

PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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Minutes of the Full Council Meeting held on Tuesday 9th August 2022 at 7.00pm held at Beacon Hall, French Close, Peasedown St John

Present:

Councillors:

Barbara Bailey; John Bailey; Mandy Clarke; Richard Clarke; Audrey Gillard-Sprake; Gavin Heathcote; Simon Kidd; Andrew Larcombe; Ray Love; Jonathan Rich (Chair); Les Sprake; Kathy Thomas (Vice-Chair).

In attendance:

Tanya West – Parish Clerk & RFO

Public Session

There were no members of the public present.

The Chair asked if any persons were recording the meeting. No one responded that they were.

C048 – 09/08/2022

Attendance Roll Call and Declarations of Interest

An attendance roll call was undertaken and those present are detailed above.
No further interests to those already disclosed to the Monitoring Officer were declared.

C049 – 09/08/2022

Attendance and Apologies for Absence

A report on councillor meeting attendance throughout the 2022-23 Council year had been circulated as pre-reading.
Apologies for absence had been received from Cllrs Adi Davis and Conor Ogilvie-Davidson due to work commitments; Cllr Jo Davis due to being away. These apologies were duly noted.
Cllr Andrew Fraser was absent with no apologies received.

C050 – 09/08/2022

Minutes

- i. The minutes of the **Full Council** meeting held on 28th June 2022 had been circulated in advance of the meeting; it was **resolved** that they be accepted as a true and correct record of that meeting and were signed by the Chair accordingly.
- ii. The minutes of the **Burial Committee** meeting held on 22nd June 2021 had been circulated in advance of the meeting; it was **resolved** that they be accepted as a true and correct record of that meeting and were signed by the Chair accordingly.
- iii. The minutes of the **Finance & Amenities Committee** meeting held on 31st May 2022 had been circulated in advance of the meeting; it was **resolved** that they be accepted as a true and correct record of that meeting and were signed by the Chair accordingly.
- iv. The minutes of the **Finance & Amenities Committee** meeting held on 1st June 2022 had been circulated in advance of the meeting; it was **resolved** that they be accepted as a true and correct record of that meeting and were signed by the Chair accordingly.

C051 – 09/08/2022

Items for Urgent Report

There were no items for urgent report.

C052 – 09/08/2022

Casual Vacancy

On 11th July 2022 Samantha Heathcote submitted her resignation as a Parish Councillor. The Casual Vacancy was subsequently advertised and as there was not a request for a by-election, the position can be filled by co-option.

The matter was discussed by councillors, and it was agreed to follow the process previously undertaken for co-options. It was agreed to invite any candidates to attend the September Full Council meeting for

an informal interview with councillors prior to co-option voting being undertaken. The successful candidate would then be invited to join the Council for the rest of the meeting. The Clerk to advertise the position quickly to provide people with sufficient time to apply and the September meeting will commence at 6.30pm, so provide time for the interviews and co-option voting.

C053 – 09/08/2022 Parish Charter Review

Councillors considered the feedback received on the Parish Charter review and considered how to review and agree the Parish Council's official response to the first survey of a series of three. Following discussion, it was **resolved** that the Clerk should prepare her response and circulate it to councillors by 22nd August 2022, so that they can add their comments by 29th August, with a view to submitting a response to B&NES Council by 31st August 2022.

C054 – 09/08/2022 Council Committee Updates

Four meetings had been held since the last Full Council meeting. Councillors were provided with the opportunity to raise questions or comments to the Chairs of the Standing Committees. Any matters raised are detailed below.

Cemetery Committee – Meeting held on 19th July 2022. The minutes from this meeting had been published and circulated as pre-reading. No questions were raised.

Finance & Amenities Committee – Meeting held on 12th July 2022. The minutes from this meeting had been published and circulated as pre-reading. No questions were raised.

Planning Committee – Meeting held on 5th July 2022. The minutes from this meeting had been published and circulated as pre-reading. No questions were raised.

Planning Committee – Meeting held on 2nd August 2022. The minutes from this meeting had been published and circulated as pre-reading.

Cllr Gavin Heathcote raised some questions regarding the Housing Development off Greenlands Road:

- Questioning why the Parish Council had not responded to CURO's invitation to attend a pre-meeting to discuss the plans. It was noted that the Parish Council Chair, Planning Committee Chair and Clerk had attended an online meeting. This meeting was not open to all councillors (at this stage) at CURO's request.
- Questioning why the Parish Council had not worked with the Ward Councillors on this, because they have a direct link to CURO through an assigned "buddy". The Chair responded to say that the Parish Council had not been made aware of this arrangement.
- Regarding the suggestion that the name for the development should have a local connection, Cllr Heathcote pointed out that "Hawthorn Rise" is just a temporary site name and will not be the name of the development once it has been built.

