



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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### Minutes of the Annual Full Council Meeting held on Tuesday 23<sup>rd</sup> May 2023 at 7.00pm held at Beacon Hall, French Close, Peasedown St John

#### **Present:**

#### **Councillors:**

Gill Auld; Fiona Carr; Mandy Clarke; Richard Clarke; Howard Hartley; Simon Kidd; Andy Larcombe; Ray Love; Conor Ogilvie-Davidson (Vice-Chair); John Ogilvie-Davidson; Jonathan Rich (Chair); Kathy Thomas; Daniel Walker.

#### **In attendance:**

Tanya West – Parish Clerk & RFO

#### **Public Session**

There were six members of the public present at the meeting.

Two who were in attendance from 7.00pm, who were there to observe and had no matters they wished to raise.

Four who were in attendance from 7.30pm, who were there to make the Council aware of their concerns regarding the safety of pedestrians whilst walking along Firgrove Lane. The meeting was suspended to permit these residents to address the Council (see below for further details).

In addition, at the start of the meeting, there were three co-option candidates in attendance as members of the public.

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

#### **C001 – 23/05/2023 Election of Chair and Vice-Chair**

One written and signed nomination for the position of Chair had been received; no further nominations were forthcoming at the meeting and so it was **resolved unanimously** to elect Cllr Jonathan Rich as Chair. The Declaration of Office was signed accordingly.

Two written and signed nominations for the position of Vice-Chair had been received. Cllrs Conor Ogilvie-Davidson and Kathy Thomas were invited to present their case to the Council. A vote was taken, and it was **resolved by majority** to elect Cllr Conor Ogilvie-Davidson as Vice-Chair. The Declaration of Office was signed accordingly.

#### **C002 – 23/05/2023 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.

#### **C003 – 23/05/2023 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 Audrey Gillard-Sprake, Gavin Heathcote, and Les Sprake due to being away. Co-option candidate, Jo Davis had also provided her apologies due to being away. These apologies were duly noted.

#### **C004 – 23/05/2023 Parish Councillor Vacancies**

i. The Clerk clarified the process to be undertaken for the co-option voting to fill the remaining four vacant seats following the uncontested election on 4<sup>th</sup> May 2023. The personal profiles of the candidates had been circulated as pre-reading. In accordance with Standing Order 8.b, voting will be

