



## 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 28<sup>th</sup> February 2023 at 7.00pm held at Beacon Hall, French Close, Peasedown St John**

#### **Present:**

#### **Councillors:**

Gill Auld; Barbara Bailey; John Bailey; Mandy Clarke; Richard Clarke; Jo Davis; Audrey Gillard-Sprake; Gavin Heathcote; Simon Kidd; Andrew Larcombe; Ray Love; Conor Ogilvie-Davidson; 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 at the meeting.

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

#### **C140 – 28/02/2023**

#### **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.

#### **C141 – 28/02/2023**

#### **Attendance and Apologies for Absence**

A report on councillor meeting attendance throughout the 2022-23 Council year had been circulated as pre-reading.

Cllr Kathy Thomas advised she would be late to attend the meeting as she was at an ALCA meeting.

This was duly noted.

#### **C142 – 28/02/2023**

#### **Minutes**

- i. The minutes of the **Full Council** meeting held on 22<sup>nd</sup> November 2022 had been circulated in advance of the meeting; subject to the removal of a random number '2' typo within minute C099 – 22/11/2022, 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 **Extraordinary Meeting of the Full Council** held on 20<sup>th</sup> December 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.
- iii. The minutes of the **Full Council** meeting held on 17<sup>th</sup> January 2023 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 **Cemetery Committee** meeting held on 18<sup>th</sup> October 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.
- v. The minutes of the **Personnel Committee** meeting held on 29<sup>th</sup> November 2022 had been circulated in advance of the meeting; it was **resolved** that, to the best of recollection, they be accepted as a true and correct record of that meeting and were signed by the Chair accordingly.
- vi. The minutes of the **Personnel Committee** meeting held on 21<sup>st</sup> February 2023 had been circulated in advance of the meeting. The Clerk advised that one query had been received from Cllr Barbara Bailey requesting that minute PC052 – 21/02/2023 be amended as her recollection was slightly different to what was worded. The original draft minute stated: '*A query was raised regarding the answer phone greetings. It was advised that sometimes the lines are diverted to staff mobile*

telephones and so these will not always have a message, however the Clerk agreed to check the current recordings and update any that need it.'

The amended version to read as follows: 'A query was raised regarding the answer phone greetings. It was identified that Cllr Bailey had been contacting the Clerk via her personal mobile telephone, and not the Parish Council issued telephone (as she did not have the latter number). Also, that staff personal telephone numbers had, in the past, been used to take calls diverted from Beacon Hall, so they do not have Parish Council greetings on the answerphone. For clarity, the Clerk was requested to issue the Parish Council mobile number to all councillors and to make sure that when calls were diverted from Beacon Hall, the Parish Council mobile is used and that the answerphone has an appropriate Parish Council greeting.'

With this amendment, it was **resolved** that they be accepted as a true and correct record of that meeting and were signed by the Chair accordingly.

#### **C143 – 28/02/2023 Items for Urgent Report**

There were no items for urgent report.

#### **C144 – 28/02/2023 Council Committee Updates**

Four meetings had been held since the last Full Council meeting, the draft minutes and notes from which had been circulated as pre-reading. Councillors were provided with the opportunity to raise questions or comments to the Chairs of the Standing Committees. Any matters raised and associated decisions on recommendations are detailed below.

**Cemetery Committee** – Meeting held on 24<sup>th</sup> January 2023 at 7.00pm.

- To **ratify** the updates to the **Interment and Memorial Policy**. This document was not in pre-reading, so the ratification was deferred to the April meeting.
- It was **resolved** to agree the **recommendation** that the **Cemetery gates are fully reconditioned** by KM Steel for £860+VAT with the funding to come from any remaining 'Cemetery Works' budget with any surplus from the 'Infrequent Operational Expenditure' budget.

**Finance & Amenities Committee Advisory Panel** – Meeting held on 16<sup>th</sup> February 2023 at 7.00pm.

- It was **resolved** to agree the **recommendation** that a total of **£45,420 is transferred from General Reserve** to the following Contingency and Ear Marked Reserves as follows (the amounts were considered individually and agreed by the majority):

Contingency Reserve	£5,000.00
Cemetery Paths	£20,000.00
CiLCA Contingency	£1,470.00
Pension Deficit	£14,950.00
Accessible Allotment Plots	£4,000.00

- Following the above decision, it was **resolved** to accept the **recommendation** to release £14,950 from ear marked reserves to committed expenditure to enable the **Pension Deficit for the 2023 to 2026 period to be paid** in April 2023. This will leave an existing £4,000 in the pension deficit ear marked reserve to enable to start planning for any future year's deficit.