Cllr Simon Kidd raised that he had noticed in the press that the group Residents Protecting Peasedown was reforming and asked if they had provided any feedback on the revised plan for the development.

Cllr Barbara Bailey mentioned that the feedback from those residents who attended the Planning Committee meeting was included in the letter sent to CURO. It was noted that there are a lot of details missing at the moment on the plans, so many of the questions previously raised by Residents Protecting Peasedown have not yet been answered. CURO have been asked to keep the Parish Council up to date as the plans develop.

The forthcoming Standing Committee meetings were noted:

Cemetery Committee Advisory Panel – Meeting scheduled to be held on 8th September 2022.

Finance & Amenities Committee Advisory Panel – Meeting scheduled to be held on 20th September 2022.

Planning Committee – Meeting scheduled to be held on 6th September 2022.

Personnel Committee – Meeting scheduled to be held on 13th September 2022.

C055 – 09/08/2022 Charity Trustee Meeting & Charity Assets

Councillors received an update on and noted the minutes of the recent Charity Trustee meeting, held on 26th July 2022, and acknowledged any responsibilities delegated to the Parish Council. These responsibilities included discussions and decisions on the following matters:

- i. It was **resolved** to accept the Football Facilities User Agreement, as recommended by the Football Liaison Advisory Panel, and accepted by the Trustee.
- ii. It was **resolved** to delegate to the Clerk, in conjunction with the Chair and Vice-Chair of the Finance & Amenities Committee, the task of spending up to £1,000 net (to be taken from the Recreation Ground budget or Infrequent Operational Expenditure budget) to provide a suitable solution to protect the pipework at the back of the canteen and toilet.

- iii. Councillors discussed the possible benefits of installing broadband at the Recreation Ground canteen, given that it is being considered as a venue for some meetings and councillor surgeries. It would be possible for the Charity Trustee to obtain this free of charge from Truespeed. There were some concerns expressed about the possibility of younger children having unrestricted internet access at the site, and it was **resolved** to continue to investigate to find information regarding possible restrictions or filters that could be put in place, to report back at the September Full Council meeting.
- iv. It was **resolved** to delegate to the Clerk, in conjunction with the Chair and Vice-Chair of the Finance & Amenities Committee, to review and amend the Terms and Conditions of Hire for Beacon Hall in order to apply them to the canteen and accessible toilet and use of the parking area, with the aim of having the facilities available for hire by 1st September 2022.
The final User Agreement to be reported back to Full Council for information and the agreement to be linked to the safeguarding policy.

C056 – 09/08/2022 Financial Matters & Schedule of Payments

- i. Councillors reviewed the schedule of payments raised since the Full Council meeting on 26th June 2022 in relation to the accounts for year ending 31st March 2023 (appendix C056i refers).
It was **resolved** that the invoice for £675.00+VAT to BK & A Garrett & Son for the watering of hanging baskets and planters be paid [it being over the Clerk’s sign-off level and above the allocated budget although within the operational cost centre budget].
It was also **resolved** to ratify all the other payments on this schedule.
- ii. In accordance with Standing Order 17c, councillors reviewed the report on financial spend against budget for the first quarter of the 2022/23 financial year. It was noted that this report now includes a breakdown on the ‘Infrequent Operational Expenditure’ nominal code. This report will be amended for future meetings to include both the ‘actual’ and ‘committed’ expenditure allocated to this code. Councillors were also provided with a summary report on General and Ear Marked Reserves and Committed Expenditure. No queries were raised.
It was **resolved** to ratify these reports as a true reflection of the Parish Council’s finances.

C057 – 09/08/2022 Order of Known Business

Councillors reviewed the report on progress and the expenditure in relation to the Order of Known Business for the 2021-22 and 2022-23 council years. Also, of any outstanding previously agreed larger operational projects.
It was noted that the Jubilee Garden project shows as an overspend on the budget, however, the income from the memorial bench donations is offset against this but must be recorded separately under income rather than against the project nominal code.
It was suggested that this document could be incorporated into the finances section of the meeting in future, due to the duplication on information with the finance reports.

