



## PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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**2nd August 2023**

### To Councillors:

Gill Auld; Fiona Carr; Mandy Clarke; Richard Clarke; Jo Davis; Audrey Gillard-Sprake; Howard Hartley; Gavin Heathcote; Simon Kidd; Andrew Larcombe; Ray Love; Conor Ogilvie-Davidson (Vice-Chair); John Ogilvie-Davidson; Jonathan Rich (Chair); Les Sprake; Kathy Thomas; Daniel Walker.

You are hereby summoned to attend the **Full Council** meeting of Peasedown St John Parish Council at **Beacon Hall** on **Tuesday 8<sup>th</sup> August 2023 at 7.30pm** for the purpose of transacting the business detailed below.

Tanya West  
Parish Clerk & RFO

## AGENDA

### Meeting of the Full Council

**7.30pm**

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>C042 – 08/08/2023</b>	<b>Attendance Roll Call and Declarations of Interest</b>	<b>1 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>		7.41pm
<b>C043 – 08/08/2023</b>	<b>Attendance and Apologies for Absence</b>	<b>2 min</b>
To note the update on councillor meeting attendance throughout the 2023-24 Council year. To receive and note any apologies for absence for this meeting.		7.43pm

<p><b>C044 – 08/08/2023 Minutes</b></p> <p>i. To <b>resolve</b> to approve the minutes of the <b>Full Council</b> meeting held on 27<sup>th</sup> June 2023.</p> <p>ii. To <b>resolve</b> to approve the minutes of the <b>Finance &amp; Amenities Committee</b> meeting held on 25<sup>th</sup> April 2023.</p> <p>iii. To <b>resolve</b> to approve the minutes of the <b>Finance &amp; Amenities Committee</b> meeting held on 13<sup>th</sup> June 2023.</p> <p>iv. To sign the above listed minutes.</p>	<p><b>3 min</b> 7.46pm</p>
<p><b>C045 – 08/08/2023 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> 7.48pm</p>
<p><b>C046 – 08/08/2023 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</b> – Meeting held on 17<sup>th</sup> October 2023.</p> <ul style="list-style-type: none"> <li>➤ To consider <b>recommendation</b> to release funding of up to £4,000 for works to install new water pipe for Garden of Remembrance irrigation.</li> </ul> <p><b>Finance &amp; Amenities Committee</b> – Meeting held on Tuesday 25<sup>th</sup> July 2023 at 7.00pm.</p> <ul style="list-style-type: none"> <li>➤ No recommendations <b>update</b> only.</li> </ul> <p><b>Planning Committee</b> – Meetings held on Tuesday 4<sup>th</sup> July 2023 at 8.00pm and Tuesday 1<sup>st</sup> August 2023 at 8.00pm.</p> <ul style="list-style-type: none"> <li>➤ To consider <b>recommendation</b> that all parish councillors read the update regarding the new Local Plan for Bath &amp; North East Somerset up to 2042.</li> <li>➤ To receive update on the WECA consultation for the Somer Valley Transport Links project.</li> </ul> <p><b>Personnel Committee</b> – Meetings held on Thursday 13<sup>th</sup> July 2023 at 7.00pm and Thursday 3<sup>rd</sup> August 2023 at 7.00pm.</p> <ul style="list-style-type: none"> <li>➤ To receive <b>update</b> regarding Outside Services job roles and possible recommendation regarding funding of staff salaries (meeting discussions dependent).</li> </ul> <p>To note the forthcoming Standing Committee meetings:</p> <ul style="list-style-type: none"> <li>➤ <b>Cemetery Committee</b> – Meeting scheduled to be held on 17<sup>th</sup> October 2023.</li> <li>➤ <b>Finance &amp; Amenities Committee Advisory Panel</b> – Meeting scheduled to be held on Tuesday 12<sup>th</sup> September 2023.</li> <li>➤ <b>Finance &amp; Amenities Committee</b> – Meeting scheduled to be held on 10<sup>th</sup> October 2023.</li> <li>➤ <b>Personnel Committee</b> – Meeting scheduled to be held on 19<sup>th</sup> September 2023.</li> <li>➤ <b>Planning Committee</b> – Meeting scheduled to be held on 5<sup>th</sup> September 2023.</li> </ul>	<p><b>10 min</b> 7.58pm</p>
<p><b>C047 – 08/08/2023 Financial Matters &amp; Schedule of Payments</b></p> <p>In accordance with the Financial Regulations:</p> <p>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 2024.</p> <p>ii. To receive an update on the income and expenditure against the budget for the first quarter of the 2023/24 financial year, in accordance with Standing Order 17c.</p> <p>iii. To review the report on General and Ear Marked Reserves and Committed Expenditure as part of the Order of Known Business for the 2023-24 council year.</p> <p>iv. To receive an update on the External Audit and submission of the AGAR for 2022-23.</p>	<p><b>4 min</b> 8.02pm</p>
<p><b>C048 – 08/08/2023 Insurance Policy and Schedule</b></p> <p>To receive, for information, update on the insurance policy and schedule for Peasedown St John Parish Council &amp; Peasedown St John Recreation &amp; Childrens Playground Charities, to include review of pre-renewal questionnaire for the 2023-24 term.</p>	<p><b>3 min</b> 8.05pm</p>
<p><b>The meeting will be adjourned for a 10-minute comfort break.</b></p>	