**Personnel Committee** – Meeting held on Tuesday 21<sup>st</sup> February 2023 at 7.00pm.

- It was **resolved** to **ratify** the adoption of the **Community Engagement Policy**.
- It was **resolved** to accept the **recommendation** that the Parish Council signs up to the **NALC, SLCC, and OVW Civility and Respect Pledge**. By doing so, the Parish Council is demonstrating that the Council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role. Also, that the following statements apply:
  - Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
  - Our council has put in place a training programme for councillors and staff.
  - Our council has signed up to Code of Conduct for councillors.
  - Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.
  - Our council will commit to seeking professional help in the early stages should civility and respect issues arise.

- Our council will commit to calling out bullying and harassment if and when it happens.
- Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme.
- Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.
- It was **resolved** to accept the **recommendation** that the date of the Executive Advisory Panel meeting and the **Planning Committee meeting is amended from 9<sup>th</sup> May to 2<sup>nd</sup> May 2023**.
- Councillors received an **update** on the May 2023 local election and **rules for the pre-election period**. If any councillors want a printed copy of the rules, they should contact the Clerk. It was noted that the pre-election period commences on Monday 27<sup>th</sup> March 2023.

**Planning Committee** – Meeting held on Tuesday 7<sup>th</sup> February 2023 at 8.00pm.

- Councillors considered the **recommendation** that the Parish Council purchases 2x Schwegler No. 17A **Swift Nestboxes** with Triple Cavities to **donate to the Primary School** as mentioned in their planning application ref. 22/04741/FUL for the installation of a ground source heat pump system. The school had been contacted but they had advised they were not actually aware they were due to have the nestboxes installed as part of the planning application, so this was the first they had heard of it.  
It was initially proposed not to accept the recommendation of the Planning Committee due to the response from the school, but this proposal was not carried. It was then **resolved** to defer the decision on this matter until the next Full Council meeting and hope a more positive response from school.

The forthcoming Standing Committee meetings were noted:

- **Cemetery Committee** – Meeting scheduled to be held on 11<sup>th</sup> April 2023.
- **Finance & Amenities Committee Advisory Panel** – Meeting scheduled to be held on 14<sup>th</sup> March 2023.
- **Planning Committee** – Meeting scheduled to be held on 7<sup>th</sup> March 2023.
- **Personnel Committee Advisory Panel** – Meeting scheduled to be held on 6<sup>th</sup> April 2023.

#### **C145 – 28/02/2023 Financial Matters & Schedule of Payments**

- i. Councillors reviewed the **schedule of payments** raised since the Full Council meeting on 17<sup>th</sup> January 2023 in relation to the accounts for year ending 31<sup>st</sup> March 2023 (appendix C145i refers). It was **resolved** that the invoice for £790.30+VAT to JEM Heating Services Ltd. for the supply and fit of new pump and timeclock to resolve lack of heating fault 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. Councillors reviewed the report on General and Ear Marked Reserves and Committed Expenditure as part of the Order of Known Business for the 2022-23 council year document. It was noted that the £161 remaining in the 'Tree Planting Programme' budget is available to be used for the Kings Oak as discussed under item C150 – 28/02/2023.
- iii. Councillors considered subscription payments for various professional supporting bodies as circulated in the pre-reading. It was **resolved** to approve the following membership subscriptions for the 2023-24 council year (\*indicates estimated cost based on 2022-23 figures):  
Avon Local Councils' Association – £1,084\*  
Bath Community Transport – £10\*  
Institute of Cemetery and Crematorium Management – £95\*  
Society of Local Council Clerks – £236
- iv. It was **resolved** that a monthly payment of £398.21 for the contract hire of the Isuzu D-Max be paid by direct debit in accordance with the Financial Regulations. The Clerk advised that the new vehicle will be delivered by the end of the week.

#### **C146 – 28/02/2023 Mowing Contracts**

Councillors received a report on the mowing contracts for Beacon Field and the Recreation Ground. It was **resolved** to appoint Greensward to mow the **Recreation Ground**, including the football pitch, during 2023, for a total cost of no more than £4,000+VAT (based on 25 cuts per year; weather dependent).  
It was **resolved** to appoint B&NES Council to mow **Beacon Field** and surrounding areas during 2023 for a total cost of £2,137.91+VAT (based on 20 cuts per year).

B&NES Council provided an additional quotation to cut the verge grass on the two A367 roundabouts. It was **agreed** to defer consideration of the roundabout mowing to the Personnel Advisory Panel meeting due to be held on 6<sup>th</sup> April 2023.

