



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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12th April 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 18th April 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).

C159 – 18/04/2023	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
C160 – 18/04/2023	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>C161 – 18/04/2023 Minutes</p> <p>i. To resolve to approve the minutes of the Full Council meeting held on 28th February 2023.</p> <p>ii. To resolve to approve the minutes of the Cemetery Committee meeting held on 11th April 2023.</p> <p>iii. To resolve to approve the minutes of the Personnel Committee meeting held on 6th April 2023.</p> <p>iv. To sign the above listed minutes.</p>	<p>4 min 7.18pm</p>
<p>C162 – 18/04/2023 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 7.20pm</p>
<p>C163 – 18/04/2023 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 11th April 2023 at 7.00pm.</p> <ul style="list-style-type: none"> ➤ To ratify the updates to the Interment and Memorial Policy. ➤ To receive an update on the upgrading and extending of the pathways within the Garden of Remembrance and associated works Tender Specification document. <p>Finance & Amenities Committee Advisory Panel – Meeting held on 14th March 2023 at 7.00pm.</p> <ul style="list-style-type: none"> ➤ To consider recommendation that the overspend on the Jubilee Garden project of £1,271.22 is deducted from General Reserve. ➤ To consider recommendation that relevant nominal/committed expenditure codes are created for Persimmon land so as to report on the income and expenditure in relation to the land transfer project. ➤ To receive update on the application for a card payment machine and approve an alternative provider if required. ➤ To consider recommendation regarding the sign-off and/or disposal of old assets, particularly regarding the old play equipment removed from Beacon Field. <p>Planning Committee – Meetings held on Tuesday 7th March 2023 at 8.00pm and on Tuesday 4th April 2023 at 8pm.</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. ➤ To consider the recommendation from the Planning Committee Advisory Panel (tbc) regarding the following planning application: Reference: <u>23/01068/FUL</u> Address: Parcel 0046, Carlingcott, Carlingcott, Bath, Bath And North East Somerset. Proposal: Retrospective application to regularise the use of the agricultural buildings at The Goat Holding, Carlingcott. Applicant: Ms Deborah Sullivan. <p>Personnel Committee – Meeting held on Thursday 6th April 2023 at 7.00pm.</p> <ul style="list-style-type: none"> ➤ To ratify the adoption of the Employee Handbook. ➤ To ratify the adoption of a new Safeguarding Policy. ➤ To adopt the amendments to the Protocol for New Councillor Induction document. <p>To note the forthcoming Standing Committee meetings:</p> <ul style="list-style-type: none"> ➤ Finance & Amenities Committee – Meeting scheduled to be held on 25th April 2023. ➤ Planning Committee – Meeting scheduled to be held on 2nd May 2023. 	<p>20 min 7.40pm</p>

<p>C164 – 18/04/2023 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 and resolve to approve the schedule of payments and ratify those already made in relation to the accounts for year ending 31st March 2024. iii. 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 and the 2023-24 council years. 	<p>3 min 7.43pm</p>
<p>C165 – 18/04/2023 Local Council Elections & Subsequent Co-option Voting</p> <ol style="list-style-type: none"> i. To receive an update on the May 2023 local council elections. ii. To acknowledge the decision of the Personnel Committee for a councillor induction meeting to be held on Tuesday 16th May 2023, to sign the relevant paperwork and to help prepare councillors prior to the Annual Meeting of the Full Council on Tuesday 23rd May 2023. iii. To consider suggested process for co-option voting to fill the remaining vacancies following the uncontested election. 	<p>7 min 7.50pm</p>
<p>C166 – 18/04/2023 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>5 min 7.55pm</p>
<p>C167 – 18/04/2023 Risk Register</p> <p>To receive an update and review the works undertaken on the Risk Register document and to consider approval/adoption of these amendments.</p>	<p>10 min 8.05pm</p>
<p>C168 – 18/04/2023 Policies and Documents</p> <p>To receive the final a draft of the amended following documents in readiness for adoption at the Annual Meeting of the Full Council in May 2023:</p> <ul style="list-style-type: none"> ➤ Financial Regulations. ➤ Standing Orders. ➤ Terms of Reference and Delegations. 	<p>10 min 8.15pm</p>
<p>The meeting will be adjourned for a 10-minute comfort break.</p>	
<p>C169 – 18/04/2023 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 – No meeting held but an update on the preparations regarding celebrations and events for the Coronation of King Charles III during May 2023 to be provided. ii. Executive Committee Advisory Panel – No meeting held due to councillor availability, however an update on the project and workload priorities to be provided. iii. Parish Map and Signage Advisory Panel – Meeting held on Tuesday 21st March 2023 at 7.00pm. To receive an update on the progress of this project. iv. Persimmon Land Transfer Advisory Panel – No meeting held but update on the current status of the land transfer and quotations for the no search policy cover. <p>C. To note the scheduled forthcoming meetings for the following Advisory Panels:</p> <ol style="list-style-type: none"> i. Executive Committee Advisory Panel – Tuesday 2nd May 2023 at 7.00pm. 	<p>10 min 8.35pm</p>
<p>C170 – 18/04/2023 Annual Village Meeting</p> <p>To review any feedback from the Annual Village Meeting held on Tuesday 28th March 2023 and to review/approve the draft minutes of this meeting in readiness for their ratification at the 2024 meeting.</p>	<p>5 min 8.40pm</p>

C171 – 18/04/2023	Correspondence, Complaints & Issues	3 min 8.43pm
<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 Government Emergency Alerts. 		
C172 – 18/04/2023	Future Agenda Items & Cllr Questions	2 min 8.45pm
<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>		
C173 – 18/04/2023	Review of New Actions	1 min 8.46pm
<p>To review that any actions generated from the meeting have been correctly captured on the Actions Register.</p>		
C174 – 18/04/2023	Date and Time of Next Meeting	1 min 8.47pm
<p>The next Full Council meeting will be the Annual Meeting of Council and is scheduled to be held on Tuesday 23rd May 2023 at 7pm at Beacon Hall.</p>		