<p>undertaken by paper ballot. Although there are four candidates for the four vacancies, candidates are still required to obtain an absolute majority of votes in their favour in order to be co-opted.</p> <p>ii. Co-option voting was undertaken, and Gillian Auld, Jo Davis, Howard Hartley, and Daniel Walker were all appointed as members of the Parish Council by <b>unanimous vote</b>. They were congratulated on the appointments, and all but Jo Davis, who was not present, completed the necessary paperwork to enable them to join the remainder of the meeting as a member of the Full Council.</p>
<p>7.28pm - It was <b>resolved</b> to temporarily suspend the meeting (in accordance with Standing Order 10.a.xiv) to provide an opportunity for the members of the public, who had arrived late to the meeting, to address the Council.</p> <p>One resident spoke on behalf of the four residents who were in attendance to raise their concerns regarding the safety of pedestrians walking along Firgrove Lane. They advised there is one triangular highway warning sign in this location, which is so far into the hedge it is often not noticed by motorists. The residents feel their safety is being compromised and they need to be treated fairly especially when there are not any pavements in this area and people are being encouraged to walk rather than drive. They are asking the Parish Council to consider this issue and make recommendations to the Highways Department to make Firgrove Lane safer for pedestrians, particularly before the Greenlands Road development takes place, as one built, the situation is likely to worsen. The Clerk took the contact details of the resident and will follow up with them accordingly.</p>
<p>7.31pm – It was <b>resolved</b> to reconvene the meeting.</p>
<p><b>C005 – 23/05/2023                      Minutes</b></p> <p>i. The minutes of the <b>Full Council</b> meeting held on 18<sup>th</sup> April 2023 had been circulated in advance of the meeting; it was <b>resolved</b> that they be accepted as a true and correct record of that meeting and were signed by the Chair accordingly.</p> <p>ii. The minutes of the <b>Finance &amp; Amenities Committee</b> meeting held on 25<sup>th</sup> April 2023 had not yet been published and so their approval would be deferred to the next Finance &amp; Amenities Committee meeting.</p>
<p><b>C006 – 23/05/2023                      Items for Urgent Report</b></p> <p>The Clerk reported that the Caretaker has discovered an area of damage to the wet pour play surface near to the multi-way swing on Beacon Field and unfortunately the initial area of damage had been extended, and further damage had been made near the “Star Surfer” play equipment. An urgent quote was requested from the contractor who carried out the last repair to the play surface. In view of the need to get the work done as soon as possible to prevent further “picking” at the same area and any potential trip hazard, an order was placed for this repair at a cost of £780+VAT using the Clerk’s emergency spend, authorised under Financial Regulation 4.5. Under this regulation the Clerk shall report any such emergency spend to the Chairman as soon as possible and to the Council as soon as practicable thereafter.</p> <p>The contractor will carry out the work very early on Wednesday 24<sup>th</sup> May 2023, in order to allow the surface as long as possible to cure before there is any risk of it being walked on (the contractor will also tape-off the area to discourage anyone from walking on it).</p> <p>It was also reported that earlier in the day, the Caretaker has fixed the problem with the self-closing gate. However, he had removed one of the spring rockers due to too much movement at the base of the rocker. The contractor who is undertaking the surface repairs works tomorrow will investigate and provide a quotation for these additional works.</p>
<p><b>C007 – 23/05/2023                      Standing Orders &amp; Financial Regulations</b></p> <p>i. It was <b>resolved</b> that for the council year 2023-24 councillors agree to receive meeting summonses by email in accordance with Standing Order 15.b.i.</p> <p>ii. A copy of the Standing Orders had been circulated as pre-reading. It was noted that the amendments had been agreed at the April 2023 Full Council meeting (minute C168 – 18/04/2023 refers). It was <b>resolved</b> to adopt the Standing Orders.</p> <p>iii. A copy of the Financial Regulations had been circulated as pre-reading. It was noted that the amendments had been agreed at the April 2023 Full Council meeting (minute C168 – 18/04/2023 refers). It was <b>resolved</b> to adopt the Financial Regulations.</p>
<p>In accordance with Standing Order 10.a.xv, it was <b>resolved</b> to temporarily suspend Standing Order 8.b [Voting on appointments will be undertaken by paper ballot by those present at the meeting] on the condition that when there is only one candidate for an appointment, a paper ballot is not required.</p>

**C008 – 23/05/2023**

### **Council Committees & Delegations**

- i. A copy of the Terms of Reference and Delegations had been circulated as pre-reading. It was noted that some minor amendments had been agreed at the April 2023 Full Council meeting (minute C168 – 18/04/2023 refers). It was **resolved** to 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, along with the appointment of the Clerk Liaison Advisory Panel.
- It was noted that being a new council term would be a good opportunity to review the committee structure so any changes could be set in place for the next annual meeting.
- ii. Members were appointed, and Chairs were elected to the Standing Committees as follows:
- **Cemetery Committee** – Six councillors indicated that they would like to serve on this committee and, as a result of a vote, the following six councillors were appointed:
    - Fiona Carr
    - Mandy Clarke
    - Richard Clarke
    - Audrey Gillard-Sprake – Elected as **Chair**
    - Howard Hartley
    - Les Sprake
  - **Finance & Amenities Committee** – Thirteen councillors indicated that they would like to serve on this committee and, as a result of a vote, the following six councillors were appointed:
    - Gill Auld
    - Jo Davis
    - Simon Kidd
    - Andy Larcombe – Elected as **Chair**
    - John Ogilvie-Davidson
    - Daniel Walker
  - **Personnel Committee** – Eleven councillors indicated that they would like to serve on this committee and, as a result of a vote, the following six councillors were appointed:
    - Jo Davis
    - Howard Hartley
    - Simon Kidd – Elected as **Chair**
    - Andy Larcombe
    - Conor Ogilvie-Davidson
    - Kathy Thomas
  - **Planning Committee** – Seven councillors indicated that they would like to serve on this committee and, as a result of a vote, the following six councillors were appointed:
    - Gill Auld
    - Mandy Clarke – Elected as **Chair**
    - Richard Clarke
    - Howard Hartley
    - John Ogilvie-Davidson
    - Les Sprake

