The Queen and regulations for issuing agendas during the period of national mourning.</p> <p>To note the forthcoming Standing Committee meetings:</p> <p><b>Cemetery Committee</b> – Meeting scheduled to be held on 18<sup>th</sup> October 2022. <b>Finance &amp; Amenities Committee</b> – Meeting scheduled to be held on 11<sup>th</sup> October 2022. <b>Planning Committee</b> – Meeting scheduled to be held on 4<sup>th</sup> October 2022. <b>Personnel Committee Advisory Panel</b> – Meeting date to be determined.</p>	<p><b>20 min</b> 7.37pm</p>
<p><b>C083 – 27/09/2022</b>                      <b>Charity Trustee &amp; Charity Assets</b></p> <p>To receive update on those items delegated to the Parish Council at the last Trustee meeting. To include:</p> <p><b>Scout Garage</b> - Consideration of draft User Agreement and payment for electrical installation works. <b>Internet Provision</b> – Consideration of potential free internet provision from Truespeed to be installed at the Canteen.</p>	<p><b>15 min</b> 7.52pm</p>

<b>Canteen and Accessible Toilet</b> – Consideration of Terms and Conditions of Hire.	
<b>C084 – 27/09/2022 Financial Matters &amp; Schedule of Payments</b> In accordance with the Financial Regulations: 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 2023. ii. To review the report on General and Ear Marked Reserves and Committed Expenditure as part of the Order of Known Business for the 2022-23 council year document.	<b>4 min</b> 7.56pm
<b>C085 – 27/09/2022 Local Council Elections May 2023</b> To discuss and consider ways on how to promote interest and encourage people to stand in the local council elections due to take place in May 2023.	<b>10 min</b> 8.06pm
<b>The meeting will be adjourned for a 10-minute comfort break.</b>	
<b>C086 – 27/09/2022 Advisory Panel Updates</b> 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. <b>Civic Events Advisory Panel</b> – Meeting held on Thursday 11 <sup>th</sup> August 2022 at 7.00pm. ii. <b>Civic Events Advisory Panel</b> – Meeting held on Monday 12 <sup>th</sup> September 2022 at 7.00pm. To consider <b>recommendations</b> in relation to the Parish Council hosted Remembrance events; the purchase of a portable PA speaker; event/activity relating to the Coronation of King Charles III be included under the Terms of Reference of this Advisory Panel. iii. <b>Digital Transformation Strategy Advisory Panel</b> – Meeting held on Wednesday 7 <sup>th</sup> September 2022 at 10.00am with a potential supplier. iv. <b>Executive Committee Advisory Panel</b> – Meeting held on Tuesday 6 <sup>th</sup> September 2022 at 7.00pm. To consider <b>recommendations</b> regarding project and workload priorities. v. <b>Parish Map and Signage Advisory Panel</b> – Meeting held on Thursday 15 <sup>th</sup> September 2022 at 7.30pm. To consider <b>recommendation</b> that Council appoints a graphic designer to design information boards from the pictures and text provided, at a cost of up to £2,000 net to be deducted from the allocated project budget. vi. <b>Persimmon Land Transfer Advisory Panel</b> – No meeting held but update on the current status to be provided. vii. <b>Recreation Ground Improvements Advisory Panel</b> – No meeting held but update on the current status to be provided. viii. <b>Streetlighting Advisory Panel</b> – No meeting held but update on the current status to be provided. ix. <b>Tree Planting and Natural Environment Advisory Panel</b> – Meeting held on Wednesday 21 <sup>st</sup> September 2022 at 6.30pm. To consider <b>recommendations</b> regarding B&NES Council proposals for tree planting along Orchard Way and the B&NES Council tree giveaway.  C. To note the scheduled forthcoming meetings for the following Advisory Panels: i. <b>Civic Events Advisory Panel</b> – Monday 10 <sup>th</sup> October 2022 at 7.00pm. ii. <b>Clerk Liaison Panel</b> – Thursday 6 <sup>th</sup> October 2022 at 6.00pm. iii. <b>Executive Committee Advisory Panel</b> – Tuesday 4 <sup>th</sup> October 2022 at 7.00pm. iv. <b>Operation London Bridge Advisory Panel</b> – date to be determined during week commencing 24 <sup>th</sup> October 2022.  D. To determine membership and appoint a Chair for the newly established <b>Beacon Field Play Area Resurfacing Advisory Panel</b> .	<b>30 min</b> 8.46pm

<b>C087 – 27/09/2022</b>	<b>Correspondence, Complaints &amp; Issues</b>	<b>10 min</b> 8.56pm
<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"> <li>➤ To acknowledge B&amp;NES Council Highway Maintenance Capital Programme including the planning surface treatment works of Peasedown St John By-Pass.</li> <li>➤ Notification of ALCA AGM and to determine councillor attendance and voting rights.</li> <li>➤ Report on the Hedgehog Highway Project and to determine if the Parish Council wishes to be involved.</li> <li>➤ Update on the B&amp;NES Council Clean and Green Team.</li> </ul>		
<b>C088 – 27/09/2022</b>	<b>Future Agenda Items &amp; Cllr Questions</b>	<b>2 min</b> 8.58pm
<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>		
<b>C089 – 27/09/2022</b>	<b>Review of New Actions</b>	<b>1 min</b> 8.59pm
<p>To review that any actions generated from the meeting have been correctly captured on the Actions Register.</p>		
<b>C090 – 27/09/2022</b>	<b>Date and Time of Next Meeting</b>	<b>1 min</b> 9.00pm
<p>The next meeting of the Full Council is scheduled to be held on Tuesday 22<sup>nd</sup> November 2022 at 7pm at Beacon Hall.</p>		