C058 – 09/08/2022 Internal Audit

In accordance with the resolution recorded under minute F&A036 – 12/07/2022, Cllrs Jo Davis and Andy Larcombe met with the Clerk on 1st August 2022 to review the internal auditor quotations.
A summary, comparing all four quotations, was prepared by the Clerk in advance of the meeting and the full quotations and any supporting documents were available for all councillors to comment on so their feedback could be taken into consideration. Cllr John Bailey was the only councillor to do so.
All quotations were discussed and were ranked by the Clerk and Councillors in order of personal preference. Although the runners up were ranked differently, the preferred internal auditor was a unanimous choice. Reasons included being succinct in their submitted quotation and supporting documentation; experience in both internal and external audit; value for money.
It was **resolved** to approve the recommendation from the Chair and Vice-Chair of the Finance & Amenities Committee, and the Clerk, to appoint Bridget Bowen as the Internal Auditor for Peasedown St John Parish Council, commencing during the 2022-23 financial year and to run for a 3-year contract, with incremental annual fees as follows: £720 for year 1; £775 for year 2 and £815 for year 3.
The Clerk to advise the internal auditors accordingly and contact Bridget Bowen to arrange some audit dates for later in the financial year.

C059 – 09/08/2022 Insurance Policy and Schedule

The quotations were not yet available for the renewal of the insurance policy and schedule for Peasedown St John Parish Council & Peasedown St John Recreation & Childrens Playground Charities. Council was therefore unable to make a decision regarding the renewal for 2022-23 and consideration of a 3-year contract discount.

It was considered to be too much of a risk to wait until the September Full Council meeting to make a decision due to the renewal date being 1st October 2022, and so it was suggested to hold an Extraordinary Full Council meeting on the same evening as a Standing Committee meeting.

It was **resolved** that the Chair and Vice-Chair of the Finance & Amenities Committee work with the Clerk in reviewing the insurance cover requirements and quotations and make a recommendation for consideration at an Extraordinary Full Council meeting to be held on Tuesday 6th September 2022 at 6.30pm.

The Clerk to send out meeting invitations accordingly and was instructed to ensure that the quotations are reviewed, and recommendations made prior to this meeting.

C060 – 09/08/2022 Tree Surveys

Councillors noted the following points regarding tree surveys as detailed in the pre-reading report:

- Surveys of the trees on Parish Council owned or managed land was last undertaken in March/April 2019. General surveys are best actioned when the tree is not in leaf, however, specific surveys, such as for Ash dieback, should be actioned when the tree is in leaf.
- The Parish Council's Tree and Hedge Management Policy states:
All trees on Council-owned or managed land inspected for safety on a cycle between one and five years according to the level of public use in the area immediately surrounding the tree. This will be undertaken by a qualified tree inspector and any recommendations made will be considered by the Council in line with this policy. Written survey reports are held on file by the Parish Council.
- The Ash dieback survey is more urgent than a new general survey and quotations have been requested for this, although not all have been received.
- There is currently £915.00 remaining in the General Tree Works operational budget, which should be sufficient to cover the Ash die-back survey, however, plans will need to be made if a general tree survey is to be actioned in the winter or whether it will be rolled over to the 2023/24 financial year.

This was discussed and it was **resolved** to allocate up to £915+VAT for an Ash die-back survey to be carried out on the Ash trees growing on Parish Council owned or managed land, with the decision about which arborist to appoint to undertake these works to be delegated to the Clerk in conjunction with the Chair and Vice-Chair of the Finance & Amenities Committee and in line with advice from the Insurance Broker (arborist to be appointed by the 31st August 2022).

Cllr Thomas advised that it is very likely the Persimmon land will be transferred later this year, which will generate a significant amount of tree work, consequently, she suggested that the existing Parish Council trees should be surveyed, and any resultant action taken rather than wait until 2023/24.

The Clerk was asked to include the general tree survey on the agenda for the Finance & Amenities meeting in September.

8.10pm – Cllr Ray Love left the meeting during the above discussion.

8.18pm – It was resolved to adjourn the meeting for a comfort break.

8.30pm – It was resolved to reconvene the meeting.

8.30pm – Cllr Gavin Heathcote left the meeting.

C060 – 09/08/2022 Tree Surveys cont...

Councillors consider the request from B&NES Council for an expression of interest from Parish Council's to be involved in their **tree giveaway**. Concerns were raised regarding the office administration time to order and collect the trees and organise any tree planting event. Also, the Caretaker's time involved in maintaining any new trees or areas where they are planted. Suggestions were made of an Advisory Panel to share the workload or volunteer groups etc. It was agreed to log the Parish Council's expression of interest but advise that the trees may not necessarily be planted or maintained by the Parish Council; the details around which are yet to be determined. The Clerk to submit a response to B&NES Council by the deadline of 15th August 2022.