**C009 – 23/05/2023**

### **Outside Bodies**

Following review, it was **resolved** to approve the representatives with external bodies as detailed below and the arrangements for reporting back as per the pre-reading.

- i. **Parishes Liaison Group** – Representatives: Clerk and Cllrs Jonathan Rich; Kathy Thomas. The Chair and Clerk to have the voting rights.
- ii. **Avon Local Councils Association (B&NES ALCA Area Group & County Meetings) -** Representatives: Clerk and Cllr Jonathan Rich (voting rights pass from Clerk to any other councillor who may attend).
- iii. **Somer Valley Forum** – Representatives: Cllrs Gill Auld; Mandy Clarke; Richard Clarke; Ray Love; Jonathan Rich (first two councillors in attendance at the meeting to receive the voting rights). It was clarified that Cllr Gavin Heathcote, being both a Parish Councillor and a Ward Councillor, will only have the Parish Council vote if there is only one other parish councillor in attendance.

- iv. **Local Flood Representative** – Representatives: Cllrs Howard Hartley; Jonathan Rich.
- v. **Community Centre Network** – Representatives: Cllrs Gill Auld; Mandy Clarke; Richard Clarke; Kathy Thomas.
- vi. **Peasedown Environment Group** – Representatives: Cllrs Gill Auld; Audrey Gillard-Sprake; Howard Hartley; Ray Love; Les Sprake.
- vii. **Somer Valley Rediscovered** – Representatives: Cllrs Gill Auld; Mandy Clarke; Richard Clarke; Kathy Thomas.

All representatives will be notified of meetings as and when they are scheduled.

It was **resolved** to reinstate Standing Order 8.b.

**C010 – 23/05/2023 Local Authority Agency Agreements**

Councillors reviewed the arrangements, including any charters, with other local authorities and reviewed contributions made to expenditure incurred by other local authorities.

- i. It was **resolved** that the Standing Agency Agreement between B&NES Council and the Parish Council for Public Rights of Way vegetation clearance should continue for the 2023-24 council year.
- ii. It was **resolved** that the Standing Agency Agreement between B&NES Council and the Parish Council for the School Crossing Patrol Service should continue for the 2023-24 council year in accordance with minute C045 – 18/06/2019.

The Clerk was requested to investigate the decision under minute C045 – 18/06/2019 in relation to making decisions in perpetuity and how this links to Standing Orders. To report back at a future meeting.

**C011 – 23/05/2023 Subscriptions and Memberships**

Councillors reviewed the Council's and/or employees' memberships to other bodies.

It was **resolved** to ratify the decision made under minute C145-28/02/2023 approving the annual membership subscriptions for Avon Local Councils' Association/National Association of Local Councils; Bath Community Transport; Institute of Cemetery and Crematorium Management; and the Society of Local Council Clerks for the 2023-24 council year.

**C012 – 23/05/2023 Calendar of Meetings for the 2023-24 Council Year**

Councillors reviewed the revised draft of the proposed calendar of council meetings which now includes any known dates for regular Civic Events. It was noted that the list will be updated and reissued throughout the year once the dates of Advisory Panel meetings and Councillor Surgeries are known. It was **resolved** to adopt the proposed calendar of scheduled ordinary meetings for the 2023-24 council year.

The Clerk was requested to display the list in all the parish notice boards.

