



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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17th May 2023

To Councillors:

Fiona Carr; Mandy Clarke; Richard Clarke; Audrey Gillard-Sprake; Gavin Heathcote; Simon Kidd; Andrew Larcombe; Ray Love; Conor Ogilvie-Davidson; John Ogilvie-Davidson; Jonathan Rich (Chair); Les Sprake; Kathy Thomas.

You are hereby summoned to attend the **Annual Full Council** meeting of Peasedown St John Parish Council at **Beacon Hall** on **Tuesday 23rd May 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).

C001 – 23/05/2023	Election of Chair and Vice-Chair	3 min
To elect a Chair of the Council for 2023-24 and to sign the Declaration of Acceptance of Office. To elect a Vice-Chair of the Council for 2023-24 and to sign the Declaration of Acceptance of Office.		7.13pm
C002 – 23/05/2023	Attendance Roll Call and Declarations of Interest	1 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.		7.14pm

C003 – 23/05/2023	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.		7.16pm
C004 – 23/05/2023	Parish Councillor Vacancies	10 min
i. To receive an update on the current vacancies following the recent uncontested election and provide clarification regarding the process for co-option. ii. To undertake co-option voting for the current vacancies.		7.26pm
C005 – 23/05/2023	Minutes	3 min
i. To resolve to approve the minutes of the Full Council meeting held on 18 th April 2023. ii. To resolve to approve the minutes of the Finance & Amenities Committee meeting held on 25 th April 2023. iii. To sign the above listed minutes.		7.29pm
C006 – 23/05/2023	Items for Urgent Report	2 min
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.		7.31pm
C007 – 23/05/2023	Standing Orders & Financial Regulations	3 min
i. To resolve that Councillors agree to receive summonses by email for the council year 2022-23 in accordance with Standing Order 15.b.i. ii. To review and resolve to adopt the Standing Orders. iii. To review and resolve to adopt the Financial Regulations.		7.34pm
C008 – 23/05/2023	Council Committees & Delegations	16 min
i. To review and adopt the Terms of Reference and Delegations to the Standing Committees, Sub-Committees, employees, and other local authorities. Including the Council's Committee structure and member numbers. ii. To appoint members to Standing Committees and to elect the Committee Chairs.		7.50pm
C009 – 23/05/2023	Outside Bodies	6 min
To review and adopt/approve the representatives with external bodies and the arrangements for reporting back.		7.56pm
C010 – 23/05/2023	Local Authority Agency Agreements	2 min
To review and adopt the arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities. To include: i. Agency agreement with B&NES Council for the Public Rights of Way Vegetation Clearance. ii. Agency agreement with B&NES Council for the sponsorship of the School Crossing Patrol.		7.58pm
C011 – 23/05/2023	Subscriptions and Memberships	2 min
To review and adopt the Council's and/or employees' memberships to other bodies.		8.00pm
C012 – 23/05/2023	Calendar of Meetings for the 2023-24 Council Year	2 min
To resolve to adopt the proposed calendar of scheduled ordinary meetings for the 2023-24 council year. To include proposed dates for regular Civic Events.		8.02pm
C013 – 23/05/2023	Assets & Insurance	10 min
i. To resolve to approve the disposal of any end-of-life assets, in accordance with Financial Regulations. ii. To resolve to review and adopt the inventory of land and assets including buildings and office equipment. iii. To confirm the arrangements for insurance cover in respect of all insured risks.		8.12pm
C014 – 23/05/2023	Risk Register	10 min
To resolve to review and adopt the updated Risk Register document and any associated information. To review and agree the plans for future reviews of the Risk Register.		8.22pm
C015 – 23/05/2023	Policies & Strategic Documentation	1 min
To resolve to affirm the Council's policies in place as detailed in the Council's Policy and Strategic Document Register.		8.23pm
C016 – 23/05/2023	Council Committee Updates	5 min
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		8.28pm

