



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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22nd February 2023

To Councillors:

Gill Auld; Barbara Bailey; John Bailey; Mandy Clarke; Richard Clarke; Jo Davis; 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 28th February 2023 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).

C140 – 28/02/2023	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
C141 – 28/02/2023	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

<p>C142 – 28/02/2023 Minutes</p> <ul style="list-style-type: none"> i. To resolve to approve the minutes of the Full Council meeting held on 22nd November 2022. ii. To resolve to approve the minutes of the Extraordinary Meeting of the Full Council held on 20th December 2022. iii. To resolve to approve the minutes of the Full Council meeting held on 17th January 2023. iv. To resolve to approve the minutes of the Cemetery Committee meeting held on 18th October 2022. v. To resolve to approve the minutes of the Personnel Committee meeting held on 29th November 2022. vi. To resolve to approve the minutes of the Personnel Committee meeting held on 21st February 2023. vii. To sign the above listed minutes. 	<p>5 min 7.19pm</p>
<p>C143 – 28/02/2023 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>C144 – 28/02/2023 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 24th January 2023 at 7.00pm.</p> <ul style="list-style-type: none"> ➤ To ratify the updates to the Interment and Memorial Policy. ➤ To consider recommendation that the Cemetery gates are fully reconditioned by KM Steel for £860+VAT with the funding to come from any remaining 'Cemetery Works' budget with any surplus from the 'Infrequent Operational Expenditure' budget. <p>Finance & Amenities Committee Advisory Panel – Meeting held on 16th February 2023 at 7.00pm.</p> <ul style="list-style-type: none"> ➤ To consider recommendation that a total of £45,420 is transferred from General Reserve to the following Contingency and Ear Marked Reserves: <ul style="list-style-type: none"> Contingency Reserve £5,000.00 Cemetery Paths £20,000.00 CiLCA Contingency £1,470.00 Pension Deficit £14,950.00 Accessible Allotment Plots £4,000.00 ➤ To consider recommendation that the Pension Deficit for the 2023 to 2026 period is paid in April 2023. <p>Planning Committee – Meeting held on Tuesday 7th February 2023 at 8.00pm.</p> <ul style="list-style-type: none"> ➤ To consider recommendation that the Parish Council purchases 2x Schwegler No. 17A Swift Nestboxes with Triple Cavities to donate to the Primary School as mentioned in their planning application ref. 22/04741/FUL for the installation of a ground source heat pump system. <p>Personnel Committee – Meeting held on Tuesday 21st February 2023 at 7.00pm.</p> <ul style="list-style-type: none"> ➤ To ratify the adoption of the Community Engagement Policy. ➤ To consider recommendation that the Parish Councils signs up to the NALC Civility and Respect Pledge. ➤ To consider recommendation that the date of the Executive Advisory Panel meeting and the Planning Committee meeting is amended from 9th May to 2nd May 2023. ➤ To receive update on the May 2023 local election and rules for the pre-election period. 	<p>20 min 7.41pm</p>