**C013 – 23/05/2023 Assets & Insurance**

- i. There were no end-of-life assets at a value over the Clerk's sign off that required to be disposed of, this having been dealt with at the last Full Council meeting (minute C163 - 18/04/2023 refers).
- ii. The inventory of land and assets including buildings and office equipment had not been published as pre-reading prior to the meeting and as several additions were required to this document which would be dealt with at the Internal Audit due later this week. It was therefore agreed to defer this item until the June Full Council meeting when the Annual Return is also considered.
- iii. It was **resolved** to confirm the current arrangements for insurance cover in respect of all insured risks – minute C072 – 06/09/2022 refers.

**C014 – 23/05/2023 Risk Register**

Following discussion and decisions at various meetings, the updated version of the Risk Register had been circulated as pre-reading. The associated actions, for all items scoring 4 and above, were also updated and included in the Register. It was acknowledged that the majority of the actions will be followed-up by the Personnel Committee and the Finance & Amenities Committee as they fall within their Terms of Reference. The Risk Register will be a standard item on all Standing Committee agendas as in order for it to remain up to date, and to monitor progress on the actions, it requires regular review. There is too much work involved for all of it to be considered at one meeting, consequently it will be broken down and sections of it reviewed at every meeting.

It was **resolved** to adopt the updated Risk Register as it stands, subject to it becoming a standard item on Standing Committee agendas, so as to monitor progress and ensure the document is kept up to date.

**C015 – 23/05/2023 Policies & Strategic Documentation**

It was **resolved** to affirm the Parish Council's Policies and Strategic Documents which are reviewed as part of the Annual Governance Cycle. The Clerk to ensure these documents on the website are fully up to date by the end of next week.

## **C016 – 23/05/2023 Council Committee Updates**

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

**Finance & Amenities Committee** – Meeting held on 25<sup>th</sup> April 2023.

- The draft of the new **Reserves and Investments Policy** is not yet complete. This item will therefore be deferred for considered at the next Finance & Amenities Committee meeting.
- Cllr Andy Larcombe confirmed he will be actioning the outstanding bank reconciliation with the Clerk on Thursday and will be attending the internal audit on Friday.

**Planning Committee** – Meeting held on 2<sup>nd</sup> May 2023.

- It was agreed that any councillors interested in **representing the Parish Council at the B&NES Council Planning Committee meeting** on Wednesday 7<sup>th</sup> June 2023 at 11am to inform the Clerk in good time for their attendance to be registered. The Committee will be determining planning application reference 22/02622/FUL at 2 Fairfield Terrace, Peasedown St John for the proposed development of the Erection of new separate two storey dwelling etc. The Parish Council has objected to this application.

The forthcoming Standing Committee meetings were noted:

- **Finance & Amenities Committee** – Meeting scheduled to be held on 13<sup>th</sup> June 2023.
- **Personnel Committee** – Meeting scheduled to be held on 20<sup>th</sup> June 2023.
- **Planning Committee** – Meeting scheduled to be held on 6<sup>th</sup> June 2023.

## **C017 – 23/05/2023 Financial Matters & Schedule of Payments**

- i. Councillors reviewed those operational-related payments which arise on a regular basis throughout the year (appendix C017i refers). It was **resolved** to approve this list of regular expenditure and for payments to be made without having to bring each invoice back to council/committee for prior approval, in accordance with Financial Regulation 5.8.
- ii. It was **resolved** to reaffirm that payments for utility supplies, business rates, fuel card, credit card, data protection fee, accounts software subscription, vehicle contract hire, all continue to be paid by direct debit and the annual allotment rent continues to be paid by Standing Order all in accordance with the Financial Regulations.  
It was noted that the 5-yearly review is due on the allotment land rent, in line with the contract. The landowner is currently liaising with their family regarding the new rate and will come back to the Parish Council in due course. The rent is due from 1<sup>st</sup> April and once the new rates have been advised, this will be brought to a future Council meeting for consideration.
- iii. The report of the Council's expenditure incurred under **s.137 of the Local Government Act 1972** for the accounts for year ending 31<sup>st</sup> March 2023 was presented as follows:

£3,362.18	School Crossing Patrol Service
£ 2230.70	Community Grants (items not allocated to other powers)
£691.50	Civic Events (items not allocated to other powers)
£54.47	Funeral Tributes for The Queen
£157.50	Hedgehog Highway Packs
<b>£6,496.35</b>	

The annual s.137 allocation 2022-23 is £8.82 per elector and the Parish has 4989 electors. It was also noted that the Council's expenditure incurred under s.137 of the Local Government Act 1972 is checked by the Internal Auditor.

