



## PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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20<sup>th</sup> September 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 26<sup>th</sup> September 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).

<b>C054 – 26/09/2023</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>		7.11pm
<b>C055 – 26/09/2023</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.		7.13pm

<p><b>C056 – 26/09/2023 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.  ii. To <b>resolve</b> to approve the minutes of the <b>Full Council</b> meeting held on 8<sup>th</sup> August 2023.  iii. To sign the above listed minutes.</p>	<p><b>2 min</b> 7.15pm</p>
<p><b>C057 – 26/09/2023 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> 7.17pm</p>
<p><b>C058 – 26/09/2023 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>Finance &amp; Amenities Committee Advisory Panel</b> – Meeting held on Tuesday 12<sup>th</sup> September 2023 at 7.00pm.</p> <ul style="list-style-type: none"> <li>➤ To consider <b>recommendations</b> on proposed amendments to the Football Facilities User Agreements to incorporate use of the canteen as part of a package deal.</li> <li>➤ To consider <b>recommendations</b> on proposals to apply for a new savings account with Nat West Bank for the Parish Council and to apply for a Unity Trust Bank account for the Recreation Ground Charity Trustee account.</li> </ul> <p><b>Planning Committee</b> – Meetings held on Tuesday 5<sup>th</sup> September 2023 at 8.00pm.</p> <ul style="list-style-type: none"> <li>➤ To receive <b>update</b> regarding process and options for Neighbourhood Plans.</li> <li>➤ To receive <b>update</b> on the WECA consultation 'Big choices on transport between Bath and Bristol'.</li> </ul> <p><b>Personnel Committee</b> – Meeting held on Tuesday 19<sup>th</sup> September 2023 at 7.00pm.</p> <ul style="list-style-type: none"> <li>➤ To receive <b>update</b> regarding councillor surgeries, migration to new payroll provider, and the Grounds and Maintenance Manager vacancy.</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</b> – Meeting scheduled to be held on 10<sup>th</sup> October 2023.</li> <li>➤ <b>Finance &amp; Amenities Committee Advisory Panel</b> – Meeting scheduled to be held on 24<sup>th</sup> October 2023 [Christmas Tea Party preparations].</li> <li>➤ <b>Personnel Committee Advisory Panel</b> – Meeting scheduled to be held on 9<sup>th</sup> October 2023.</li> <li>➤ <b>Personnel Committee</b> – Meeting scheduled to be held on 9<sup>th</sup> October 2023.</li> <li>➤ <b>Planning Committee</b> – Meeting scheduled to be held on 3<sup>rd</sup> October 2023.</li> </ul>	<p><b>10 min</b> 7.27pm</p>
<p><b>C059 – 26/09/2023 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 the year ending 31<sup>st</sup> March 2024.  ii. To receive update on utility rates and services; to <b>ratify</b> the change of supplier and to authorise the associated change in direct debit payments.  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.  iv. To receive an update on the External Audit and submission of the AGAR for 2022-23.</p>	<p><b>6 min</b> 7.33pm</p>
<p><b>C060 – 26/09/2023 Insurance Policy and Schedule</b></p> <p>To review and approve the insurance policy and schedule for Peasedown St John Parish Council &amp; Peasedown St John Recreation &amp; Childrens Playground Charities for 2023-24 [the second year of a three-year agreement]. To pass a resolution to pay the associated invoice.</p>	<p><b>3 min</b> 7.36pm</p>

