



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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20th August 2025

To Councillors:

Fiona Carr; Mandy Clarke; Richard Clarke; Jo Davis; Audrey Gillard-Sprake; Gavin Heathcote; Simon Kidd; Andrew Larcombe; 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 26th of August 2025 at 7.00pm** for the purpose of transacting the business detailed below.

Sam Nash
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).

C038 - 26/08/2025 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 interest 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 7.11pm
C039 - 26/08/2025 Attendance and Apologies for Absence To note the update on councillor meeting attendance throughout the 2025-26 Council year. To receive and note any apologies of absence for this meeting.	2 min 7.13pm
C040 - 26/08/2025 Minutes i. To resolve to approve the minutes of the Full Council meeting, held on 24 th June 2025. ii. To sign the above listed minutes.	2 min 7.15pm
C041 - 26/08/2025 Items for Urgent Report	5min

Items which have been brought to the attention of the Chair, prior to the meeting, and that, in their opinion, should be reported as a matter of urgency.	7:20pm
C042 - 26/08/2025 Ratification of new postholders – RFO – Katie Rees-Williams	2 min 7.22pm
<p>C043 - 26/08/2025 Council Committee Updates 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 opportunities for councillors to raise questions and comments to the Chairs of the Standing Committees:</p> <p>Amenities & Facilities – Meeting held on 22nd of July 2025</p> <ul style="list-style-type: none"> ➤ Award of Tree Survey Contract ➤ Signage for Heritage Walk ➤ Wildlife Pond ➤ Lower Cemetery Work ➤ Allotments <p>Finance & Governance Committee – Meeting held on Tuesday 19th of August 2025</p> <ul style="list-style-type: none"> ➤ Community Grant. ➤ Bank Mandates Clerk. ➤ AGAR return status update. ➤ Risk register update following H&S / Fire Site Visit <p>Planning Committee – Meetings held on Tuesday 12th of July and Tuesday 12th of August 2025.</p> <ul style="list-style-type: none"> ➤ To receive an update regarding planning decisions. <p>Staffing Committee – No meeting held but Sub-Committee Meeting held 15th July 2025</p> <ul style="list-style-type: none"> ➤ To receive an update regarding Staff recruitment, appraisals and training. ➤ Review spending line on HR provider change. <p>To note the forthcoming Standing Committee meetings:</p> <ul style="list-style-type: none"> ➤ Amenities & Facilities Committee – Meeting scheduled to be held on 16th of September 2025. ➤ Finance & Governance Committee – Meeting scheduled to be held on 21st of October 2025. ➤ Planning Committee – Meeting scheduled to be held on 9th of September 2025. ➤ Staffing Committee – Meeting scheduled to be held on 2nd of September 2025. 	15 min 7.37pm
<p>C044 - 26/08/2025 Financial Matters & Schedule of Payments In accordance with the Financial Regulations:</p> <ol style="list-style-type: none"> i. 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. ii. To review the report on General and Ear Marked Reserves and Committed Expenditure. iii. Financial reports 	3 min 7.40pm
<p>C045 - 26/08/2025 Order of Known Business To note the report on progress and the expenditure in relation to the Order of Known Business for the 2025-26 council year and acknowledge what has been carried forward to the 2026-27 council year.</p>	10 min 7.50pm
<p>C046 - 26/08/2025 Projects To receive a progress update on the projects (potential and agreed). To include:</p> <ul style="list-style-type: none"> ➤ Wildlife Pond at Ecewiche Green – update on contractor start date and planning progress. Leaflet drop volunteers. ➤ War Memorial – planning application progress ➤ Footpath around Beacon Field – Tender is live, and two companies have arranged to come to site, to price up the job, to date. Predicted start time for works is March 2026 and time taken to complete will be approximately 3 weeks. During this time half of Beacon field would be inaccessible to residents for H&S purposes. ➤ Roundabout Signs 	10 min 8.00pm

