



## PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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18<sup>th</sup> September 2024

### To Councillors:

Gill Auld; Fiona Carr; Mandy Clarke; Richard Clarke; Jo Davis; Audrey Gillard-Sprake; 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 24<sup>th</sup> September 2024 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West  
Parish Clerk

## 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).

There will also be a 10-minute presentation on **Community Catalysts** a national social enterprise for improving care and home support for vulnerable people in the parish as supported by B&NES Council.

**C056 – 24/09/2024**

**Attendance Roll Call and Declarations of Interest**

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.

**1 min**

**7.21pm**

<p><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></p>	
<p><b>C057 – 24/09/2024 Attendance and Apologies for Absence</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.</p>	<p><b>2 min</b> 7.23pm</p>
<p><b>C058 – 24/09/2024 Minutes</b> i. To <b>resolve</b> to approve the minutes of the <b>Full Council</b> meeting held on 25<sup>th</sup> June 2024. ii. To <b>resolve</b> to approve the minutes of the <b>Full Council</b> meeting held on 13<sup>th</sup> August 2024. iii. To <b>resolve</b> to approve the minutes of the <b>Staffing Committee</b> meeting held on 4<sup>th</sup> June 2024. iv. To <b>resolve</b> to approve the minutes of the <b>Staffing Committee</b> meeting held on 20<sup>th</sup> June 2024. v. To sign the above listed minutes.</p>	<p><b>4 min</b> 7.27pm</p>
<p><b>C059 – 24/09/2024 Items for Urgent Report</b> 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> 7.29pm</p>
<p><b>C060 – 24/09/2024 Casual Vacancy</b> To receive an update on the current Casual Vacancy and to make any associated decisions regarding candidate interviews and the process for co-option.</p>	<p><b>4 min</b> 7.33pm</p>
<p><b>C061 – 24/09/2024 Council Committee Updates</b> 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>Amenities &amp; Facilities Committee</b> – Meeting held on 17<sup>th</sup> September 2024.</p> <ul style="list-style-type: none"> <li>➤ To receive an <b>update</b> regarding hedge works at the cemetery; play area surface repairs and plans for review of the tarmac pathways on Beacon Field; hedge-laying and boundary fence/hedge issues at Ecewiche Green; floral displays (bulb planting).</li> <li>➤ To consider <b>recommendation</b> to approve that £15,000 is allocated as an ear marked reserve with a view to replacing some or all of the floors in the kitchen, bar, foyer, downstairs office, and the upstairs office at Beacon Hall.</li> <li>➤ To <b>appoint</b> a member to this Standing Committee following recent resignations.</li> </ul> <p><b>Planning Committee</b> – Advisory Panel Meetings held on Wednesday 11<sup>th</sup> September 2024 and Friday 20<sup>th</sup> September 2024.</p> <ul style="list-style-type: none"> <li>➤ To receive an <b>update</b> on surveys of potential development sites relating to the Local Plan and obtain feedback from councillors on the matter.</li> </ul> <p><b>Staffing Committee</b> – Meeting held on Tuesday 3<sup>rd</sup> September 2024.</p> <ul style="list-style-type: none"> <li>➤ To receive an <b>update</b> regarding staff retention and recruitment, following the appointment of a new Responsible Finance Officer.</li> </ul> <p>To note the forthcoming Standing Committee meetings:</p> <ul style="list-style-type: none"> <li>➤ <b>Amenities &amp; Facilities Committee</b> – Meeting scheduled to be held on 19<sup>th</sup> November 2024.</li> <li>➤ <b>Finance &amp; Governance Committee</b> – Meeting scheduled to be held on 15<sup>th</sup> October 2024.</li> <li>➤ <b>Planning Committee</b> – Meeting scheduled to be held on 1<sup>st</sup> October 2024.</li> <li>➤ <b>Staffing Committee</b> – Meeting scheduled to be held on 3<sup>rd</sup> December 2024.</li> </ul>	<p><b>15 min</b> 7.48pm</p>
<p><b>C062 – 24/09/2024 Financial Matters &amp; Schedule of Payments</b> In accordance with the Financial Regulations: 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 2025.</p>	<p><b>6 min</b> 7.54pm</p>