It was **resolved** to acknowledge the Parish Council's expenditure incurred under s.137 of the Local Government 1972 for the year ending 31<sup>st</sup> March 2023 was a total of £6,496.35 being within the annual limits.

- iv. It was noted there was not any income from s.106 or Community Infrastructure Levy for the accounts for year ending 31<sup>st</sup> March 2023, and subsequently there was no associated expenditure incurred.
- v. The schedule of payments raised since the last Full Council meeting on 18<sup>th</sup> April 2023 in relation to the accounts for year ending 31<sup>st</sup> March 2024 had not been published. The ratification of the payments to be deferred to the June Full Council meeting.
- vi. The report on General and Ear Marked Reserves and Committed Expenditure had not been published. The report to be deferred to the June Full Council meeting.

**C018 – 23/05/2023 Order of Known Business**

It was **resolved** to reaffirm the Order of Known Business document for the 2023-24 council year. Progress and the expenditure in relation to the Order of Known Business for the 2022-23 council year was noted.

Due to time constraints Councillors continued with the meeting, rather than taking the 10-minute break scheduled on the agenda.

**C019 – 23/05/2023 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. Update from the owner of the **Old Quarry Site** regarding their proposals for relocation of the vehicular access and works at the site.  
The Clerk advised that the landowner of this site intends to proceed with the relocation of the vehicle access and to create a bund around the site to try and prevent fly tipping on the site. It is likely he will also put it forward under the B&NES Council's 'call for sites' for possible development land.
- ii. Letter from **Peasedown Environment Group (PEG) regarding cycle ways** in Peasedown St John. Cllr Rich advised that he intended to meet with Rev. Souter from PEG, along with the Clerk, to obtain further details on exactly what they want from the Parish Council in relation to this project and the matter will then be included on a future Full Council meeting agenda.  
Cllr Kidd requested information from PEG on how they would intend to tackle issues of cyclists riding too fast alongside pedestrians on these walkways/cycleways.
- iii. Letter from **Peasedown Environment Group regarding Climate and Nature Emergency** (possible future agenda item).  
Cllr Rich advised that he intended to meet with Rev. Souter from PEG, along with the Clerk, to obtain further details on exactly what they want from the Parish Council in relation to this project and the matter will then be included on a future Full Council meeting agenda.  
Cllr Kidd requested information from PEG on what they understand this will actually mean in real terms for the Parish Council.
- iv. Update on the **B&NES Council Pollinator Project** planned for Orchard Way and to establish any recommendations or involvement by the Parish Council along with details on their drop-in workshop on 18<sup>th</sup> June 2023.  
Cllr Gill Auld advised she would be attending this workshop and so can take along any questions or comments that councillors may have. Councillors to pass any onto Cllr Auld accordingly.

**C020 – 23/05/2023 Advisory Panel Updates**

A. Councillors reviewed the schedule of appointed Advisory Panels and relating decisions were made as follows:

- i. It was **resolved** to disband the following Advisory Panels, as the projects are complete, and any works are now actioned as operational:

Advisory Panel Name	Minute Established
Jubilee Garden Advisory Panel	C547 – 16/02/2021
Recreation Ground Improvements Advisory Panel	C547 – 16/02/2021

- ii. It was **resolved** to disband the following Advisory Panel, as it was considered the project would move forward more quickly if the items being investigated were considered individually rather than as a complete project. This would be taken on by the Finance & Amenities Committee as the items relate to Beacon Hall which is included within the Terms of Reference for that Committee.

Advisory Panel Name	Minute Established
Digital Transformation Strategy Advisory Panel	C123 – 10/09/2019

- iii. It was **resolved** to reaffirm the appointment of the nine Advisory Panels reporting to Full Council (as listed below) in line with their Terms of Reference documents.