C061 – 09/08/2022 Advisory Panel Updates

A. Councillors received reports and considered recommendations from the following Advisory Panels which have met since the last Full Council meeting:

- i. **Executive Committee Advisory Panel** – Meeting held on Tuesday 2nd August 2022 at 7.00pm. The notes from the meeting had been circulated as pre-reading. It was **resolved** to agree the recommendations regarding projects and workload priorities for this month were noted as follows:
 - a. Continue to work with solicitor on the Persimmon land transfer with Cllrs Thomas & Larcombe and provide a detailed update report on the progress for next Full Council meeting.

- b. Continue with delegate microphones project by notifying all councillors of the meeting date/time that has been arranged at Beacon Hall.
 - c. Complete the Recreation Ground improvements works as agreed.
 - d. Complete works for the 'Canteen':
 - Electrical works – date needed.
 - Installation of Ramps – date needed.
 - Boxing in the pipework to rear of Canteen.
 - e. Complete the amendment to the Football Facilities User Agreements and obtained signed copies before keys are issued to the teams.
 - f. Complete all outstanding minutes as previously agreed and instructed.
 - g. Complete the VAT return – update planner as agreed, the Clerk to attach the receipt from HMRC to planner as previously instructed.
 - h. Complete the trinkets at the cemetery signage as previously instructed, to be actioned by 28th August and once completed update Councillors.
 - i. Complete the weeding at the cemetery and other areas of the parish we are responsible for including the roundabouts.
 - j. Book Chapter 8 training as previously instructed.
 - k. Insurance renewal - three quotes required for August Full Council meeting and add to the Annual Governance Cycle as previously instructed.
 - l. Arrange for quotes to complete the Tree Survey for August Council meeting as previously instructed.
 - m. Beacon Field play area resurfacing:
 - Temporary repair to be complete by September Finance & Amenities meeting.
 - Set up advisory panel to look at this project.
 - n. Publish the complete Annual Governance Cycle as a pdf document into Teams for all Councillors to see as previously instructed.
 - o. H&S Audit on play equipment – Order signage as previously instructed.
 - p. Contact B&NES payroll as instructed.
- ii. **Parish Map and Signage Advisory Panel** – Meeting held on Monday 25th July 2022 at 6.30pm. The notes from the meeting had been circulated as pre-reading. Cllr Thomas provided additional information on the proposals for the interpretation boards, links to the Somer Valley Rediscovered project and how they had successfully applied for National Lottery funding, which had generated the idea to apply for this project. It was **resolved** to agree the recommendation that Council applies for a National Lottery Award up to £10,000 (for funding towards this project) to be prepared by Cllr Conor Ogilvie-Davidson and submitted by the Clerk.
- iii. **Persimmon Land Transfer Advisory Panel** – It was noted that no meeting had been held recently, but councillors were provided with an update on the current situation. The Clerk provided an update (also circulated as pre-reading) which detailed email exchanges between Persimmon, the Parish Council, and their respective solicitors. It is planned to transfer the land using a TR5 form, so a portfolio of titles can be actioned in one transfer. However, in order to do so, some work is required on grouping the parcels of land, in associated title numbers. This work is currently being actioned by the paralegal acting on behalf of Persimmon. This is taking considerable time and the Clerk is following it up on a weekly basis and updating councillors via Teams accordingly. It is possible that some additional work may be needed on this area, which may have to be considered as separate project work to be undertaken by staff in additional hours which they get paid separately for.
- iv. **Recreation Ground Improvements Advisory Panel** – Site meeting held on Tuesday 9th August 2022 at 1.30pm with the contractors to review the outstanding works and snagging list. The following items were reported:
- a. The concrete ramps to access the canteen and toilet have been completed along with a ramp along the front edge of the concrete pad.
 - b. The tarmac around the post at the main entrance has been completed.
 - c. The remaining grass seeding will be completed when the current hot/dry weather ends (there is no point in doing it now because it will be eaten by birds). Northavon have agreed to send photos of the grass seeded areas as proof when this work has been done.

- d. A small pile of waste soil, which was previously behind the old containers, has been removed - this was not part of the Northavon works, but they offered to do it whilst they had a mini digger on site.
- e. Probably due to the recent extremely hot weather a few longitudinal cracks have formed in the pathway approaching the Church Road pedestrian entrance. These have been pointed out to Northavon, who have agreed to monitor them and check next week when the weather has cooled (they may close up). If they are still a problem, this section of path (approx. 3 metres in length) will be taken out and re-done free of charge.