<p>opportunity for councillors to raise questions and comments to the Chairs of the Standing Committees:</p> <p>Finance & Amenities Committee – Meeting held on 25th April 2023.</p> <ul style="list-style-type: none"> ➤ To consider recommendation for adoption of the draft new Reserves and Investments Policy. <p>Planning Committee – Meeting held on 2nd May 2023.</p> <ul style="list-style-type: none"> ➤ To appoint councillor/s to represent the Parish Council at the B&NES Council Planning Committee meeting on Wednesday 7th June 2023 at 11am, where they will be determining planning application reference 22/02622/FUL at 2 Fairfield Terrace, Peasedown St John for the proposed development of the Erection of new separate two storey dwelling etc. Any interested councillors to inform the Clerk, prior to the meeting. 	
<p>C017 – 23/05/2023 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 those operational related payments which arise on a regular basis throughout the year. ii. To review and resolve to approve those regular payments set up as direct debits or as a standing order and to consider proposals for any additional ones. iii. To review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 for the accounts for year ending 31st March 2023. iv. To review of the Council's expenditure incurred under S106 and CIL for the accounts for year ending 31st March 2023. v. 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. vi. To review the report on General and Ear Marked Reserves and Committed Expenditure. 	<p>10 min 8.38pm</p>
<p>C018 – 23/05/2023 Order of Known Business</p> <p>To resolve to reaffirm the Order of Known Business document for the 2023-24 council year. To note the report on progress and the expenditure in relation to the Order of Known Business for the 2022-23 council year.</p>	<p>2 min 8.40pm</p>
<p>The meeting will be adjourned for a 10-minute comfort break.</p>	
<p>C019 – 23/05/2023 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 from the owner of the Old Quarry Site regarding their proposals for relocation of the vehicular access and works at the site. ➤ Letter from Peasedown Environment Group regarding cycle ways in Peasedown St John (possible future agenda item). ➤ Letter from Peasedown Environment Group regarding Climate and Nature Emergency (possible future agenda item). ➤ Update on the B&NES Council Pollinator Project planned for Orchard Way and to establish any recommendations or involvement by the Parish Council along with details on their drop in workshop on 18th June 2023. 	<p>10 min 9.00pm</p>
<p>C020 – 23/05/2023 Advisory Panel Updates</p> <ol style="list-style-type: none"> A. To receive the schedule of appointed Advisory Panels and to resolve to disband or reaffirm any appointed by Full Council and any associated officer delegations. B. To note the summary report of Advisory Panel meetings held in the last Council year along with attendance numbers. C. To note the reports from the following Advisory Panels - any recommendations or motions raised requiring resolution are specified below: <ol style="list-style-type: none"> i. Executive Committee Advisory Panel – Meeting held on Tuesday 2nd May 2023 at 7.00pm. To consider recommendations regarding project and workload priorities. 	<p>10 min 9.10pm</p>

<p>ii. Persimmon Land Transfer Advisory Panel – No meeting held but update on the current status of the land transfer to be provided.</p> <p>D. To note the scheduled forthcoming meetings for the following Advisory Panels:</p> <p>i. Civic Events Advisory Panel – Meeting to be arranged ASAP.</p> <p>ii. Executive Committee Advisory Panel – Tuesday 6th June 2023 at 7.00pm.</p>	
<p>C021 – 23/05/2023 General Power of Competence</p> <p>To consider eligibility and to receive report and roadmap for the Council to achieve the General Power of Competence.</p>	<p>2 min 9.12pm</p>
<p>C022 – 23/05/2023 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 9.14pm</p>
<p>C023 – 23/05/2023 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 9.15pm</p>
<p>C024 – 23/05/2023 Date and Time of Next Meeting</p> <p>The next meeting of the Full Council is scheduled to be held on Tuesday 27th June 2023 at 7pm at the Beacon Hall (subject to the calendar of meetings being approved under agenda item C012 - 23/05/2023).</p>	<p>1 min 9.16pm</p>