**C147 – 28/02/2023 Parish Council Meetings and Events Calendar**

Councillors reviewed the proposed summonsed Parish Council meetings and events calendar for the 2023-24 council year in readiness for the adoption at the Annual Meeting in May. A query was raised about not holding councillor surgery dates on Friday evenings only but to mix up the days they are held. It was agreed for the surgery dates to be removed but include a sentence stating that surgery dates will be advised.

**C148 – 28/02/2023 Risk Register**

The Clerk had been unable to export the Risk Register document from the computer software and so the document was not available in the pre-reading. It was therefore agreed to defer the matter to the next meeting to allow time for the computer issues to be resolved.

**C149 – 28/02/2023 Recreation Ground and Charity Trust**

- i. The draft **Terms and Conditions of Hire** for the **Canteen and Accessible Toilet** were reviewed. It was acknowledged that, until the new Safeguarding Policy is adopted, an item should be included in the Terms and Conditions that hirers are to adhere to the Parish Council's Safeguarding Policy (the policy states that it applies to individuals using Parish Council facilities for the purpose of delivering any service to children, young people, or vulnerable adults). With this amendment it was resolved to adopt the Terms and Conditions of Hire for the Canteen and Accessible Toilet.  
The Clerk was asked to follow-up on the publication of the hire prices of Parish Council facilities.
- ii. The **ash trees** identified in the ash die back report that required felling have been actioned. The neighbouring resident has subsequently contacted the Parish Council to request the gaps in the hedge be filled. This was discussed and it was considered that it was not the responsibility of the Parish Council to secure the land belonging to another. It was **resolved** that the Parish Council does not undertake any work to fill the gaps in the Recreation Ground hedge created by the felling of the trees. However, it was also noted that if tree/hedge planting works are undertaken at a later stage it is coincidental and not derived from the request of a neighbouring property.
- iii. The installation of the new galvanised bow top **fence around the play area** at the Recreation Ground is now complete. The Caretaker had also undertaken the levelling off of the ground under and in front of the fence and laid grass seed accordingly. This will assist with strimming and ease of maintenance of the site.
- iv. Councillors considered a letter from **Circus Ginnett** requesting their attendance at the Recreation Ground from 28<sup>th</sup> August until 3<sup>rd</sup> September 2023. It was noted that the request from the Circus was declined last year, due to the ongoing pathway works, and that it would be revisited again this year. Following concerns about lasting damage and considering the money spent on the Recreation Ground new pathways and parking area, it was resolved not to permit Circus Ginnett onto the Recreation Ground with their heavy machinery and equipment.
- v. Councillors considered a request from **Peasedown St John Primary School** to **use the Recreation Ground** on a temporary basis, whilst works are being carried out at the school. They requested use of the football pitch for school matches and training and will be providing some dates. The Parish Council need to determine if they are willing to allow this, whilst the football season is still underway. Other areas of the Recreation Ground may also wish to be used.  
In general, it was thought that the Parish Council should look favourably on the school using the football pitch and agree in principle to them using it, but more information was needed about how frequently it would be used and whether they would be prepared to pay a donation towards the costs of running the pitch. It was agreed to delegate to the Clerk the task of obtaining this information, and for the Clerk to decide in conjunction with the Football Club Liaison Advisory Panel, whether their request should be granted.

**8.07pm – Cllr Kathy Thomas arrived at the meeting during the above discussion on the ash trees.**

**8.24pm – It was resolved to adjourn the meeting for a comfort break.**

**8.37pm – It was resolved to reconvene the meeting.**

A. Councillors received reports and considered recommendations from the following Advisory Panels which have met since the last Full Council meeting, the notes from which had been circulated as pre-reading:

- i. **Civic Events Advisory Panel** – Meetings held on Monday 13<sup>th</sup> February 2023 at 8.00pm and Thursday 23<sup>rd</sup> February 2023 at 7.00pm both to discuss the celebration plans for the Coronation of King Charles III during May 2023.

It was **resolved** to accept the recommendation that the Parish Council organises a “Community Coronation Picnic” at Beacon Field to be held on Sunday 7<sup>th</sup> May 2023 with children from the Primary School invited to sing and perform a Maypole dance and local organisations invited to host a stall for their group to help promote their volunteering opportunities and for members. It was noted that the timing of the event should be established at the next Advisory Panel meeting, and that the Sunday church services usually finish around 12.30pm if the churches are to be involved.

