



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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15th May 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 **Annual Full Council** meeting of Peasedown St John Parish Council at **Beacon Hall** on **Tuesday 21st May 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).

C001 – 21/05/2024	Election of Chair and Vice-Chair	3 min
To elect a Chair of the Council for 2024-25 and to sign the Declaration of Acceptance of Office. To elect a Vice-Chair of the Council for 2024-25 and to sign the Declaration of Acceptance of Office.		7.13pm
C002 – 21/05/2024	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.		7.14pm

<p>C003 – 21/05/2024 Attendance and Apologies for Absence 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.</p>	<p>2 min 7.16pm</p>
<p>C004 – 21/05/2024 Minutes</p> <ul style="list-style-type: none"> i. To resolve to approve the minutes of the Full Council meeting held on 23rd April 2024. ii. To resolve to approve the minutes of the Cemetery Committee meeting held on 16th April 2024. iii. To resolve to approve the minutes of the Finance & Amenities Committee meeting held on 30th April 2024. iv. To resolve to approve the minutes of the Personnel Committee meeting held on 23rd October 2023. v. To resolve to approve the minutes of the Personnel Committee meeting held on 20th February 2024. vi. To resolve to approve the minutes of the Personnel Sub-Committee meeting held on 8th March 2024. vii. To resolve to approve the minutes of the Personnel Sub-Committee meeting held on 2nd April 2024. viii. To resolve to approve the minutes of the Personnel Sub-Committee meeting held on 10th April 2024. ix. To resolve to approve the minutes of the Planning Committee meeting held on 6th February 2024. x. To resolve to approve the minutes of the Planning Committee meeting held on 7th May 2024. xi. To sign the above listed minutes. 	<p>5 min 7.21pm</p>
<p>C005 – 21/05/2024 Items for Urgent Report 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 7.23pm</p>
<p>C006 – 21/05/2024 Standing Orders & Financial Regulations</p> <ul style="list-style-type: none"> i. To resolve that Councillors agree to receive summonses by email for the council year 2024-25 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. 	<p>6 min 7.29pm</p>
<p>C007 – 21/05/2024 Council Committees & Delegations</p> <ul style="list-style-type: none"> 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. 	<p>30 min 7.59pm</p>
<p>C008 – 21/05/2024 Outside Bodies To review and adopt/approve the representatives with external bodies and the arrangements for reporting back.</p>	<p>5 min 8.04pm</p>
<p>C009 – 21/05/2024 Local Authority Agency Agreements 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:</p> <ul style="list-style-type: none"> 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. 	<p>2 min 8.06pm</p>
<p>C010 – 21/05/2024 Subscriptions and Memberships To review and adopt the Council's and/or employees' memberships to other bodies.</p>	<p>2 min 8.08pm</p>
<p>C011 – 21/05/2024 Calendar of Meetings for the 2024-25 Council Year To resolve to adopt the proposed calendar of scheduled ordinary meetings for the 2024-25 council year. To include proposed dates for regular Civic Events and some Advisory Panel meetings.</p>	<p>2 min 8.10pm</p>
<p>C012 – 21/05/2024 Assets & Insurance</p> <ul style="list-style-type: none"> i. To resolve to approve the disposal of any end-of-life assets, in accordance with Financial Regulations. 	<p>5 min 8.15pm</p>

