



## PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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1st April 2025

### To Councillors:

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 8<sup>th</sup> April 2025 at 7.00pm** for the purpose of transacting the business detailed below.

Joy Luxford  
Responsible Finance Officer

## 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>C117 – 08/04/2025</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>		7.01pm
<b>C118 – 08/04/2025</b>	<b>Attendance and Apologies for Absence</b>	<b>2 min</b>
To note the update on councillor meeting attendance throughout the 2024-25 Council year. To receive and note any apologies for absence for this meeting.		7.03pm
<b>C119 – 08/04/2025</b>	<b>Minutes</b>	<b>4 min</b>
i. To <b>resolve</b> to approve minutes of the <b>Full Council</b> meeting held on 25 <sup>th</sup> February 2025. ii. To sign the above listed minutes.		7.07pm

<p><b>C120 – 08/04/2025</b>                      <b>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>3min</b> 7.10pm</p>
<p><b>C121 – 08/04/2025</b>                      <b>War Memorial</b>  To consider the updates provided on the progress with the War Memorial during the <b>Charity Trustee for the Peasedown St John Recreation and Children’s Playground Charities</b> meeting held on 8<sup>th</sup> April 2025 at 6:30pm and to make a decision on the location of the proposed memorial.</p>	<p><b>5 min</b> 7:15pm</p>
<p><b>C122 – 08/04/2025</b>                      <b>Adoption of two Defibrillators and Installation of Defibrillators/Bleedkit in Carlingcott</b>  To consider the updated information and request from  (1) B&amp;NES that Peasedown St John Parish Council consider adopting two defibrillators to ensure their ongoing availability and maintenance:  • The Red Post Inn, Bath Down, Peasedown St John, Somerset, BA2 8JH  • Peasedown St John Old Community Library, 33a St John’s Close, Peasedown St John, Somerset, BA2 8JG.  (2) the public of installing a defibrillator and bleedkit in Carlingcott.</p>	<p><b>5 min</b> 7:20pm</p>
<p><b>C123 – 08/04/2025</b>                      <b>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>5 min</b> 7.25pm</p>
<p><b>C124 – 08/04/2025</b>                      <b>Parish Council Meetings and Events Calendar</b>  To receive update on the proposed summonsed Parish Council meetings and events calendar for the 2025-26 council year in readiness for the adoption at the Annual Meeting in May.</p>	<p><b>1 min</b> 7.26pm</p>
<p><b>C125 – 08/04/2025</b>                      <b>CIL Updates</b>  To note the 1 x £1,090.51 CIL funding and 1 x £84.44 received from B&amp;NES to Peasedown Parish Council in respect of application 23/04380/FUL 1 Bath Road, Peasedown.   To note the 1 x £3,915.00 CIL funding received from B&amp;NES to Peasedown Parish Council in respect of application 16/00124/FUL 15 Greenlands Road, Peasedown.   To resolve to publish on the PSJ Parish Council Website the receipt of the CIL money and to confirm that the C.I.L. levy will be used in line with the stated conditions.   To resolve to move the CIL Funding into an EMR until such a time as Full Council can determine how it shall be used.</p>	<p><b>4 min</b> 7.30pm</p>
<p><b>C126 – 08/04/2025</b>                      <b>Council Committee Updates</b>  To receive updates and make 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:  <b>Amenities &amp; Facilities Committee</b> – Meeting held on 4<sup>th</sup> March 2025.  ➤ To note the <b>update from the committee as given below:</b></p> <ul style="list-style-type: none"> <li>○ It was resolved to investigate a replacement for the gas cooker with an electric model and to investigate the efficiency of the kitchen refrigerator delegated to Cllr Carr to report back to the committee.</li> <li>○ It was resolved that Cllr K Thomas would investigate taking down the redundant Beacon Hall web site.</li> <li>○ It was resolved to obtain quotations for replacing the paths on Beacon Field.</li> <li>○ It was resolved that the next allotment Inspection will be arranged by Debbie Parish in April 2025.</li> <li>○ It was resolved that the date of early summer meeting of allotment holders at Beacon Hall to include a plant swap will be agreed at the allotment Inspection.</li> <li>○ It was resolved that the tree survey being undertaken in March 2025 by Scott Watson of Wildwood and other issues regarding trees and hedges will be considered at an Advisory Panel meeting in April 2025 to recommend to Full Council a plan of work by council staff and/or outside contractors.</li> </ul> <p>➤ <b>To consider and resolve to adopt of the Eckweek Lane bridleway as per pre-reading email from B&amp;NES.</b></p> <p><b>Planning Committee</b> – Advisory Panel Meetings held on 11<sup>th</sup> March 2025.  ➤ To receive an <b>update and consider recommendations.</b></p>	<p><b>30 min</b> 8.00pm</p>