The recommendation to have a lasting legacy for the Coronation of the King by way of purchasing an English Oak tree was discussed. The original recommendation included that a 15-litre tree was purchased, however, following a visit to a local nursery, Cllrs Audrey Gillard-Sprake and Les Sprake suggested that a 30-litre tree would be more appropriate. The nursery had also confirmed to them that it is not necessarily true that smaller trees have a better survival rate. It was subsequently **resolved** that 1x 30 litre English Oak tree is purchased from Chew Valley Trees to commemorate the Coronation of King Charles III and all the associated sundries are obtained e.g., tree guards, plaques, etc. and it be planted on the Recreation Ground during March with the official unveiling taking place on 7<sup>th</sup> May 2023 as part of the Coronation celebrations. Furthermore that the cost be deducted from the £161 remaining in the ‘Tree Planting Programme’ under Committed Expenditure and the remainder to be deducted from the Civic Events budget.

It was **resolved** to accept the recommendation that the Parish Council will provide a photo booth with a throne with dressing up opportunities and a crown making station, if available, to be located at Beacon Hall or Beacon Field (depending on the weather) to include a suitable backdrop detailing the Coronation for people to take their own photographs as a commemoration of the occasion.

- ii. **Executive Committee Advisory Panel** – Meeting held on Tuesday 7<sup>th</sup> February 2023 at 7.00pm. It was **resolved** to accept the recommendations that the following are the priorities for the coming week and month, all other items will be business as usual:

Priorities for this week:

- a. *Update Councillors by Friday 10th February on the progress of Council Truck/Vehicle/Signage as agreed at Full Council meeting.*
- b. *Publish the amended Caretaker Job Advert following personnel meeting 29th November 2022 and agreed at the Full Council on 17th January 2023. To be completed by the Full Council meeting.*

Priorities for this month:

- c. *Confirm to Cllrs Larcombe and Thomas on the progress of Persimmon homes land transfer ready for the Full Council Meeting.*
- d. *Complete works for the ‘Canteen’ boxing in of the pipework as previously agreed by End November. Update F&A on 10<sup>th</sup> January 2023 to include the re-planting of the hedge to fill in the Gaps.*
- e. *Delegate microphones arrange for an additional quote, if nothing further can be obtained company pass the 2 quote Advisory Panel for review. Obtain these quotes ready to be presented to Full Council on 28<sup>th</sup> February 2023.*
- f. *Follow up with Bank & B&NES payroll regarding monthly pay as previously instructed. To complete by the Full Council Meeting on the 28<sup>th</sup> February 2023.*
- g. *Weeding plan and plant maintenance cycle being established with Caretakers for the Personnel meeting 21<sup>st</sup> February 2023.*

- iii. **Persimmon Land Transfer Advisory Panel** – No meeting had been held but an update on the current status was provided.

- a. The updated maps/plans had been received from Persimmon and they have been reviewed by Cllr Thomas and the Clerk to confirm that all the anomalies raised at the last meeting with Persimmon have now been addressed.
- b. Quotations are being obtained from the solicitor and the insurance broker for the 'no search' indemnity. These will be presented to Full Council once received.
- c. The maps for areas of land to be transferred were circulated as pre-reading. All parcels of land due to be transferred were highlighted with different colours denoting the different companies that currently own the land, all of which sit under the Persimmon umbrella.
- d. A meeting is being arranged with the Parish Council's solicitor to discuss final details prior to completion. It was also noted that the temporary solicitor appointed by the Parish Council's legal company will now still be available to work on the transfer.

It was **resolved** to accept the final draft of land titles and plans, to be transferred, from Persimmon Homes to Peasedown St John Parish Council as detailed in the plans circulated in the pre-reading.

iv. **Recreation Ground Improvements Advisory Panel** – No meeting had been held but an update on the snagging list was provided.

- a. Northavon carried out works on the Recreation Ground earlier this month to replace sections of the tarmac pathways that had cracked.
- b. The strip of grass matting at the front of the concrete pad for the container has been cut back, and a strip of turf will be laid to cover the edge of the matting preventing it from being a tripping hazard. The Caretaker will carry out this work in the next 1-2 weeks.
- c. When the weather is a bit warmer, the muddy area next to the main vehicle entrance will need to be re-seeded with grass seed and fenced-off temporarily, to allow the grass to establish. It is suggested that parking should not be allowed until the grass is fully germinated and established. Vehicles needing to access the Scout Garage and changing rooms can be diverted to the side of the muddy area.
- d. Truespeed have installed their broadband/router in the changing rooms and an extension is being installed next week to provide broadband in the canteen.
- e. Although the works are now largely complete, it is suggested that the Advisory Panel should be kept open to oversee the process of re-seeding the area close to the vehicle entrance. The Advisory Panel can then be formally disbanded at the Annual Meeting in May.

v. **Streetlighting Advisory Panel** – Since the last Full Council meeting, no meeting had been held but the day burning streetlights were being followed up for replacement under warranty.

