



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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15th November 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 21st November 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).

C067 – 21/11/2023	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.		7.11pm
C068 – 21/11/2023	Attendance and Apologies for Absence	2 min
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>C069 – 21/11/2023 Minutes</p> <p>i. To resolve to approve the minutes of the Full Council meeting held on 27th June 2023.</p> <p>ii. To resolve to approve the minutes of the Full Council meeting held on 8th August 2023.</p> <p>iii. To resolve to approve the minutes of the Full Council meeting held on 26th September 2023.</p> <p>iv. To sign the above listed minutes.</p>	<p>3 min 7.16pm</p>
<p>C070 – 21/11/2023 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 7.18pm</p>
<p>C071 – 21/11/2023 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>To pass a resolution that in accordance with Standing Order 10a.xv, Standing Order 7a and 7b (six-month rule) is temporarily suspended, to allow the following items to be discussed:</p> <p>Cemetery Committee – Meeting held on Tuesday 17th October 2023 at 7.00pm.</p> <ul style="list-style-type: none"> ➤ To consider recommendation on awarding a contract to replace and extend the pathways within the Garden of Remembrance. <p>To pass a resolution to reinstate Standing Order 7a and 7b (six-month rule).</p> <p>Finance & Amenities Committee Advisory Panel – Meeting held on Tuesday 10th October 2023 at 7.00pm.</p> <p>Finance & Amenities Committee Advisory Panel – Meeting held on Tuesday 24th October 2023 at 7.00pm.</p> <ul style="list-style-type: none"> ➤ To consider recommendation to adopt the draft new Reserves and Investments Policy. ➤ To consider recommendation to employ JM Tree Services to create additional accessible allotment plots and to block-up the second gateway at Braysdown Allotments, using £4,000 from ear marked reserves and the remainder from Infrequent Operational Expenditure. ➤ To consider recommendation for a communications system for Beacon Hall to enable people to hear and communicate better at meetings, up to a value of £5,000. ➤ To receive update on preparations for the Christmas Tea Party for older residents. ➤ To consider recommendation regarding the remaining budget for the Parish Council’s Community Grant scheme and associated requests. ➤ To receive update and consider funding for Youth Work Provision in Peasedown St John. To include review of reports provided by Peasedown Youth Partnership. <p>Planning Committee – Meetings held on Tuesday 3rd October 2023 at 8.00pm and Tuesday 7th November 2023 at 8.00pm.</p> <ul style="list-style-type: none"> ➤ To receive update regarding planning applications and the Parish Highway Strategy Review project. <p>Personnel Committee Advisory Panel – Meeting held on Monday 23rd October 2023 at 7.00pm.</p> <p>Personnel Committee – Meeting held on Monday 23rd October 2023 at 8.30pm.</p> <p>Personnel Sub-Committee – Meetings held on Tuesday 7th November 2023 at 7.00pm and Wednesday 15th November 2023 at 7.00pm.</p> <ul style="list-style-type: none"> ➤ To receive update regarding the appointment of a new Grounds and Maintenance Manager. 	<p>30 min 7.48pm</p>