<p>1. Somer Farm Discussions have been held with Somer Farm regarding size of logo on images. A resolution has been reached and new signs are being created to be re-sited and at that point the 18-month agreed advertising period will begin.</p> <p>2. Proposal from Cllr Thomas regarding second roundabout signage.</p>	
<p>C047 - 26/08/2025 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. To include consideration of any new members to be appointed to the Advisory Panels.</p> <p>B. To note the summary report of Advisory Panel meetings held in the last Council year along with attendance numbers. None</p> <p>C. 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. ii. Football Club Liaison Advisory Panel – Tuesday 13/07/2025 to receive an update on signed User Agreements (including Scouts). iii. Parish Map and Signage Advisory Panel – Meeting held Monday 21st July 2025. Heritage Information Boards – Planning approved - Meetings held on 21st July 2025. iv. Land Transfer Advisory Panel – No meeting held. 	<p>15min 8:15pm</p>
<p>C048 - 26/08/2025 Redesignation of Radstock Conservation Area inc. new character appraisal Decision: Comment formulated, if any, on the invitation to provide feedback on the proposed designation to include Braysdown Allotments and some land adjacent to the bypass going towards Radstock– see map</p>	<p>2 min 8:17pm</p>
<p>C049 - 26/08/2025 Discussion: Hiring the Public Space - Terms and Conditions</p>	<p>10min 8:27pm</p>
<p>C050 - 26/08/2025 Correspondence, Complaints & Issues To review items of significant correspondence, complaints and issues.</p> <p>1. Decision: Hear request passed by the Trustees of the Miners Recreation Ground for Coleford Football Men's First Team to use the football facilities for the period not exceeding one season. Coleford have clarified that they do not have another choice should the Rec not be available and do not have an option to play on a non-grass surface should a grass one not be available.</p> <p>2. Discussion: Information raised by Ward Councillors on 17th of August following complaints to them from police and parishioners.</p> <p>To pass a resolution that in accordance with Standing Order 10a.xv, Standing Order 7a and 7b (six-month rule) is temporarily suspended, to allow the following items to be discussed:</p> <p>3. Decision: Following complaints regarding the closure of the vehicular access to Ashgrove Cemetery and toilet closure; council to discuss under Standing Orders 7a resolution of Amenities and Facilities May 27th, 2025, minute: A&F105-27052025</p> <p><i>i. It was resolved that for a trial period of three months from 19th July the main gates to remain locked at Ashgrove Cemetery other than for funerals and council purposes as long as the cemetery is accessible, which will be confirmed by Cllr F Carr. Carried Unanimously</i></p> <p><i>ii. It was agreed that the toilet at Ashgrove Cemetery is to be accessed by council staff, volunteers and members of the public attending internments and for no other purpose. At all other times it remains locked. Carried Unanimously</i></p> <p>To pass a resolution to reinstate Standing Order 7a and 7b (six-month rule).</p> <p>4. Agree spend for legally required annual pat testing of £502.80 completed 11/08/2025</p> <p>5. Note cost of extractor fan sensor replacement at the Rec Ground changing rooms of £178.22 (£213.86 inclusive of VAT)</p> <p>6. Agree to spend £270 + VAT to comply with annually required T19 ductwork cleaning of professional kitchen extractor fan to meet fire safety compliance.</p> <p>7. Co-option request to join the council has been received by Clerk – Council to consider the application and decide on acceptance.</p>	<p>10mins 8:37pm</p>

C051 - 26/08/ Agree the winter planting proposal – to be submitted for purchase imminently and has not been included in previous A&G agenda.	3mins 8:40pm
C052 Decision: Due to requirement of extra newsletter and flooding people's homes with Council newsletters - proposal to create an Autumn / Winter newsletter this year. Each Newsletter takes a month's planning – week of Debbie's time, week for councillors to review, week with printer and then 10 days to get to distribution ready for disbursal. Propose Autumn / Winter newsletter hits people's doorstep on 11 th of November. This will follow the extra issue that is due for distribution on the 15 th of September. Therefore, request Council resolve to agree that the scheduled newsletter be a combined Autumn and Winter newsletter rather than two separate issues.	3mins 8:43pm
C053 - 26/08/2025 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 8:45pm
C054 - 26/08/2025 Date and Time of Next Meeting The next meeting of the Full Council is scheduled to be held on Tuesday 30 th September at 7pm in Beacon Hall.	1 min 8.46pm