



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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17th April 2024

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 23rd April 2024 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).

C126 – 23/04/2024	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
C127 – 23/04/2024	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>C128 – 23/04/2024 Minutes</p> <p>i. To resolve to approve the minutes of the Full Council Extraordinary meeting held on 2nd April 2024.</p> <p>ii. To resolve to approve the minutes of the Cemetery Committee meeting held on 16th April 2024.</p> <p>iii. To sign the above listed minutes.</p>	<p>3 min 7.16pm</p>
<p>C129 – 23/04/2024 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>C130 – 23/04/2024 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 Tuesday 16th April 2024 at 7.00pm.</p> <ul style="list-style-type: none"> ➤ To receive updates on the completion of the replacement and extension to the pathways at the Garden of Remembrance, topple testing, works undertaken by the volunteer group. <p>Finance & Amenities Committee Advisory Panel – Meeting held on 12th March 2024.</p> <ul style="list-style-type: none"> ➤ To receive an update regarding internal and external audits (including privacy notices and publication schemes), community grant scheme, football facilities. <p>Planning Committee – Meetings held on Tuesday 5th March 2024 at 8.00pm and Tuesday 9th April 2024 at 8.00pm.</p> <ul style="list-style-type: none"> ➤ To receive an update regarding planning applications (including that for 1 Bath Road) and the submission of comments for the Local Plan Options document consultation. <p>Personnel Committee – Meetings held on Friday 8th March 2024 at 10.20am, Tuesday 2nd April 2024 at 6.00pm and Wednesday 10th April 2024 at 6.00pm.</p> <ul style="list-style-type: none"> ➤ To consider adoption of the draft Volunteer Policy for the Parish Council. ➤ To receive an update on a formal complaint and associated action. ➤ To receive an update on the recruitment of a Responsible Finance Officer. <p>To note the forthcoming Standing Committee meetings:</p> <ul style="list-style-type: none"> ➤ Finance & Amenities Committee – Meeting scheduled to be held on 30th April 2024. ➤ Planning Committee – Meeting scheduled to be held on 7th May 2024. 	<p>10 min 7.28pm</p>
<p>C131 – 23/04/2024 Policies and Documents</p> <p>To receive updates on amendments and review the final drafts of the following documents in readiness for adoption at the Annual Meeting of the Full Council in May 2024:</p> <ul style="list-style-type: none"> ➤ Financial Regulations. ➤ Standing Orders. ➤ Terms of Reference and Delegations for proposed new Standing Committee Structure. 	<p>10 min 7.38pm</p>
<p>C132 – 23/04/2024 Parish Council Meetings and Events Calendar</p> <p>To receive an update on the proposed summonsed Parish Council meetings and events calendar for the 2024-25 council year in readiness for the adoption at the Annual Meeting in May.</p>	<p>4 min 7.42pm</p>
<p>C133 – 23/04/2024 Annual Parish Council Meeting</p> <p>To receive update on the preparations for the Annual Meeting of the Parish Council due to be held on Tuesday 21st May 2024. To include review of the ‘Expression of Interest’ form to aid with streamlining the meeting.</p>	<p>5 min 7.47pm</p>
<p>C134 – 23/04/2024 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>5 min 7.52pm</p>

<ul style="list-style-type: none"> ii. 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 2025. 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 and the 2024-25 council years. iv. To consider any funds to be carried forward from the 2023/24 financial year to the 2024/25 financial year. v. To receive update on progress of the re-designed Asset Register and consider potential future use of Civicly App. 	
The meeting will be adjourned for a 10-minute comfort break.	
<p>C135 – 23/04/2024 Project Proposals</p> <p>To review the list of potential projects councillors previously indicated their support for. To receive updates on project proposals, to consider funding options for ear marked reserve allocations and to determine if any of the following projects should be taken forward:</p> <p>Wildlife Pond</p> <p>To receive a presentation from Cllr Howard Hartley on the suggested wildlife pond project at Ecewiche Green.</p> <p>Mature Trees on Beacon Field</p> <p>To receive a presentation from Cllr Kathy Thomas on the suggested project for mature trees to be planted on Beacon Field to provide shade and enhance the environment.</p> <p>Solar Panels and Insulation at Beacon Hall</p> <p>To receive a presentation from Cllr Howard Hartley (on behalf of Cllr Gill Auld) regarding the successful grant application to WECA to retrofit Beacon Hall for energy efficiency with the installation of solar panels on the roof and additional insulation. To consider quotations already obtained for these works and update on the various permissions required.</p>	<p>40 min 8.42pm</p>
<p>C136 – 23/04/2024 Annual Village Meeting</p> <p>To review any feedback from the Annual Village Meeting held on Tuesday 26th March 2024 and to review the draft minutes of this meeting in readiness for their ratification at the 2025 meeting.</p>	<p>5 min 8.47pm</p>
<p>C137 – 23/04/2024 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> <ul style="list-style-type: none"> i. Civic Events Advisory Panel – No meeting held but to consider Beacon lighting event to be held on Thursday 6th June 2024. ii. Climate & Environment Advisory Panel – Meeting held on Tuesday 16th April 2024 at 8.00pm. To receive updates on environment related projects (see agenda item C135 – 23/04/2024). To also consider whether to submit or delegate any response to the WECA Local Nature Recovery Toolkit consultation. iii. Executive Advisory Panel – Meetings held on Tuesday 5th March 2024 and Tuesday 9th April 2024 at 7.00pm. To consider recommendations regarding project and workload priorities. iv. Parish Map and Signage Advisory Panel – No meeting held but to receive an update on progress of the project and associated planning application. v. Persimmon Land Transfer Advisory Panel – Meeting held on Monday 18th March 2024 at 4.30pm. To receive update on progress of land transfer and works to the various sites being undertaken in preparation for the imminent transfer and future maintenance. <p>C. To note the scheduled forthcoming meetings for the following Advisory Panels:</p>	<p>10 min 8.57pm</p>

i. Executive Advisory Panel – Tuesday 7th May 2024 at 7.00pm.		
C138 – 23/04/2024	Correspondence, Complaints & Issues 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: ➤ A request from Shoscombe Parish Council for funding towards replacement cast iron finger post signage. ➤ Fly tipping at Ecewiche Green. ➤ Broken gate on Public Right of Way. ➤ Issues with the gate at the dog enclosure on Beacon Field. ➤ Braysdown bus lane and associated safety issues. ➤ Official portrait of HM The King. ➤ Query regarding trees along the back of Beacon Hall and impact on residents of Naishes Avenue. To note associated tree survey works due 2024. ➤ Updates on activities and annual assembly for the PSJ Mini Police.	10 min 9.07pm
C139 – 23/04/2024	Future Agenda Items & Cllr Questions Opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda.	2 min 9.09pm
C140 – 23/04/2024	Date and Time of Next Meeting The next meeting of the Full Council is the Annual Meeting and is scheduled to be held on Tuesday 21 st May 2024 at 7pm at Beacon Hall.	1 min 9.10pm