<p>➤ To receive an update regarding personnel related policies and to make decisions regarding the superseding of previous policies, now covered by the Employee Handbook and to consider the draft new volunteer policy for adoption.</p> <p>To note the forthcoming Standing Committee meetings:</p> <p>➤ Cemetery Committee – Meeting scheduled to be held on 30th January 2024.</p> <p>➤ Finance & Amenities Committee – Meeting scheduled to be held on 16th January 2024.</p> <p>➤ Finance & Amenities Committee Advisory Panel – Meeting scheduled to be held on 12th December 2023 [Budget Planning – all councillors are invited to attend].</p> <p>➤ Personnel Committee – Meeting scheduled to be held on 28th November 2023.</p> <p>➤ Planning Committee – Meeting scheduled to be held on 5th December 2023 and 9th January 2024.</p>	
<p>C072 – 21/11/2023 Financial Matters & Schedule of Payments</p> <p>In accordance with the Financial Regulations:</p> <p>i. To review and resolve to approve the schedule of payments and ratify those already made in relation to the accounts for the year ending 31st March 2024.</p> <p>ii. To receive an update on the income and expenditure against the budget for the second quarter of the 2023/24 financial year, in accordance with Standing Order 17c.</p> <p>iii. To receive update on the telephone and broadband contracts; to ratify the proposals to extend and amend the contract with British Telecom and associated change to direct debit payments.</p> <p>iv. 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>v. To receive an update on the External Audit and submission of the AGAR for 2022-23.</p>	<p>5 min 7.53pm</p>
<p>C073 – 21/11/2023 Projects for 2024/25 Financial Year and Beyond</p> <p>To receive an update on the project proposals as submitted by councillors to be undertaken during the 2024/25 financial year and beyond. To receive any initial presentations that have been prepared to enable any further amendments prior to the Budget Setting meetings. To include:</p> <p>➤ Wildlife pond at Ecewiche Green – Cllr Howard Hartley supported by the C&E Advisory Panel.</p> <p>➤ Improvements to Public Open Space to include provision of shade, composting toilets, widening of pathways, improvements to Recreation Ground parking area – Cllr Kathy Thomas supported by the C&E Advisory Panel.</p>	<p>15 min 8.08pm</p>
<p>C074 – 21/11/2023 Advisory Panel Updates</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> <p>i. Civic Events Advisory Panel – Meeting held on Monday 6th November 2023 at 7.00pm and Thursday 16th November 2023 at 5.30pm. To receive and review feedback on events and activities for Remembrance 2023.</p> <p>ii. Climate & Environment Advisory Panel – Meeting held on Wednesday 1st November 2023 at 7.00pm. To receive an update of works undertaken to date and to consider recommendation that the Parish Council apply for a grant as part of the UK Shared Prosperity Fund launched via West of England Mayoral Combined Authority to be spent on installing solar panels, insulation and remote heating controls at Beacon Hall. To receive an update on Trees for Climate Hedgerow Planting and to consider proposals for possible locations on Parish Council owned or maintained land.</p> <p>iii. Clerk Liaison Panel – Meetings held on Thursday 5th October 2023 at 5.30pm and Thursday 2nd November 2023 at 5.30pm. To receive an update on Clerk’s workload and any associated issues.</p>	<p>20 min 8.38pm</p>

<p>iv. Council Structure Review Advisory Panel – Meeting held on Monday 30th October 2023 at 8.00pm. To receive an update on continued planning for new committee structure.</p> <p>v. Executive Advisory Panel – Meeting held on Tuesday 3rd October 2023 at 7.00pm (the meeting scheduled for November was cancelled to Personnel Committee meeting). To consider recommendations regarding project and workload priorities.</p> <p>vi. Parish Map and Signage Advisory Panel – No meeting held but to receive update on progress of the project, associated planning application, grant funding and to consider recommendations in relation to working with the ‘Active Way’ programme and membership of the Advisory Panel.</p> <p>vii. Persimmon Land Transfer Advisory Panel – Meetings held on Monday 9th October 2023 at 4.00pm, Monday 23rd October 2023 at 4.00pm and Monday 30th October 2023 at 4.00pm. To receive an update on the progress of this project and to make any associated decisions.</p> <p>C. To note the scheduled forthcoming meetings for the following Advisory Panels:</p> <p>i. Clerk Liaison Panel – Thursday 7th December 2023 at 5.30pm.</p> <p>ii. Climate & Environment Advisory Panel – Wednesday 6th December 2023 at 7.00pm.</p> <p>iii. Council Structure Review Advisory Panel – Monday 27th November 2023 at 8.00pm.</p> <p>iv. Executive Advisory Panel – Tuesday 5th December 2023 at 7.00pm.</p>	
<p>C075 – 21/11/2023 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 and make any associated decisions regarding the review of polling districts and polling places 2023. ➤ Update and make any associated decision on the Local Council Tax Support Scheme proposed changes. ➤ Update and make any associated decisions regarding the installation of a metal miner figure within the village as funded by the Somerset Miners Welfare Trust. 	<p>10 min 8.48pm</p>
<p>C076 – 21/11/2023 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 8.50pm</p>
<p>C077 – 21/11/2023 Date and Time of Next Meeting</p> <p>The next meeting of the Full Council is scheduled to be held on Tuesday 23rd January 2024 at 7pm at Beacon Hall.</p>	<p>1 min 8.51pm</p>