



PEASEDOWN ST JOHN PARISH COUNCIL

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14th May 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 **Annual Full Council** meeting of Peasedown St John Parish Council at **Beacon Hall** on **Tuesday 20th May 2025 at 7.00pm** for the purpose of transacting the business detailed below.

Joy Luxford
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 – 20/05/2025	Election of Chair and Vice-Chair To elect a Chair of the Council for 2025-26 and to sign the Declaration of Acceptance of Office. To elect a Vice-Chair of the Council for 2025-26 and to sign the Declaration of Acceptance of Office.	3 min 7.13pm
C002 – 20/05/2025	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. 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.	1 min 7.14pm
C003 – 20/05/2025	Attendance and Apologies for Absence 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.	2 min 7.16pm

<p>C004 – 20/05/2025 Minutes</p> <p>i. To resolve to approve the minutes of the Full Council meeting held on 8th April 2025.</p> <p>ii. To resolve to approve the minutes of the Finance & Governance Committee meeting held on 22nd April 2025.</p> <p>iii. To resolve to approve the minutes of the Staffing Committee meeting held on 24th April 2025.</p> <p>iv. To resolve to approve the minutes of the Planning Committee meeting held on 6th May 2025.</p> <p>v. To sign the above listed minutes.</p>	<p>5 min 7.21pm</p>
<p>C005 – 20/05/2025 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>1 min 7.22pm</p>
<p>C006 – 20/05/2025 Standing Orders & Financial Regulations</p> <p>i. To resolve that Councillors agree to receive summonses by email for the council year 2025-26 in accordance with Standing Order 15.b.i.</p> <p>ii. To review and resolve to adopt the Standing Orders.</p> <p>iii. To review and resolve to adopt the updated Financial Regulations with suggested change to Fin. Reg 5.16 provided in pre-reading.</p>	<p>8 min 7.30pm</p>
<p>C007 – 20/05/2025 Council Committees & Delegations</p> <p>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.</p> <p>ii. To appoint members to Standing Committees and to elect the Committee Chairs.</p>	<p>30 min 8.00pm</p>
<p>C008 – 20/05/2025 Outside Bodies</p> <p>To review and approve the representatives with external bodies and arrangements for reporting back.</p>	<p>4 min 8.04pm</p>
<p>C009 – 20/05/2025 Local Authority Agency Agreements</p> <p>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> <p>i. Agency agreement with B&NES Council for the Public Rights of Way Vegetation Clearance.</p> <p>ii. Agency agreement with B&NES Council for the sponsorship of the School Crossing Patrol.</p> <p>iii. Agency agreement with B&NES Council for mowing (already approved under reference C127 – 08/04/2025).</p>	<p>2 min 8.06pm</p>
<p>C010 – 20/05/2025 Subscriptions and Memberships</p> <p>To review and adopt the Council's and/or employees' memberships to other bodies.</p>	<p>2 min 8.08pm</p>
<p>C011 – 20/05/2025 Calendar of Meetings for the 2025-26 Council Year</p> <p>i. To resolve to adopt the proposed calendar of scheduled ordinary meetings for the 2025-26 council year.</p> <p>ii. To include any proposed dates for regular Civic Events and some Advisory Panel meetings.</p> <p>iii. To note that the office will send out calendar invites for the meetings after this meeting.</p>	<p>2 min 8.10pm</p>
<p>C012 – 20/05/2025 Assets & Insurance</p> <p>iv. To note that there are currently no end-of-life assets requiring disposal, in accordance with Financial Regulations.</p> <p>v. To note and resolve, in accordance with F&G008 – 22/04/2025 the intention to create an up to date online Asset Register, once the new Clerk is appointed, to capture (photograph, categorise, list status) all assets within our ownership and perform an annual physical verification.</p> <p>vi. To note and resolve to accept the updated Asset Register for the AGAR which has been amended to include purchases / disposal during the financial year 2024/2025. This had been updated since F&G008 – 22/04/2025 on advice of the Internal Auditor who had recommended adding the Persimmon Land Transfer at £1 (rather than £nil) and leaving the land values at £120,000 to reflect the survey values on creation of the Parish Council in 1955.</p> <p>vii. To note that insurance cover has been brought to Full Council at the appropriate time during the calendar year and arrangements for insurance cover in respect of all insured risks have been actioned as previously agreed. Please refer back to</p> <p>a) Business and asset insurance –C063 – 24/09/2024</p> <p>b) Motor insurance – C107 – 25/02/2025</p> <p>c) Cyber insurance – after discussion at C063-24/09/2024 and F&G036-15/10/2024 - Given the low-medium risk identified by the insurance provided, and that the insurer was also uncertain whether the upgraded policy would pay out based on our current systems, the committee agreed that cyber insurance would not be taken out at this time.</p>	<p>5 min 8.15pm</p>