<p>ii. To resolve to review and adopt the inventory of land and assets including buildings and office equipment.</p> <p>iii. To confirm the arrangements for insurance cover in respect of all insured risks.</p>	
<p>C013 – 21/05/2024 Risk Register</p> <p>To resolve to review and adopt the updated Risk Register document and any associated information.</p> <p>To review and agree the plans for future reviews of the Risk Register.</p>	<p>2 min 8.17pm</p>
<p>C014 – 21/05/2024 Policies & Strategic Documentation</p> <p>To resolve to affirm the Council’s policies in place as detailed in the Council’s Policy and Strategic Document Register (to include approval of updated/amended policy documents: Acceptable Usage Policy and Staff Appraisal Policy & Document).</p>	<p>8 min 8.25pm</p>
<p>C015 – 21/05/2024 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>Finance & Amenities Committee – Meeting held on 30th April 2024.</p> <ul style="list-style-type: none"> ➤ To consider recommendation for adoption of the draft revised Acceptable Usage Policy. ➤ To receive an update regarding internal and external audits (including privacy notices and publication schemes). ➤ To receive an update on the Football Club Liaison Advisory Panel meeting held on Tuesday 14th May 2024 at 7.30pm. To include consideration of recommendations regarding payment of the painting of the rail around the football pitch and for repairs and improvements to the spectator stand. <p>Planning Committee – Meeting held on Tuesday 7th May 2024 at 8.00pm.</p> <ul style="list-style-type: none"> ➤ To receive an update regarding planning applications and decisions (including that for 1 Bath Road). 	<p>5 min 8.30pm</p>
<p>C016 – 21/05/2024 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 2024. iv. To review of the Council’s expenditure incurred under S106 and CIL for the accounts for year ending 31st March 2024. 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 and ratify any carry forwards to Committed Expenditure or accruals from the 2023-24 to the 2024-25 financial year. vii. 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 2025. viii. To review the report on General and Ear Marked Reserves and Committed Expenditure. 	<p>8 min 8.38pm</p>
<p>C017 – 21/05/2024 Appointment of External Auditor</p> <p>To formally acknowledge the appointment of BDO LLP as the Parish Council’s External Auditor and to consider any conflict of interests this may arise with councillors.</p>	<p>2 min 8.40pm</p>
<p>The meeting will be adjourned for a 10-minute comfort break.</p>	
<p>C018 – 21/05/2024 Order of Known Business</p> <p>To note the report on progress and the expenditure in relation to the Order of Known Business for the 2023-24 council year and acknowledge what has been carried forward to the 2024-25 council year and any new projects in the pipeline with associated reserves.</p>	<p>2 min 8.52pm</p>

<p>C019 – 23/04/2024 Project Proposals</p> <p>To receive a progress update on the projects (potential and agreed) as discussed at the last meeting. To include:</p> <ul style="list-style-type: none"> ➤ Wildlife Pond at Ecewiche Green ➤ Mature Trees on Beacon Field ➤ Solar Panels and Insulation at Beacon Hall 	<p>6 min 8.58pm</p>
<p>C020 – 21/05/2024 Advisory Panel Updates</p> <p>A. To receive the schedule of appointed Advisory Panels and to resolve to disband or reaffirm any appointed by Full Council or previous Standing Committees and any associated officer delegations.</p> <p>B. To note the summary report of Advisory Panel meetings held in the last Council year along with attendance numbers.</p> <p>C. 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"> i. Civic Events Advisory Panel – No meeting held but to consider proposals for Beacon lighting event to be held on Thursday 6th June 2024. ii. Climate & Environment Advisory Panel – Meeting held on Monday 13th May 2024 at 7.00pm. To receive updates on environment related projects (see agenda item C135 – 23/04/2024) and to ratify the Council’s involvement in Avon Wildlife Trust Festival of Nature 2024 Community Day on 9th June 2024. iii. Executive Advisory Panel – Meeting held on Tuesday 7th May 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 – No meeting held but to receive an update on progress of land transfer and works to the various sites being undertaken in preparation for the imminent transfer and future maintenance. <p>D. To note the scheduled forthcoming meetings for the following Advisory Panels:</p> <ol style="list-style-type: none"> i. Climate & Environment Advisory Panel – Meeting date early June to be determined. 	<p>10 min 9.08pm</p>
<p>C021 – 21/05/2024 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 on the items raised at the last meeting, including formal approval of councillor attendance at the Mini Policy Assembly in June 2024. ➤ Update on a complaint received regarding the mowing at Ashgrove Cemetery. ➤ Update on recent shed break ins at Braysdown Allotments. ➤ Update on summer bedding planting. ➤ Update on the crack in the pathway surface at the Jubilee Garden. ➤ Update on complaint regarding overgrown vegetation at the entrance to Beacon Field. 	<p>10 min 9.18pm</p>
<p>C022 – 21/05/2024 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 9.20pm</p>
<p>C023 – 21/05/2024 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 9.22pm</p>
<p>C024 – 21/05/2024 Date and Time of Next Meeting</p> <p>The next meeting of the Full Council is scheduled to be held on Tuesday 25th June 2024 at 7pm at the Beacon Hall (subject to the calendar of meetings being approved under agenda item C011 - 21/05/2024).</p>	<p>1 min 9.23pm</p>