The above list was discussed, and it was **resolved** to pay Northavon Group Ltd. the remaining balance of the cost of the project works, with the caveat that the section of tarmac path, from the Church Road entrance is monitored and if cracks continue, they agree to replace that section free of charge. This resolution to be followed up in writing with the contractor.

The Clerk to raise a BACS payment and publish the associated paperwork to councillors so they can authorise the payment at some point during the weekend.

The requirement for signage, to ensure that the parking area is properly used, was discussed. Pre-reading had provided suggested wording for the signs along with details and costs on wooden bollards to mark the edges of the grass matting area, which will be difficult to identify once the grass has grown through and established.

It was **resolved** to instruct the Clerk to order and install 4x signs and 5x bollards for the grass matting area to enable users of the Recreation Ground to be aware of the designated parking area and the risks and restrictions involved. To be actioned by 31st August 2022 (subject to availability of bollards).

Cllr Kathy Thomas, as Chair of the Advisory Panel, recommended that the Parish Council staff monitor the growth of weeds over the new path, at least 4 times a year and take appropriate steps to control it. As this project is coming to an end, the general maintenance will fall under the remit of the Finance & Amenities Advisory Panel to manage. The Advisory Panel for this project, will undertake one final inspection, with a view to closing the Advisory Panel at the September Full Council meeting.

- B. The scheduled forthcoming meetings for the following Advisory Panels were noted:
 - i. **Civic Events Advisory Panel** – Thursday 11th August 2022 at 7.00pm.
 - ii. **Clerk Liaison Panel** – Wednesday 7th September 2022 at 6.00pm.
 - iii. **Executive Committee Advisory Panel** – Tuesday 6th September 2022 at 7.00pm.
 - iv. **Parish Map and Signage Advisory Panel** – Monday 15th August 2022.

C. New Advisory Panels were established as follows:

- i. It was **resolved** to establish a **Beacon Field Play Area Resurfacing Advisory Panel** in accordance with the draft Terms of Reference that had been circulated as pre-reading [see appendix C061i for details].

It was further **resolved** that the membership of this Advisory Panel will be Cllrs Mandy Clarke; Richard Clarke; Andy Larcombe; Les Sprake. As several councillors were absent from the meeting the Clerk was asked to provide those councillors with an opportunity to join the Advisory Panel prior to appointing a Chair. The appointment of any other members and the Chair to be deferred to the September Full Council meeting.

The Administration Officer will be the designated staff support.

C062 – 09/08/2022 Correspondence, Complaints & Issues

Councillors had the opportunity to review any new queries, issues and complaints raised since the last meeting as they had been logged on the relevant online Planner Board. Items of significance brought to the Council's attention included:

- i. **Traffic Regulation Orders** – There would be a temporary road closure on **Albert Avenue** from its junction with Frederick Avenue, extending in a north westerly direction for approximately 70 metres. Due to works to be executed on or near the road for Openreach works by Sunbelt Rentals on the 5th October 2022 for a maximum period of 5 days - **THTTC2961**.
- ii. **Big Choices on Buses** – Cllr Kathy Thomas advised councillors that there would be a “Big Choices on Buses” event to coincide with the Councillor Surgery on **Friday 19th August from 6pm to 8pm** at Beacon Hall. This would be a drop-in event with the aim of encouraging people to complete the West of England Combined Authority (WECA) survey. Posters had been created and had already