<p><b>C061 – 26/09/2023</b>                      <b>Projects for 2024/25 Financial Year and Beyond</b></p> <p>To receive an update on the new process for project submission and to review the initial list of projects, as submitted by councillors, in preparation for them to be fully presented for consideration at the budget planning meeting in December 2023.</p>	<p><b>14 min</b> 7.50pm</p>
<p><b>C062 – 26/09/2023</b>                      <b>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> <ol style="list-style-type: none"> <li>i. <b>Civic Events Advisory Panel</b> – Meeting held on Monday 18<sup>th</sup> September 2023 at 7.00pm. To receive an <b>update</b> regarding preparations on events and activities for Remembrance 2023 and to consider <b>recommendations</b> regarding additional budget for the same and councillor volunteer for wreath laying at the church service.</li> <li>ii. <b>Climate &amp; Environment Advisory Panel</b> – Meeting held on Wednesday 6<sup>th</sup> September 2023 at 7.00pm. To consider <b>recommendation</b> regarding the distribution of Hedgehog Highways.</li> <li>iii. <b>Council Structure Review Advisory Panel</b> – Meeting held on Monday 11<sup>th</sup> September 2023 at 8.00pm. To receive an update on initial proposals for new committee structure.</li> <li>iv. <b>Executive Advisory Panel</b> – Meeting held on Tuesday 5<sup>th</sup> September 2023 at 7.00pm. To consider <b>recommendations</b> regarding project and workload priorities.</li> <li>v. <b>Parish Map and Signage Advisory Panel</b> – No meeting held but to receive update on grant funding and to consider <b>recommendation</b> on applying for grant funding from the Willson Grant and any possible planning permission related requirements.</li> <li>vi. <b>Persimmon Land Transfer Advisory Panel</b> – Meetings held on Monday 21<sup>st</sup> August 2023 at 4.00pm, Monday 4<sup>th</sup> September 2023 at 4.00pm and Monday 18<sup>th</sup> September 2023 at 4.00pm. To receive an update on the progress of this project and to consider <b>recommendation</b> regarding an application to register as the owner of title ST258910.</li> </ol> <p>C. To note the scheduled forthcoming meetings for the following Advisory Panels:</p> <ol style="list-style-type: none"> <li>i. <b>Civic Events Advisory Panel</b> – Monday 23<sup>rd</sup> October 2023 at 7.00pm.</li> <li>ii. <b>Clerk Liaison Panel</b> – Thursday 5<sup>th</sup> October 2023 at 5.30pm.</li> <li>iii. <b>Council Structure Review Advisory Panel</b> – Monday 23<sup>rd</sup> October 2023 at 8.00pm.</li> <li>iv. <b>Executive Advisory Panel</b> – Tuesday 3<sup>rd</sup> October 2023 at 7.00pm.</li> <li>v. <b>Persimmon Land Transfer Advisory Panel</b> – Monday 2<sup>nd</sup> October 2023 at 4.00pm.</li> </ol>	<p><b>20 min</b> 8.10pm</p>
<p><b>C063 – 26/09/2023</b>                      <b>Correspondence, Complaints &amp; Issues</b></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"> <li>➤ Residents’ highway proposals to improve matters for pedestrians along Firgrove Lane.</li> <li>➤ Residents’ concerns regarding environmental issues relating to a property on Bath Road.</li> <li>➤ Formal complaint regarding noise and waste at the cemetery.</li> <li>➤ Complaint regarding overgrown and untended floral beds at the Garden of Remembrance at the cemetery.</li> <li>➤ Residents’ request for support on obtaining road markings on Braysdown Lane.</li> <li>➤ Update from Vistry Group plc regarding the recent presentation on their proposals for land south-west of Peasedown St John as part of the B&amp;NES Council Call for Sites under the new Local Plan.</li> <li>➤ To determine voting rights and attendance at the ALCA AGM scheduled to be held on Saturday 7<sup>th</sup> October 2023 at 10.30am via Zoom.</li> </ul>	<p><b>20 min</b> 8.30pm</p>
<p><b>C064 – 26/09/2023</b>                      <b>Future Agenda Items &amp; Cllr Questions</b></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><b>2 min</b> 8.32pm</p>

<b>C065 – 26/09/2023</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.		8.33pm
<b>C066 – 26/09/2023</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 21 <sup>st</sup> November 2023 at 7pm at Beacon Hall.		8.34pm