B. The scheduled forthcoming meetings for the following Advisory Panels were noted:

- i. **Executive Committee Advisory Panel** – Tuesday 7<sup>th</sup> March 2023 at 7.00pm.
- ii. **Civic Events Advisory Panel** – Monday 13<sup>th</sup> March 2023 at 8.00pm at Beacon Hall.

**C151 – 28/02/2023 Annual Village Meeting**

Councillors received a copy of the draft agenda for the Annual Village Meeting due to be held on Tuesday 28<sup>th</sup> March 2023. The Police had requested to have their presentation slot earlier on the agenda as they would likely have to leave early.

No questions were raised. The Clerk to liaise with Committee Chairs regarding their presentations and will contact the community grant recipients and will issue invitations and publicise the event accordingly.

**C152 – 28/02/2023 Correspondence, Complaints & Issues**

Councillors reviewed any new queries, correspondence, issues, and complaints raised since the last meeting. Items of significance brought to the Council's attention and their resultant decisions included:

- i. **Email from Avon and Somerset Neighbourhood Watch Association** advising they had recently reformed and explained the principles of the organisation and the campaigns and events they plan to undertake during 2023.
- ii. **E-mail from a resident requesting Parish Council support for doctor surgery related issues:**  
A resident (who was unable to attend their councillor surgery appointment) had e-mailed to request assistance with trying to carry out a community survey due to their disappointment with local GP processes, specifically the difficulty in getting an appointment with a doctor at Hillcrest Surgery. It was suggested that this is likely to be a national issue, not just Peasedown St John, and the Parish Council does not really have the capacity to carry out a survey of this kind. It was thought that the

<p>most effective course of action would be for the resident to contact the Practice Manager at Hillcrest Surgery directly, to see if they can address the problem. The Clerk to respond accordingly.</p> <p>iii. <b>E-mail from B&amp;NES Council Parks &amp; Green Spaces Department regarding creation of a “wildlife corridor” on Orchard Way:</b></p> <p>The email mentioned that some funding had been secured to improve pollinator habitats across B&amp;NES and they would shortly be launching a project called “Bee Bold B&amp;NES”. The aim would be to improve wildlife habitats at different locations across B&amp;NES, and one possibility would be the verges on Orchard Way. Techniques such as re-seeding, turf stripping, shrub planting and bee hotels would be used to create a “wildlife corridor”. They requested a meeting to explain more about the project and to gauge whether this might be of interest to local residents.</p> <p>It was suggested that they should be invited to give a short presentation on this project at the forthcoming Annual Village Meeting. The Clerk to respond accordingly.</p>
<p><b>9.07pm</b> - It was <b>resolved</b> to extend the length of the meeting by an additional 15 minutes (until 9.45pm), thereby suspending Standing Order 3s (a meeting shall not exceed a period of 2½ hours), in order to ensure the remaining items on the agenda be considered.</p>
<p><b>C153 – 28/02/2023                      Resolution Relating to Confidential Nature</b></p> <p>In accordance with Standing Order 3c and in view of the confidential nature of the business to be transacted, it was <b>resolved</b> that the press and public be temporarily excluded from the meeting.</p>
<p><b>C154 – 28/02/2023                      Update - Staffing Matters</b></p> <p>9.08pm – The Clerk read a statement to councillors and then left the meeting. Councillors held a private discussion.</p>
<p><b>C155 – 28/02/2023                      Resolution to Revert to Public Session</b></p> <p>It was <b>resolved</b> to put the meeting back into public session.</p>
<p><b>C156 – 28/02/2023                      Future Agenda Items &amp; Cllr Questions</b></p> <p><i>Opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda.</i></p> <p>Due to time constraints this agenda item was not discussed. Any items, therefore, to be sent directly to the Clerk in advance of the next meeting.</p>
<p><b>C157 – 28/02/2023                      Review of New Actions</b></p> <p><i>To review that any actions generated from the meeting have been correctly captured on the Actions Register.</i></p> <p>Due to time constraints this agenda item was not discussed. The Clerk to capture the actions generated from the meeting on the Action Register in Planner after the meeting.</p>
<p><b>C158 – 28/02/2023                      Date and Time of Next Meeting</b></p> <p>The next meeting of the Full Council is scheduled to be held on Tuesday 18<sup>th</sup> April 2023 at 7pm at Beacon Hall.</p>

The meeting closed at 9.43pm.