<p>been displayed at bus stops in the village and would also be put on notice boards, in shops, at The Hive and the Meeting Place Cafe. Details had also been added to the Parish Council Facebook page. Although the event was being driven by the Planning Committee, it would take place at a Councillor Surgery, and was therefore open to any councillor who might be available to help cover the event.</p>	
<p>iii. Electric Vehicle Charging Points – a councillor queried what had happened with a recent query on this matter which had not yet received a response. It was noted that the video sent to the Parish Office had been reviewed and the idea would be included on a future agenda for consideration.</p>	
<p>iv. Clanging gate, Beacon Field – a complaint had been received regarding a clanging pedestrian gate on Beacon Field. The Caretaker was investigating the possibility of installing a restrictor on the gate to prevent this problem.</p>	
<p>v. Latches on Equality Act Gates – it was noted that the latches on the Recreation Ground pedestrian gates need to be re-installed to prevent children running through the gates onto the road. It was noted the latches had previously been removed due to complaints about the gates being locked (when they were not) and complaints from residents who live nearby due to the noise the latches create. The Caretaker to reinstall the latches on all the gates due to the safety risk of children.</p>	
<p>vi. Complaint regarding Parish Council-owned trees shading the garden of a property in Naishes Avenue – in consultation with councillors, the Clerk had responded to say that in accordance with the Parish Council’s Tree Policy, it would not be able to cut back the trees as requested. The resident was advised that they could submit an official complaint if they were unhappy with this response.</p>	
C063 – 09/08/2022	Resolution Relating to Confidential Nature
<p>In accordance with Standing Order 3c and in view of the confidential nature of the business to be transacted, it was resolved that the press and public be temporarily excluded from the meeting.</p>	
<p>9.14pm – The Clerk left the meeting.</p>	
C064 – 09/08/2022	Update - Staffing Matters
<p>Councillors held a private discussion.</p>	
C065 – 09/08/2022	Resolution to Revert to Public Session
<p>It was resolved to put the meeting back into public session.</p>	
<p>9.26pm – The Clerk returned to the meeting.</p>	
C066 – 09/08/2022	Future Agenda Items & Cllr Questions
<p>Councillors were provided with an opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda. The following items were raised:</p>	
<ul style="list-style-type: none"> ➤ Councillors were again reminded that the budgeting process for the new financial year will commence in September, and they should give some thought to projects for consideration. ➤ Safeguarding Policy. ➤ Terms and conditions of hire document for the canteen and toilet on the Recreation Ground, to include use of the parking area. ➤ Whether the existing terms and conditions of hire permit hirers to place restrictions on access to the disabled parking bays at Beacon Hall. ➤ Any outcomes of the annual asset verification exercise. ➤ Agenda item on how to promote interest and encourage people to stand in the local council elections in May 2023. 	
C067 – 09/08/2022	Review of New Actions
<p>The Clerk provided a summary of the new actions generated from the meeting and advised they would be captured on the Actions Register in Planner after the meeting.</p>	
C068 – 09/08/2022	Date and Time of Next Meeting
<p>The next meeting of the Full Council is scheduled to be held on Tuesday 27th September 2022 at the earlier time of 6.30pm, to allow for co-option, at the Beacon Hall.</p>	

The meeting closed at 9.33pm.

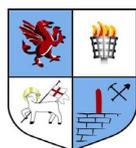
Signed..... Date.....

Appendix C056i - Schedule of payments made since the Full Council meeting on 26th June 2022 in relation to the accounts for the year ending 31st March 2023.