<p>C013 – 20/05/2025 Policies & Strategic Documentation</p> <p>To note that policy review had been put on hold during the last year in the absence of the Clerk (refer to F&G053 - 21/01/2025 and F&G044 - 15/10/2024) and will be refreshed when a new Clerk is in position. To resolve to affirm the Council's policies in place as detailed in the Council's Policy and Strategic Document Register, held on the website: Policies & Strategic Documents - Peasedown St John Parish Council</p>	<p>2 min 8.17pm</p>
<p>C014 – 20/05/2025 Governance, Internal Control and Internal Audit for FY2024-25</p> <p>To note the Annual Internal Audit Report for year ending 31st March 2025 and the findings within the Internal Audit report based on the visit of Internal Audit on 8th May 2025. To discuss the recommendations:</p> <ol style="list-style-type: none"> 1. The payroll provider should be asked to provide a monthly reconciliation of gross pay, payments made to HMRC and pension payments made to the amount debited from the Council's bank account. Accepted by the RFO. 2. The Council should consider increasing its fidelity guarantee insurance to cover the year-end balance plus half the annual precept. To be discussed by Cllrs. <p>Based on the Annual Internal Audit Report and wider understanding, to consider and approve the Annual Governance Statement in relation to the Annual Governance and Accountability Return for the financial year ending 31st March 2025 and resolve that the council has:</p> <ol style="list-style-type: none"> (1) put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. (2) maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. (3) taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. (4) provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. (5) carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. (6) maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. (7) took appropriate action on all matters raised in reports from internal and external audit. (8) considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. (9) (For local councils only) In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. 	<p>8 min 8.25pm</p>
<p>C015 – 20/05/2025 Annual Governance Statement (AGAR) for 2024-25</p> <p>To review, note and accept the end of year accounts and AGAR submission for FY2024/25 and authorize the RFO to (1) submit the appropriate documentation to BDO LLP (our external auditors) on behalf of Peasedown St John Parish Council and (2) publish the annual return for inspection once ready in line with Sections 20(2) and 25 of the Local Audit and Accountability Act 2014 Accounts and Audit Regulations 2015 (SI 2015/234).</p> <p>To consider and approve the Accounting Statements and end of year accounts provided in pre-reading in relation to the Annual Governance and Accountability Return for the financial year ending 31st March 2025. To note the following information and figures which will be included in the AGAR return:</p> <ul style="list-style-type: none"> ➤ Review of financial spend against budget for the entire 2024/25 financial year, in accordance with Standing Order 17c. ➤ Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 for the accounts for year ending 31st March 2025. ➤ Review of the Council's income incurred under S106 (£nil) and CIL (£6,505.51) and expenditure incurred under S106 (£nil) and CIL (£nil) for the accounts for year ending 31st March 2025. ➤ Review of the Bank reconciliation as at 31st March 2025 with balance of £295,912. ➤ Summary of General and Ear Marked Reserves and Committed Expenditure. To note the financial year ended with Reserves of c. £305,580.49 which was as anticipated. These additional monies will go for future projects and funding. 	<p>5 min 8.30pm</p>

	Year ending	
	31-Mar-24	31-Mar-25
1. Balances brought forward	178,881.00	185,116.53
2. (+) Precept or Rates and Levies	251,452.00	337,995.00
3. (+) Total other receipts	39,803.00	149,269.10
4. (-) Staff costs	137,805.00	149,060.43
5. (-) Loan interest/capital repayments	-	-
6. (-) All other payments	147,215.00	217,739.51
7. (=) Balances carried forward	185,116.00	305,580.69
	Bal c/f checker	Bal c/f checker
8. Total value of cash and short term investments	185,029.00	295,912.17
9. Total fixed assets plus long term investments and assets	692,117.00	727,139.44
10. Total borrowings	-	-

C016 – 20/05/2025

Order of Known Business

To note the report on progress and the expenditure in relation to the Order of Known Business and acknowledge what has been carried forward to the 2025-26 council year and any new projects in the pipeline with associated reserves.