<p><b>C049 – 08/08/2023 Correspondence, Complaints &amp; Issues</b>  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>➤ Update on residents’ highway proposals to improve matters for pedestrians along Firgrove Lane.</li> <li>➤ Trees on Recreation Ground.</li> </ul>	<p><b>5 min</b> 8.20pm</p>
<p><b>C050 – 08/08/2023 Advisory Panel Updates</b></p> <p>A. To note the summary report of known 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> <ul style="list-style-type: none"> <li>i. <b>Beacon Field Play Area Resurfacing Advisory Panel</b> – No meeting held but update provided on the works to replace the carpeted play surfaces and other repair works at Beacon Field.</li> <li>ii. <b>Christmas Lights Advisory Panel</b> – Meeting held on Thursday 3<sup>rd</sup> August 2023 at 6.00pm. To consider <b>recommendations</b> regarding proposals for village Christmas decorations and any associated budget required.</li> <li>iii. <b>Civic Events Advisory Panel</b> – Meeting held on Monday 17<sup>th</sup> July 2023 at 7.00pm and Monday 31<sup>st</sup> July 2023 at 7.00pm. To receive an update regarding events and activities for Remembrance 2023.</li> <li>iv. <b>Climate &amp; Environment Advisory Panel</b> – Meeting held on Monday 3<sup>rd</sup> July 2023 at 8.00pm. To consider <b>recommendations</b> regarding bug hotels to be attached to the floral planters on Orchard Way and areas for ground bee habitats.</li> <li>v. <b>Council Structure Review Advisory Panel</b> – No meeting held but update provided on initial ‘strawman’ document.</li> <li>vi. <b>Executive Advisory Panel</b> – Meetings held on Tuesday 4<sup>th</sup> July 2023 at 7.00pm and Tuesday 1<sup>st</sup> August 2023 at 7.00pm. To consider <b>recommendations</b> regarding project and workload priorities.</li> <li>vii. <b>Parish Map and Signage Advisory Panel</b> – Meeting held on Thursday 27<sup>th</sup> July 2023 at 7.00pm. To consider <b>recommendations</b> on allocating additional budget to this project following the unsuccessful Lottery bid. Also, to amend the membership of the Advisory Panel to include a non-councillor parish resident.</li> <li>viii. <b>Persimmon Land Transfer Advisory Panel</b> – Meetings held on Monday 3<sup>rd</sup> July 2023 at 4.00pm and Monday 24<sup>th</sup> July 2023 at 4.00pm. To receive an update on the progress of this project and to consider <b>recommendations</b> regarding funding for a tree survey and the distribution of letters/newsletter article to advise residents about the land transfer.</li> </ul> <p>C. To consider amendments to the following Advisory Panels:</p> <ul style="list-style-type: none"> <li>i. <b>Operation London Bridge Advisory Panel</b> – To consider disbanding this Advisory Panel now that the Terms of Reference and Protocol on the Death of a Senior National or Local Figure is now incorporated within the Terms of Reference of the Civic Events Advisory Panel.</li> </ul> <p>D. To note the scheduled forthcoming meetings for the following Advisory Panels:</p> <ul style="list-style-type: none"> <li>i. <b>Civic Events Advisory Panel</b> – Monday 18<sup>th</sup> September 2023 at 7.00pm.</li> <li>ii. <b>Clerk Liaison Panel</b> – Thursday 7<sup>th</sup> September 2023 at 5.30pm.</li> <li>iii. <b>Climate &amp; Environment Advisory Panel</b> – Wednesday 6<sup>th</sup> September 2023 at 7.00pm.</li> <li>iv. <b>Executive Advisory Panel</b> – Tuesday 5<sup>th</sup> September 2023 at 7.00pm.</li> <li>v. <b>Persimmon Land Transfer Advisory Panel</b> – Monday 7<sup>th</sup> August 2023 at 4.00pm.</li> </ul>	<p><b>20 min</b> 8.40pm</p>

<b>C051 – 08/08/2023</b>	<b>Future Agenda Items &amp; Cllr Questions</b>	<b>2 min</b>
Opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda.		8.42pm
<b>C052 – 08/08/2023</b>	<b>Review of New Actions</b>	<b>1 min</b>
To review that any actions generated from the meeting have been correctly captured on the Actions Register.		8.43pm
<b>C053 – 08/08/2023</b>	<b>Date and Time of Next Meeting</b>	<b>1 min</b>
The next meeting of the Full Council is scheduled to be held on Tuesday 26 <sup>th</sup> September 2023 at 7pm at Beacon Hall.		8.44pm