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
01/06/2022	SWALEC / SSE	BH Gas	C016 - 17/05/2022	£764.61	£38.23	Direct Debit
10/06/2022	Water2Business	BH Water Services	C016 - 17/05/2022	£264.00	£0.00	Direct Debit
15/06/2022	BT Payment Services Ltd.	Mobile Phone Costs - Jun 22 to Jul 22	C016 - 17/05/2022	£7.00	£1.40	Direct Debit
17/06/2022	Bath & North East Somerset Council	Mowing of Beacon Field and Areas Surrounding Hall for 2022	C264 - 12/04/2022	£1,730.14	£346.03	BACS
20/06/2022	Norton Garden Machinery Ltd.	Parts & labour to fit new spring to Stiga strimmer	Fin. Regs. 4.1	£41.60	£8.32	BACS
20/06/2022	Norton Garden Machinery Ltd.	Strimmer line	Fin. Regs. 4.1	£41.67	£8.33	BACS
20/06/2022	Royal Mail Group Ltd.	Delivery of the Summer 2022 newsletter	C016 - 17/05/2022	£227.50	£45.36	BACS
20/06/2022	Lloyds Bank plc	Bank Transfer - DD - Lloyds Corporate Credit Card	Fin. Regs. 6.20	£808.21	£0.00	Direct Debit
24/06/2022	Greensward Sports Consultancy Ltd.	Mowing of the Football Pitch - Weekly June 2022	C264 - 12/04/2022	£195.00	£39.00	BACS
24/06/2022	Greensward Sports Consultancy Ltd.	Mowing of the Recreation Ground Outer Area - 1/6, 14/6	C264 - 12/04/2022	£180.00	£36.00	BACS
27/06/2022	Northavon Group Ltd.	Excavate buried concrete slab & block walls -unexpected work	C036 - 28/06/2022	£2,239.20	£447.84	BACS
27/06/2022	Northavon Group Ltd.	Disposal of mixed spoil from above unexpected works	C036 - 28/06/2022	£987.00	£197.40	BACS
30/06/2022	Allstar Business Solutions Ltd.	Fuel Card - June 2022	C016 - 17/05/2022	£116.37	£23.27	Direct Debit
30/06/2022	ARC Mailing Ltd.	Printing of Summer 2022 Newsletter	C016 - 17/05/2022	£385.63	£77.13	BACS
30/06/2022	BK & A Garrett & Son	Watering of hanging baskets and planters	Fin. Regs. 4.1	£450.00	£90.00	BACS
30/06/2022	C & S Cleaning Services (Radstock) Ltd.	General Clean of Beacon Hall - June 2022	Fin. Regs. 4.1	£320.00	£64.00	BACS
30/06/2022	Dorset Hire Services Ltd.	Hire 16x Heras Fencing Panels c/w feet & clips - Jubilee Gdn	C218 - 15/02/2022	£52.00	£10.40	BACS
30/06/2022	Internal Audit & Compliance Ltd.	Year End Internal Audit Fee for Financial Year 2021/22	Fin. Regs. 4.1	£308.75	£61.75	BACS
30/06/2022	Northavon Group Ltd.	11x6m Concrete Base for Canteen & Accessible Toilet on Rec	C261 - 12/04/2022	£10,554.00	£2,110.80	BACS
30/06/2022	Northavon Group Ltd.	Service ducts/pipework for plumbing & electrics to Canteen/T	F&A032 - 12/07/2022	£2,657.14	£531.43	BACS
30/06/2022	Softcat Plc	MS Office 365, Conf Call, Visio & Exchange Online - May 2022	C166 - 14/12/2021	£385.40	£77.08	BACS
01/07/2022	Bath & North East Somerset Council	BH Business Rates - July 2022	C016 - 17/05/2022	£287.00	£0.00	Direct Debit
01/07/2022	Bath & North East Somerset Council	AC Business Rates - July 2022	C016 - 17/05/2022	£208.00	£0.00	Direct Debit
01/07/2022	Ellis Whittam Limited	HR & H&S Support Services 2022-23	C397 - 21/07/2020	£3,673.53	£712.51	BACS
01/07/2022	Sage (UK) Limited	Online Subscription to Sage50 Accounts - July 2022	Fin. Regs. 4.1	£41.00	£8.20	Direct Debit
04/07/2022	SWALEC / SSE	Streetlighting Electric	C016 - 17/05/2022	£319.34	£15.96	Direct Debit
05/07/2022	E-ON	RG Changing Rooms Electric	C016 - 17/05/2022	£100.68	£5.03	BACS
07/07/2022	Broxap Ltd.	Pack of 50 Expandable Safety Net Hooks	Fin. Regs. 4.1	£32.00	£6.40	BACS