Advisory Panel Name	Minute Established
Beacon Field Play Area Resurfacing Advisory Panel	C061 – 09/08/2022
Christmas Lights Advisory Panel	C010 – 14/05/2019

Civic Events Advisory Panel	C168 – 14/12/2021
Climate & Environment Advisory Panel	C568 – 16/03/2021
Executive Advisory Panel	C020 – 17/05/2022
Operation London Bridge Advisory Panel	C133 – 10/09/2019
Parish Map and Signage Project Advisory Panel	C372 – 16/06/2020
Persimmon Land Transfer Advisory Panel	C010 – 14/05/2019
Streetlighting Advisory Panel	C280 – 18/02/2020

- iv. Advisory Panel membership was discussed, and the following changes were made:  
**Beacon Field Play Area Resurfacing Advisory Panel** – It was **resolved** for Cllr Conor Ogilvie-Davidson to join this Advisory Panel.  
**Climate & Environment Advisory Panel** – It was **resolved** for Cllrs Gill Auld and Howard Hartley to join this Advisory Panel.  
**Parish Map and Signage Project Advisory Panel** – It was **resolved** for Cllrs Howard Hartley, Ray Love and Daniel Walker to join this Advisory Panel.
- v. It was agreed that at the next meeting of the Civic Events Advisory Panel, the Terms of Reference are reviewed with a view to incorporating items from the Operation London Bridge Advisory Panel, to involve the Chair and Vice-Chair as part of Chairing the Advisory Panel, and to amend the name so it can incorporate more than events. The Clerk to arrange a meeting so the report can be considered at the June Full Council meeting.
- B. The Clerk reported that all Advisory Panel meetings will be added to the meetings calendar throughout the year along with a calendar invitation being issued to those members who are scheduled to attend.
- C. 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. **Executive Advisory Panel** – Meeting held on Tuesday 2<sup>nd</sup> May 2023 at 7.00pm. It was **resolved** to accept the recommendations that the following are the priorities for the weeks, all other items will be business as usual:  
**Priorities for the next 2 weeks:**
1. *Financial Paperwork uploaded to Planner, including preparation paperwork and reports ready for the Internal Audit.*
  2. *Includes preparation paperwork and reports ready for the Internal Audit. Advertise the vacancies. Check the links on the website.*
  3. *Preparations for the Coronation event*
  4. *Submit the lottery funding application for the Parish Map and Signage Project.*
  5. *Complete Job appraisals for all staff.*
- Priorities for this Month:**
1. *Follow up on the order for the graphic design of the interpretation boards.*
  2. *Complete the Primary and Secondary Roles, and responsibilities for all Council staff document for submit as pre-reading for the 6<sup>th</sup> April 2023 Personnel Committee advisory panel meeting.*
  3. *Persimmon homes land transfer*
  4. *Complete works for the 'Canteen' boxing in of the pipework as previously instructed.*
  5. *Delegate microphones*
  6. *B&NES payroll regarding monthly pay as previously instructed 11<sup>th</sup> October 2022 F&A 053*
  7. *Weeding plan and plant maintenance cycle being established with Caretakers.*
- ii. **Persimmon Land Transfer Advisory Panel** – No meeting had been held but an update was provided on the current status of the land transfer. It was noted that a progress review meeting between the Parish Council representatives (the Clerk Cllrs Andy Larcombe and Kathy Thomas) and the Parish Council's solicitor and Persimmon Homes had been arranged for Thursday 25<sup>th</sup> May 2023.
- D. The scheduled forthcoming meetings for the following Advisory Panels were noted:
- i. **Civic Events Advisory Panel** – Meeting to be arranged ASAP.

ii. **Executive Committee Advisory Panel** – Tuesday 6<sup>th</sup> June 2023 at 7.00pm at Beacon Hall.

**C021 – 23/05/2023                      General Power of Competence**

Councillors were reminded about the General Power of Competence in the Localism Act 2011 with the aim of encouraging councils to use this power to work with others in providing cost-effective services and facilities in innovative ways to meet the needs of local people.