<ul style="list-style-type: none"> <li>ii. To review the report on General and Ear Marked Reserves and Committed Expenditure as part of the Order of Known Business for the 2024-25 council year.</li> <li>iii. 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 (as recommended by the Amenities &amp; Facilities Committee).</li> <li>iv. To receive an update on the External Audit and submission of the AGAR for 2023-24.</li> </ul>	
<p><b>C063 – 24/09/2024 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 2024-25 [the third year of a three-year agreement]. To pass a resolution to pay the associated invoice.</p>	<p><b>6 min</b> 8.00pm</p>
<p><b>The meeting will be adjourned for a 10-minute comfort break.</b></p>	
<p><b>C064 – 24/09/2024 Project Proposals</b></p> <p>To receive a progress update on the projects (potential and agreed) and make any associated decisions. To include:</p> <ul style="list-style-type: none"> <li>➤ <b>Wildlife Pond at Ecewiche Green</b> – Update with particular reference to the biodiversity net gain survey and calculation report for the required planning application.</li> <li>➤ <b>Mature Trees on Beacon Field</b> – Update on proposal options for mature trees including any reports and input from Avon Wildlife Trust and Trees for Climate.</li> <li>➤ <b>Solar Panels and Insulation at Beacon Hall</b> – Update on the cork spray insulation works at Beacon Hall scheduled for October. Update on the requirements from B&amp;NES Council for the issuing of a license for the solar panel works, to include a decision on the appointment of a structural surveyor to provide a load bearing calculation of the roof.</li> <li>➤ <b>New War Memorial to be located at the Recreation Ground</b> – Update following Advisory Panel meeting held on 5<sup>th</sup> September 2024 regarding suggested proposals for a new war memorial for the village and how this project may be taken forward.</li> <li>➤ <b>Strategic Plan</b> – to consider the proposals and make any associated decisions for moving forward with a strategic plan for the Parish Council.</li> </ul> <p>To review the list of other potential projects councillors previously indicated their support for and to receive any associated updates.</p>	<p><b>20 min</b> 8.30pm</p>
<p><b>C065 – 24/09/2024 Advisory Panel Updates</b></p> <ul style="list-style-type: none"> <li>A. To consider any new members to be appointed to the existing Advisory Panels.</li> <li>B. To note the summary report of Advisory Panel meetings held in the last Council year along with attendance numbers.</li> <li>C. To note the reports from the following Advisory Panels - any recommendations or motions raised requiring resolution are specified below: <ul style="list-style-type: none"> <li>i. <b>Football Club Liaison Advisory Panel</b> – No meeting held but to receive an update on the works to the spectator stand and planning permission for the new sign; the signing of the User Agreements; issuing of keys and any maintenance works.</li> <li>ii. <b>Parish Map &amp; Signage Advisory Panel</b> – Meeting held on 22<sup>nd</sup> August 2024. To receive a progress update on this project and make any associated decisions.</li> <li>iii. <b>Persimmon Land Transfer Advisory Panel</b> – No meeting held but to receive an update on progress and make any associated decisions on the land transfer and associated works.</li> <li>iv. <b>Seasonal Events Advisory Panel</b> – Meeting date to be confirmed, however, updates on Remembrance events and consider of filming preparation for the 2025 Annual Village Meeting.</li> </ul> </li> </ul>	<p><b>10 min</b> 8.40pm</p>

<p>D. To note the scheduled forthcoming meetings for the following Advisory Panels:</p> <ul style="list-style-type: none"> <li>i. <b>Parish Map and Signage Advisory Panel</b> – Thursday 26<sup>th</sup> September 2024 at 7.00pm.</li> <li>ii. <b>Seasonal Events Advisory Panel</b> – Date to be confirmed.</li> <li>iii. <b>Climate &amp; Environment Advisory Panel</b> – Date to be confirmed.</li> </ul>	
<p><b>C066 – 24/09/2024</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>➤ Update on the items raised at the last meeting.</li> <li>➤ To consider a request for feedback from the Parish Council with regards to the establishment of a Carnival Club in the village.</li> <li>➤ Reports on overgrown hedges, vegetation and trees at various locations in the parish.</li> <li>➤ To determine voting rights and attendance at the ALCA AGM scheduled to be held on Saturday 5th October 2024 at 10.30am via Zoom.</li> </ul>	<p><b>10 min</b> 8.50pm</p>
<p><b>C067 – 24/09/2024</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> 8.52pm</p>
<p><b>C068 – 24/09/2024</b>                      <b>Date and Time of Next Meeting</b></p> <p>The next meeting of the Full Council is scheduled to be held on Tuesday 26<sup>th</sup> November 2024 at 7pm at the Beacon Hall.</p>	<p><b>1 min</b> 8.53pm</p>