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
07/07/2022	SWALEC / SSE	AC Electricity	C016 - 17/05/2022	£131.72	£6.58	BACS
07/07/2022	SWALEC / SSE	BH Electricity	C016 - 17/05/2022	£1,372.13	£68.60	Direct Debit
08/07/2022	BT Payment Services Ltd.	PO Telephone & Broadband 01/07/22 to 31/07/22	C016 - 17/05/2022	£53.68	£10.74	Direct Debit
08/07/2022	BT Payment Services Ltd.	BH Telephone & Broadband 01/07/22 to 31/07/22	C016 - 17/05/2022	£53.68	£10.73	Direct Debit
11/07/2022	Andrew Davis	Felling & clearing dead trees/shrubs at Cemetery - Honeyfung	Fin. Regs. 4.1	£80.00	£0.00	BACS
13/07/2022	Bath & North East Somerset Council	Summer bedding plants and hanging baskets - 2022	C193 – 18/01/2022	£1,553.40	£310.68	BACS
14/07/2022	Greensward Sports Consultancy Ltd.	Initial mark out of the football pitch	Fin. Regs. 4.1	£110.00	£22.00	BACS
15/07/2022	A.J. Charlton & Sons Ltd.	Timber and wood screws	Fin. Regs. 4.1	£98.28	£19.66	BACS
15/07/2022	Unique Signs	3x A3 Alucomp signs warning about grass matting	Fin. Regs. 4.1	£45.00	£9.00	BACS
18/07/2022	Apollo Technology Solutions Ltd.	Supply & install 4GB RAM into 2x Cllr laptops	Fin. Regs. 4.1	£102.66	£20.53	BACS
18/07/2022	Lloyds Bank plc	Bank Transfer - DD - Lloyds Corporate Credit Card	Fin. Regs. 6.20	£396.08	£0.00	Direct Debit
20/07/2022	JW Waste Recycling Ltd.	12yd General Mixed Waste Skip for All Bins - May to Jul 2022	Fin. Regs. 4.1	£60.00	£12.00	BACS
20/07/2022	JW Waste Recycling Ltd.	12yd General Mixed Waste Skip for All Bins - Jul to Aug 2022	Fin. Regs. 4.1	£361.04	£72.21	BACS
29/07/2022	Greensward Sports Consultancy Ltd.	Mowing of the Football Pitch - Weekly July 2022	C264 - 12/04/2022	£390.00	£78.00	BACS
29/07/2022	Greensward Sports Consultancy Ltd.	Mowing of the Recreation Ground Outer Area -29/6, 14/7, 29/7	C264 - 12/04/2022	£270.00	£54.00	BACS
29/07/2022	JEM Heating Services Ltd	Supply & install plumbing conx frm chng rm to canteen/toilet	F&A032 - 12/07/2022	£1,599.00	£319.80	BACS
29/07/2022	Portable Space Ltd.	1x 24x9ft Canteen Unit & 1x 8x9ft Accessible Toilet for RecG	C261 - 12/04/2022	£18,447.00	£3,689.40	BACS
29/07/2022	Softcat Plc	MS Office 365, Conf Call, Visio & Exchange Online - Jun 2022	C166 - 14/12/2021	£385.40	£77.08	BACS
30/07/2022	BK & A Garrett & Son	Watering of hanging baskets and planters	C056 - 09/08/2022	£675.00	£135.00	BACS
30/07/2022	BK & A Garrett & Son	Removal of inert waste from Cemetery	F&A067 - 26/04/2022	£1,550.00	£310.00	BACS
31/07/2022	Allstar Business Solutions Ltd.	Fuel Card - July 2022	C016 - 17/05/2022	£68.72	£13.74	Direct Debit
31/07/2022	C & S Cleaning Services (Radstock) Ltd.	General Clean of Beacon Hall - July 2022	Fin. Regs. 4.1	£288.00	£57.60	BACS
01/08/2022	Bath & North East Somerset Council	BH Business Rates - Aug 2022	C016 - 17/05/2022	£287.00	£0.00	Direct Debit
01/08/2022	Bath & North East Somerset Council	AC Business Rates - Aug 2022	C016 - 17/05/2022	£208.00	£0.00	Direct Debit
01/08/2022	Northavon Group Ltd.	Service ducts/pipework for plumbing & electrics to Canteen/T	F&A032 - 12/07/2022	-£1,099.00	-£219.80	BACS
01/08/2022	Northavon Group Ltd.	11x6m Concrete Base for Canteen & Accessible Toilet on Rec	C261 - 12/04/2022	-£1.00	-£0.20	BACS
02/08/2022	SWALEC / SSE	Streetlighting Electric	C016 - 17/05/2022	£329.16	£16.45	Direct Debit
03/08/2022	Green Man (SW) Ltd.	Cleaning of 45x fabric chairs	Fin. Regs. 4.1	£225.00	£45.00	BACS
				£55,416.72	£10,100.67	

Appendix C061i – Terms of Reference for Beacon Field Play Area Resurfacing Advisory Panel



PEASEDOWN ST JOHN PARISH COUNCIL
 Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
 Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

PEASEDOWN ST JOHN PARISH COUNCIL ADVISORY PANEL RECORD FORM

BEACON FIELD PLAY AREA RESURFACING ADVISORY PANEL

Commissioning Group:	Full Council
Date of Formation (minute reference):	C061 – 09/08/2022
Date Disbanded (minute reference):	
Chair:	To be confirmed at the September Full Council meeting.

Terms of Reference	
General Purpose:	To investigate options and make recommendations to Full Council for the replacement and/or upgrading of the play surfaces under the play equipment on Beacon Field (to include a review of the junior and toddler play areas, and potentially the play equipment which is currently underlaid with carpet matting).
Specific Aims:	To review the issues with the existing play surfaces. To establish a tender specification document to be issued to suppliers via the Government procurement Contracts Finder website. To review the quotations; make any suggestions for options and to make recommendations to F&A for budgetary requirements for the project and in turn to make recommendations to Full Council on which materials and supplier/s to appoint to undertake the installation.
Success Criteria:	Completion and installation of replacement surface to the Beacon Field play area.
Duration:	Short-term; it is intended for this Advisory Panel to run for the duration of the project.
Reporting Procedures:	The Parish Office will maintain a log of all Advisory Panel meetings. Notes will be taken at every Advisory Panel meeting by a nominated attendee (using the pro-forma attached) and will be circulated to all members of the Advisory Panel and the Clerk. These will be filed on SharePoint and used for pre-reading etc. where required.
Membership:	Cllrs Mandy Clarke; Richard Clarke; Andy Larcombe; Les Sprake. Other councillor members to be confirmed at the September Full Council meeting. The Administration Officer will be the designated staff support.