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

**Appendix C145i - Schedule of payments made since the Full Council meeting on 17<sup>th</sup> January 2023 in relation to the accounts for the year ending 31<sup>st</sup> March 2023.**

<b>Date of Invoice</b>	<b>Supplier Name</b>	<b>Details</b>	<b>Associated Minute/Regulation</b>	<b>Net Amount</b>	<b>VAT Amount</b>	<b>Payment Type</b>
07/12/2022	Amazon EU S.a.r.l. UK Branch	Batteries for Christmas Tree lights at Carlingcott&OrchardWa	Fin. Regs. 4.1	£9.30	£1.86	Credit Card
28/12/2022	Royal Mail Group Ltd.	Delivery of the Election Special Newsletter Jan 2023	C096 - 22/11/2022	£238.48	£47.70	BACS
28/12/2022	Royal Mail Group Ltd.	Delivery of the Election Special Newsletter Jan 2023	C096 - 22/11/2022	£0.72	£0.00	BACS
01/01/2023	Apollo Technology Solutions Ltd.	ICT Support - Jan to Mar 2023	Fin. Regs. 4.1	£175.14	£35.03	BACS
04/01/2023	Amazon EU S.a.r.l. UK Branch	1x Bosch Village TWK76075GB Cordless Kettle to replace broke	Fin. Regs. 4.1	£20.62	£4.13	Credit Card
08/01/2023	BT Payment Services Ltd.	PO Telephone & Broadband 01/01/23 - 31/01/23	C016 - 17/05/2022	£53.24	£10.65	Direct Debit
08/01/2023	BT Payment Services Ltd.	BH Telephone & Broadband 01/01/23 - 31/01/23	C016 - 17/05/2022	£53.23	£10.64	Direct Debit
09/01/2023	EDF Energy	RG Changing Rooms Electric - 30/09/22 to 14/10/22	C016 - 17/05/2022	£45.60	£2.28	Direct Debit
09/01/2023	EDF Energy	RG Changing Rooms - 30/09/22 to 14/10/22	C016 - 17/05/2022	£72.26	£3.61	Direct Debit
09/01/2023	Screwfix Direct Ltd. & B&Q	Steel toe cap boots for Cllr Kathy Thomas for Chap 8 Training	Fin. Regs. 4.1	£144.96	£0.00	BACS
10/01/2023	TQ Exel Ltd	C&G NRSWA Unit 102 Course for Cllr Kathy Thomas	PC013-14/06/2022	£195.00	£39.00	BACS
10/01/2023	TQ Exel Ltd	C&G NRSWA Unit 102 Course for Cllr B. Bailey unable 2 attend	PC013-14/06/2022	£195.00	£39.00	BACS
11/01/2023	JEM Heating Services Ltd	Mechanical Services Maint Contract 01/02/23 to 31/01/24	Fin. Regs. 4.1	£273.50	£54.70	BACS
11/01/2023	Wiltshire Turf Supplies	8sq metres of turf for grave top up cover	Fin. Regs. 4.1	£28.00	£5.60	Credit Card
12/01/2023	ARC Mailing Ltd.	Printing of Special Election Edition Newsletter - Jan 2023	C096 - 22/11/2022	£438.50	£87.70	BACS
12/01/2023	First Aid Education Ltd.	Emergency First Aid at Work Training for Staff - 10/02/2023	Fin. Regs. 4.1	£450.00	£90.00	BACS
12/01/2023	Proper Job	Cable ties and bungees for banners	Fin. Regs. 4.1	£3.33	£0.66	Credit Card
12/01/2023	Proper Job	Door stops and 2x plastic tubs for Beacon Hall	Fin. Regs. 4.1	£19.14	£3.84	Credit Card
12/01/2023	Proper Job	Gloves	Fin. Regs. 4.1	£4.15	£0.83	Credit Card
13/01/2023	Screwfix Direct Ltd. & B&Q	Refund on steel toe cap boots not required	Fin. Regs. 4.1	£99.97	£0.00	BACS
15/01/2023	BT Payment Services Ltd.	Mobile Phone Costs - Jan 23 - Feb 23	C016 - 17/05/2022	£7.00	£1.40	Direct Debit
16/01/2023	Cheffline Limited	12x Chafing dish fuel gel cans	Fin. Regs. 4.1	£14.33	£2.87	Credit Card
16/01/2023	EDF Energy	BH Electricity - 30/09/22 to 06/01/23	C016 - 17/05/2022	£300.31	£15.02	Direct Debit
16/01/2023	EDF Energy	BH Electricity - 30/09/22 to 22/12/22	C016 - 17/05/2022	£682.40	£34.12	Direct Debit
21/01/2023	Proper Job	Storage tub for Beacon Hall Christmas lights and equipment	Fin. Regs. 4.1	£10.83	£2.16	Credit Card
21/01/2023	Proper Job	Paint for plot markers	Fin. Regs. 4.1	£14.12	£2.86	Credit Card
21/01/2023	Proper Job	Hand wash	Fin. Regs. 4.1	£1.67	£0.33	Credit Card



Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
23/01/2023	HM Land Registry	Title Plan - Persimmon Land Transfer Related	Fin. Regs. 4.1	£3.00	£0.00	Credit Card
23/01/2023	HM Land Registry	Title Register - Persimmon Land Transfer Related	Fin. Regs. 4.1	£3.00	£0.00	Credit Card
24/01/2023	Volker Highways Ltd.	6x Faulty lantern investigations/repairs - Jan 2023	Fin. Regs. 4.1	£260.52	£52.10	BACS
27/01/2023	EDF Energy	BH Gas - 30/09/22 to 25/01/23	C016 - 17/05/2022	£1,660.54	£83.03	Direct Debit
27/01/2023	EDF Energy	BH Gas - 30/09/22 to 22/12/22	C016 - 17/05/2022	-£1,089.09	-£54.45	Direct Debit
27/01/2023	Softcat Plc	MS Office 365, Conf Call, Visio & Exchange Online - Dec 2022	C166 - 14/12/2021	£385.40	£77.08	BACS
31/01/2023	Allstar Business Solutions Ltd.	Fuel Card - January 2023	C016 - 17/05/2022	£2.09	£0.42	Direct Debit
31/01/2023	Hillier Nurseries Ltd.	Long handled rake and long handled dutch hoe	Fin. Regs. 4.1	£45.98	£9.20	Credit Card
31/01/2023	Hillier Nurseries Ltd.	1x Pair gardening gloves	Fin. Regs. 4.1	£4.66	£0.93	Credit Card
31/01/2023	Hillier Nurseries Ltd.	Perennial plants for scattering area at Gdn of Rem	Fin. Regs. 4.1	£178.53	£35.71	Credit Card
31/01/2023	JEM Heating Services Ltd	To supply and install new Alpha combi boiler in the P.Office	F&A070 - 10/01/2023	£2,518.00	£503.60	BACS
31/01/2023	JEM Heating Services Ltd	To supply and install pipework and new outside tap at B.Hall	C022 - 17/05/2022	£608.25	£121.65	BACS
31/01/2023	Proper Job	Gloves	Fin. Regs. 4.1	£0.83	£0.17	Credit Card
31/01/2023	Proper Job	Cable ties and gaffer tape	Fin. Regs. 4.1	£3.75	£0.75	Credit Card
31/01/2023	Proper Job	Flexi tub for weeding	Fin. Regs. 4.1	£2.49	£0.50	Credit Card
31/01/2023	Proper Job	Interior dehumidifiers	Fin. Regs. 4.1	£1.67	£0.33	Credit Card
01/02/2023	Bath & North East Somerset Council	BH Business Rates - Jan 202	C016 - 17/05/2022	£287.00	£0.00	Direct Debit
01/02/2023	Bath & North East Somerset Council	AC Business Rates - Jan 2023	C016 - 17/05/2022	£208.00	£0.00	Direct Debit
01/02/2023	Greensward Sports Consultancy Ltd.	Mowing of the Football Pitch - 1x Jan & 1x Feb 2023	C264 - 12/04/2022	£130.00	£26.00	BACS
01/02/2023	Greensward Sports Consultancy Ltd.	Mowing of the Recreation Ground Outer Area - 03/01	C264 - 12/04/2022	£90.00	£18.00	BACS
01/02/2023	Sage (UK) Limited	Online Subscription to Sage 50 Accounts - February 2023	Fin. Regs. 4.1	£41.00	£8.20	Direct Debit
02/02/2023	IAE	Bow top fence panels and posts for Rec Ground Play Area	C096 - 22/11/2022	£2,962.18	£592.44	BACS
02/02/2023	IAE	Bow top corner posts for fence for Rec Ground Play Area	Fin. Regs. 4.1	£96.68	£19.34	BACS
02/02/2023	SWALEC / SSE	Streetlighting Electric - 04/01/23 to 01/02/23	C016 - 17/05/2022	£295.76	£14.78	Direct Debit
03/02/2023	Proper Job	Storage tub for Christmas lights and equipment	Fin. Regs. 4.1	£10.83	£2.16	Credit Card
03/02/2023	Proper Job	4x Pairs of Hi-Viz gloves	Fin. Regs. 4.1	£3.32	£0.68	Credit Card
06/02/2023	JW Waste Recycling Ltd.	12yd General Mixed Waste Skip for All Bins -Dec 22 to Jan 23	Fin. Regs. 4.1	£80.00	£16.00	BACS
06/02/2023	JW Waste Recycling Ltd.	12yd General Mixed Waste Skip for All Bins - Feb to Mar 2023	Fin. Regs. 4.1	£361.04	£72.21	BACS
07/02/2023	J Murtagh Tree Services	Felling and removal of 2x Ash trees ID survey - Ash die back	C096 - 22/11/2022	£865.00	£173.00	BACS
07/02/2023	JEM Heating Services Ltd	Flush of main hall heating system to resolve no heat fault	Fin. Regs. 4.1	£378.30	£75.66	BACS