<p>To note the forthcoming Standing Committee meetings:</p> <ul style="list-style-type: none"> ➤ Cemetery Committee – Meeting scheduled to be held on 11th April 2023. ➤ Finance & Amenities Committee Advisory Panel – Meeting scheduled to be held on 14th March 2023. ➤ Planning Committee – Meeting scheduled to be held on 7th March 2023. ➤ Personnel Committee Advisory Panel – Meeting scheduled to be held on 6th April 2023. 	
<p>C145 – 28/02/2023 Financial Matters & Schedule of Payments</p> <p>In accordance with the Financial Regulations:</p> <ol style="list-style-type: none"> 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. 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. iii. To consider subscription payments for various professional supporting bodies. iv. To ratify the direct debit payment set up for the Isuzu D-Max contract hire. 	<p>4 min 7.45pm</p>
<p>C146 – 28/02/2023 Mowing Contracts</p> <p>To receive a report on the mowing contracts for Beacon Field and the Recreation Ground, and to make associated decisions.</p>	<p>2 min 7.47pm</p>
<p>C147 – 28/02/2023 Parish Council Meetings and Events Calendar</p> <p>To receive update on the proposed summonsed Parish Council meetings and events calendar for the 2023-24 council year in readiness for the adoption at the Annual Meeting in May.</p>	<p>6 min 7.53pm</p>
<p>C148 – 28/02/2023 Risk Register</p> <p>To receive an update on the works undertaken to update the Risk Register document and make arrangements for the further review of this document ready for approval/adoption at the next meeting.</p>	<p>10 min 8.03pm</p>
<p>C149 – 28/02/2023 Recreation Ground and Charity Trust</p> <ol style="list-style-type: none"> i. To review the draft Terms and Conditions of Hire for the Canteen and Accessible Toilet and to make associated decisions regarding their adoption. ii. To receive update on the trees at the Recreation Ground. iii. To receive an update on the fence around the play area at the Recreation Ground. iv. To consider a letter from Circus Ginnett requesting their attendance at the Recreation Ground from 28th August until 3rd September 2023. v. To consider request to use the Recreation Ground, including the football facilities, by the Primary School. 	<p>10 min 8.13pm</p>
<p>The meeting will be adjourned for a 10-minute comfort break.</p>	
<p>C150 – 28/02/2023 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> <ol style="list-style-type: none"> i. Civic Events Advisory Panel – Meetings held on Monday 13th February 2023 at 8.00pm and Thursday 23rd February 2023 at 7.00pm. To consider recommendations regarding celebrations for the Coronation of King Charles III during May 2023 and associated funding. ii. Executive Committee Advisory Panel – Meeting held on Tuesday 7th February 2023 at 7.00pm. To consider recommendations regarding project and workload priorities. iii. Persimmon Land Transfer Advisory Panel – No meeting held but update on the current status of the land transfer to include determination on final sign off for the parcels of land to be transferred and consideration of quotations for the no search policy cover. iv. Recreation Ground Improvements Advisory Panel – No meeting held but an update on the snagging list to be provided. v. Streetlighting Advisory Panel – No meeting held but update on the current status to be provided. 	<p>10 min 8.33pm</p>

<p>C. To note the scheduled forthcoming meetings for the following Advisory Panels:</p> <p>i. Executive Committee Advisory Panel – Tuesday 7th March 2023 at 7.00pm.</p> <p>ii. Civic Events Advisory Panel – Monday 13th March 2023 at 8.00pm at Beacon Hall.</p>	
<p>C151 – 28/02/2023 Annual Village Meeting</p> <p>To receive update on the Annual Village Meeting due to be held on Tuesday 28th March 2023 and make any associated decisions.</p>	<p>4 min 8.37pm</p>
<p>C152 – 28/02/2023 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"> ➤ Update on the Avon and Somerset Neighbourhood Watch Association. ➤ Email from resident requesting Parish Council support for doctor surgery related issues. 	<p>4 min 8.41pm</p>
<p>C153 – 28/02/2023 Resolution Relating to Confidential Nature</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>1 min 8.42pm</p>
<p>C154 – 28/02/2023 Update - Staffing Matters</p> <p>Opportunity to privately discuss staffing matters, if required.</p>	<p>20 min 9.02pm</p>
<p>C155 – 28/02/2023 Resolution to Revert to Public Session</p> <p>To pass a resolution that the meeting is put back into public session.</p>	<p>1 min 9.03pm</p>
<p>C156 – 28/02/2023 Future Agenda Items & Cllr Questions</p> <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>	<p>2 min 9.05pm</p>
<p>C157 – 28/02/2023 Review of New Actions</p> <p>To review that any actions generated from the meeting have been correctly captured on the Actions Register.</p>	<p>1 min 9.06pm</p>
<p>C158 – 28/02/2023 Date and Time of Next Meeting</p> <p>The next meeting of the Full Council is scheduled to be held on Tuesday 18th April 2023 at 7pm at Beacon Hall.</p>	<p>1 min 9.07pm</p>