It was noted that in accordance with Standing Orders in an election year, the Council makes arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.

It was noted there are two main criteria which must be met:

1. Elected Councillors - Two thirds of councillors must be elected (rather than co-opted) to qualify. At present Peasedown St John Parish Council meet this point.
2. A Qualified Clerk - The clerk must hold at least one of the sector-specific qualifications such as CiLCA in order to qualify. The Clerk is currently working towards this qualification. It was **resolved** for the Clerk to have achieved this qualification within the next twelve months and before the next Annual Meeting of Full Council.

**C022 – 23/05/2023                      Future Agenda Items & Cllr Questions**

Councillors were provided with an opportunity to request possible future agenda items and to raise questions on items not otherwise covered on the agenda. The following points were raised:

Cllr Simon Kidd asked for the creation of a new Advisory Panel to review the Committee Structure be included on the next agenda.

Cllr Conor Ogilvie-Davidson reminded councillors that if they require a laptop or device to assist them with their council work or to access Teams etc. to contact the Clerk as some devices are available on loan.

Cllr Andy Larcombe commented that he was invigorated by new councillors especially as they have become involved early on and volunteered to stand on Committees and be representatives and is looking forward to working with everyone this term.

**C023 – 23/05/2023                      Review of New Actions**

The Clerk to capture the actions generated from the meeting on the Action Register in Planner after the meeting.

**C024 – 23/05/2023                      Date and Time of Next Meeting**

The next meeting of the Full Council is scheduled to be held on Tuesday 27<sup>th</sup> June 2023 at 7pm at the Beacon Hall.

The meeting closed at 9.26pm.

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



**Appendix C017i - Schedule of operational-related payments which arise on a regular basis throughout the year, in accordance with Financial Regulation 5.8.**

<b>Frequency of Payment</b>	<b>Details for Period Apr. 2023 to Mar. 2024</b>	<b>Annual Amount (if known)</b>	<b>Nominal Code</b>	<b>NC Annual Budget</b>
Monthly	Telephone & Broadband - Parish Office	Usage Dependent	502004	£800.00
Ad-hoc	Stationery, Printing & Postage	Usage Dependent	502005	£1,250.00
Quarterly	Printing of Newsletter	Size Dependent	503001	£1,250.00
Quarterly	Delivery of Newsletter	Size Dependent	503001	£1,250.00
Monthly	Petrol & Oil	Usage Dependent	602009	£1,800.00
Monthly	Street Lighting Energy Supply	Rate Dependent	603001	£3,500.00
Ad-hoc	Waste collection & disposal - General Waste	Usage Dependent	604006	£2,000.00
Monthly	Business Rates - Ashgrove Cemetery	£1,971.05	605001	£2,600.00
Monthly	Electricity Supply - Ashgrove Cemetery	Usage Dependent	605002	£300.00
Biannually	Water Supply - Ashgrove Cemetery	Usage Dependent	605002	£300.00
Biannually	Waste collection & disposal - Ashgrove Cemetery - General Bin	£837.20	605003	£850.00
Biannually	Waste collection & disposal - Ashgrove Cemetery - Skip/Tip	Usage Dependent	605003	£1,150.00
Monthly	Electricity Supply - Changing Rooms	Usage Dependent	606002	£1,200.00
Biannually	Water Supply - Changing Rooms	Usage Dependent	606002	£300.00
Monthly	Business Rates - Beacon Hall	£3,615.26	607002	£3,600.00
Monthly	Gas Supply - Beacon Hall	Usage Dependent	607004	£3,600.00
Monthly	Electricity Supply - Beacon Hall	Usage Dependent	607005	£4,800.00
Biannually	Water Supply - Beacon Hall	Usage Dependent	607006	£500.00
Monthly	Telephone & Broadband - Beacon Hall	Usage Dependent	607007	£820.00
Biannually	Waste collection & disposal - Beacon Hall - General Bin & Recycling Bags	£483.60	607014	£500.00
Monthly	Staff Salaries, Staff Mileage, Employers NI, Employers Pension	£145,027.44	Various	£145,027.44