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
08/02/2023	Norton Garden Machinery Ltd.	5x litres of chain saw oil	Fin. Regs. 4.1	£16.63	£3.32	BACS
13/02/2023	NFP Workshops	Bid Writing Workshop - 06/03/2023 - Cllr Gill Auld	Fin. Regs. 4.1	£95.00	£0.00	Credit Card
15/02/2023	Amazon EU S.a.r.l. UK Branch	Refund on Faulty Bosch Village Kettle	Fin. Regs. 4.1	-£19.98	-£4.00	Credit Card
15/02/2023	Avon Local Councils' Association	3x Online Courses in Stress Mment, FOI, GDPR/Data Protec	Fin. Regs. 4.1	£42.00	£0.00	BACS
15/02/2023	BT Payment Services Ltd.	Mobile Phone Costs - Feb 23 - Mar 23	C016 - 17/05/2022	£7.00	£1.40	Direct Debit
15/02/2023	Royal Mail Group Ltd.	Delivery of the Spring 2023 newsletter	C016 - 17/05/2022	£238.48	£47.70	Credit Card
15/02/2023	Royal Mail Group Ltd.	Delivery of the Spring 2023 newsletter	C016 - 17/05/2022	£0.72	£0.00	Credit Card
17/02/2023	JEM Heating Services Ltd	Supply & fit new pump, timeclock & resolve no heat fault	C145 - 28/02/2023	£790.30	£158.06	BACS
21/02/2023	Avon Local Councils' Association	3x Online Courses in Cust Servs, Time Mment, Public Life	Fin. Regs. 4.1	£44.00	£0.00	BACS
21/02/2023	SWALEC / SSE	Streetlighting Electric - 02/09/22 to 30/09/22	C016 - 17/05/2022	£309.52	£15.47	Direct Debit
21/02/2023	SWALEC / SSE	Streetlighting Electric - 01/10/22 to 31/10/22	C016 - 17/05/2022	£313.97	£15.69	Direct Debit
21/02/2023	SWALEC / SSE	Streetlighting Electric - 01/11/22 to 30/11/22	C016 - 17/05/2022	£304.87	£15.24	Direct Debit
21/02/2023	SWALEC / SSE	Streetlighting Electric - 01/12/22 to 31/12/22	C016 - 17/05/2022	£313.97	£15.69	Direct Debit
21/02/2023	SWALEC / SSE	Streetlighting Electric - 01/01/23 to 31/01/23	C016 - 17/05/2022	£313.97	£15.69	Direct Debit
21/02/2023	SWALEC / SSE	Streetlighting Electric - 02/09/22 to 03/10/22	C016 - 17/05/2022	-£527.87	-£26.39	Direct Debit
21/02/2023	SWALEC / SSE	Streetlighting Electric - 04/10/22 to 01/11/22	C016 - 17/05/2022	-£295.76	-£14.78	Direct Debit
21/02/2023	SWALEC / SSE	Streetlighting Electric - 02/11/22 to 01/12/22	C016 - 17/05/2022	-£304.87	-£15.24	Direct Debit
21/02/2023	SWALEC / SSE	Streetlighting Electric - 02/12/22 to 03/01/23	C016 - 17/05/2022	-£331.70	-£16.58	Direct Debit
21/02/2023	SWALEC / SSE	Streetlighting Electric - 04/01/23 to 01/02/23	C016 - 17/05/2022	-£295.76	-£14.78	Direct Debit
22/02/2023	A J Champion & Sons Ltd	25x Bags of Postcrete for Rec Ground play area fence install	F&A080 - 10/01/2023	£121.25	£24.25	BACS
22/02/2023	IAE	Bow top fence panels and posts for Rec Ground Play Area	C096 - 22/11/2022	£3,565.92	£713.18	BACS

**£16,941.93    £3,203.94**