<p><b>Finance &amp; Governance Committee</b> - No meeting held since last update.</p> <p><b>Staffing Committee</b> – No meeting held since last update.</p> <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 20<sup>th</sup> May 2025.</li> <li>➤ <b>Finance &amp; Governance Committee</b> – Meeting scheduled to be held on 22<sup>nd</sup> April 2025.</li> <li>➤ <b>Planning Committee</b> – Meeting scheduled to be held on 13<sup>th</sup> May 2025.</li> <li>➤ <b>Staffing Committee</b> – Meeting scheduled to be held on 3<sup>rd</sup> June 2025.</li> </ul>	
<p><b>C127 – 08/04/2025 Financial Matters &amp; Schedule of Payments</b></p> <p>In accordance with the Financial Regulations:</p> <ol style="list-style-type: none"> <li>i. To review and <b>resolve 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.</b></li> <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. <b>To resolve to move £ 422.14 from Committed Expenditure back to General Funds as Staff Uniform (PC122 - 20/02/2024) was less than budgeted at only £777.86.</b></li> <li>iii. <b>To review and resolve to approve and pay the following</b> <ol style="list-style-type: none"> <li>a. B&amp;NES Non Domestic Rates for FY25/26 – Beacon Hall £4,041.90 (INV. 39107736. Budget £4,084), Cemetery £1,971.05 (INV. 37003470. Budget £2,024) and Supporters Club £nil (37002376)</li> <li>b. School Crossing Patrol for year to March 2025– £2,640.73+VAT (39264). Budget £4,300.</li> <li>c. ARC Mailing - Spring Newsletter £503.13 + VAT (INV. 34884). Newsletter / Advertising Budget £3,000 already used, so it will bring us over budget for FY24-25. The main reason for the overspend this year is additional advertising costs for recruitment.</li> <li>d. B&amp;NES mowing contract for FY2024-25 - £4,035.53 + VAT. Please note that the 2024-25 price was £4,656.38. Within budget of £6,1060 (which also includes hedge work not covered by B&amp;NES). <b>Also to authorize the RFO to sign the contract on behalf of PSJPC.</b></li> <li>e. JW Waste – Beacon Hall Skip replacement - £502.15 + VAT. Budget of £2,500 already used, so it will bring us over budget for FY24-25. Rubbish removal cost more than expected during the financial year.</li> <li>f. Avon Local Council Association subscription for FY25-26 - £1,167.23. A 7% increase on last year's fees, but within budget for FY25-26.</li> </ol> </li> </ol>	<p><b>5 min</b> 8.05pm</p>
<p><b>C128 – 08/04/2025 Appointment of External Auditor</b></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><b>1 min</b> 8.06pm</p>
<p><b>C129 – 08/04/2025 Policies and Documents</b></p> <p>To discuss if any updates or amendments are needed in the following documents in readiness for adoption at the Annual Meeting of the Full Council in May 2025:</p> <ul style="list-style-type: none"> <li>➤ Standing Orders.</li> <li>➤ Terms of Reference and Delegations for Standing Committee Structure.</li> <li>➤ Financial Regulations (already approved under C089 – 28/01/2025). Please note that Cllr Larcombe will propose a change in F&amp;G Committee on 22/04/2025 to resolve to update the Financial Regulations under section 5.16 to clarify that (1) budgets should not be exceeded for subsections within budget lines (as has been customary practice) and (2) that under delegated powers, a Committee can agree budget movements within a relevant subsection, without further approval needed.</li> </ul>	<p><b>9 min</b> 8.15pm</p>
<p><b>C130 – 08/04/2025 Youth Council</b></p> <p>To consider an update from Cllr Heathcote on the plans for a Youth Council.</p>	<p><b>10 min</b> 8.25pm</p>
<p><b>The meeting will be adjourned for a 10-minute comfort break.</b></p>	
<p><b>C131 – 08/04/2025 Tree and Hedge Policy</b></p> <p>To consider an update to the Tree and Hedge Policy, as proposed by Cllr Heathcote. The latest version from 2022 is included within pre-reading.</p>	<p><b>10 min</b> 8.45pm</p>
<p><b>C132 – 08/04/2025 Project Proposals</b></p> <p>To receive a progress update on the projects (potential and agreed) and make any associated decisions. To include:</p>	<p><b>1 min</b> 8.46pm</p>

<p>➤ <b>Strategic Plan</b> – Update with particular reference to the informal strategic meeting on 15<sup>th</sup> November 2024 and to consider any proposals and make any associated decisions for moving forward with a strategic plan for the Parish Council.</p>	
<p><b>C133 – 08/04/2025                      Advisory Panel Updates</b></p> <p>A. To consider any new members to be appointed to the existing Advisory Panels.</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:</p> <p>    i. <b>Football Club Liaison Advisory Panel.</b></p> <p>    ii. <b>Parish Map &amp; Signage Advisory Panel.</b></p> <p>    iii. <b>Persimmon Land Transfer Advisory Panel.</b></p> <p>    iv. <b>Seasonal Events Advisory Panel.</b></p> <p>D. To note any scheduled forthcoming meetings for the Advisory Panels.</p>	<p><b>4 min</b> 8.50pm</p>
<p><b>C134 – 08/04/2025    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> <p>➤ Update on the items raised at the last meeting.</p> <p>➤ Reports on overgrown hedges, vegetation and trees at various locations in the parish.</p>	<p><b>5 min</b> 8.55pm</p>
<p><b>C135 – 08/04/2025                      Future Agenda Items &amp; Cllr Questions</b></p> <p>Opportunity to provide requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda.</p>	<p><b>5 min</b> 9.00pm</p>
<p><b>C136 – 08/04/2025                      Date and Time of Next Meeting</b></p> <p>The next meeting of the Full Council is scheduled to be held on 27<sup>th</sup> May 2025 at 7pm at Beacon Hall.</p>	<p><b>2 min</b> 9.02pm</p>