To resolve to accept the recommendation from F&G Committee (**F&G006– 22/04/2025**) to

- Increase Contingency Reserves to £100,000.
- Increase the Pension deficit EMR by a further £5,000, this is in addition to the £5,000 already in the FY2025/26 budget.
- Create an EMR called Land Maintenance EMR and move the remaining £44,449.11 Persimmon Money to this EMR to be used to maintain the estate.
- Create a Caretakers Tools and Machinery EMR of £6,000 to allow the caretaking team to purchase needed Tools and Machinery (to be purchased with oversight from the A&F Committee).
- Add to the Pathway Improvements EMR with the aim of repairing/replacing the pathways in Beacon Fields during the upcoming year. The increase should be based on the needed amount after quotes have been received.
- Any leftover surplus from FY2024/25 (after performing the above actions) should be added to General Funds.

5 min
8.35pm

C017 – 20/05/2025

Financial Matters & Schedule of Payments

In accordance with the Financial Regulations:

- 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 and **resolve** to approve the schedule of payments and ratify those already made in relation to the accounts for year ending 31st March 2026. Specifically,
 - a. PHS Group invoice for £1,136.13 + VAT (Invoice 71225886, budget £1,200) already paid under emergency powers for H&S reasons.
 - b. Greensward Sports invoice for £505 + VAT (invoice 0514), within budget for the year.
- iv. To review and ratify any carry forwards to Committed Expenditure or accruals from the 2024-25 to the 2025-26 financial year.
- 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 2026.
- vi. Review of financial spend against budget up to 31st March 2026, in accordance with Standing Order 17c.

10 min
8.45pm

<p>C018 – 20/05/2025 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 & Governance Committee – Meeting held on 22nd April 2025.</p> <p>Amenities & Facilities Committee – No meeting held. To consider, in the absence of one part-time caretaker,</p> <ul style="list-style-type: none"> ➤ Appointing R Garrett to provide watering for the Parish Council; ➤ Appointing B&NES to collect the waste from the Parish Council bins. <p>This could be funded from Contracted Amenities, as in previous years to offset the reduction in caretaking costs.</p> <p>Planning Committee – Meeting held on 6th May 2025.</p>	<p>5 min 8.50pm</p>
<p>C019 – 20/05/2025 Advisory Panel Updates</p> <p>A. To consider any new members to be appointed to the existing Advisory Panels.</p> <p>B. To note any 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> <ul style="list-style-type: none"> i. Football Club Liaison Advisory Panel. ii. Parish Map & Signage Advisory Panel. iii. Persimmon Land Transfer Advisory Panel. iv. Seasonal Events Advisory Panel. <p>D. To note any scheduled forthcoming meetings for the Advisory Panels.</p>	<p>5 min 8.55pm</p>
<p>C020 – 20/05/2025 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. ➤ Reports on overgrown hedges, vegetation and trees at various locations in the parish. ➤ 	<p>5 min 9.00pm</p>
<p>C021 – 20/05/2025 Future Agenda Items & Cllr Questions</p> <p>Opportunity to request future agenda items and to raise questions on items not otherwise covered on the agenda. A request from the RFO to cover the following next time:</p> <ul style="list-style-type: none"> - Risk Register – To discuss risk and review an update to the register. - General Power of Competence - To consider eligibility and to receive report and roadmap for the Council to achieve the General Power of Competence. 	<p>2 min 9.02pm</p>
<p>C022 – 20/05/2025 Date and Time of Next Meeting</p> <p>The next meeting of the Full Council is scheduled to be held on Tuesday 24th June 2025 at 7pm at the Beacon Hall (subject to the calendar of meetings being approved under agenda item C011 - 20/05/2025).</p>	<p>1 min 9.03pm</p>