



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 23rd April 2024 at 7.00pm held at Beacon Hall, French Close, Peasedown St John

Present:

Councillors:

Gill Auld; Fiona Carr; Mandy Clarke; Richard Clarke; Jo Davis; Audrey Gillard-Sprake; Howard Hartley; Simon Kidd; Andrew Larcombe; Ray Love; John Ogilvie-Davidson; Jonathan Rich (Chair); Les Sprake; Kathy Thomas; Daniel Walker.

In attendance:

Tanya West – Parish Clerk & RFO

Public Session

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

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

C126 – 23/04/2024 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.

C127 – 23/04/2024 Attendance and Apologies for Absence

A report on councillor meeting attendance throughout the 2023-24 Council year had been circulated as pre-reading.
Apologies for absence had been received from Cllr Conor Ogilvie-Davidson due to work commitments and Cllr Gavin Heathcote (no reason was provided).
Cllr Kathy Thomas had also advised she would be late arriving to the meeting.
These apologies were duly noted.

7.02pm – Cllr Gill Auld arrived at the meeting.

C128 – 23/04/2024 Minutes

- i. The minutes of the Full Council Extraordinary meeting held on 2nd April 2024 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 **Cemetery Committee** meeting held on 16th April 2024 had not yet been published and so their approval would be deferred until the next meeting.

C129 – 23/04/2024 Items for Urgent Report

There were no items for urgent report.

C130 – 23/04/2024 Council Committee Updates

Seven 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 Tuesday 16th April 2024 at 7.00pm.

- It was noted that topple testing had now been undertaken.
- The pathways project was now complete, apart from one bench seat which had to be secured in a new location.

- The group of gardening volunteers was working well and making good progress.
- It was reported that Peter Provost had recently passed away, and his daughters would be scattering his ashes at Ashgrove Cemetery and had asked to add another memorial plaque to the bench seat that he had sponsored.

Finance & Amenities Committee Advisory Panel – Meeting held on 12th March 2024.

- Community Grants will, in future, be covered by the Finance & Governance Committee.
- The internal audit will take place on 24th May 2024.
- Some minutes were still due to be up-loaded to the website. Currently there were 7 sets of minutes which needed to be up-loaded prior to the auditor's visit.
- The updated Financial Regulations document also needed to be added to the website.
- Cllrs Andy Larcombe and Jo Davis would be meeting with the Clerk the following day to go through any outstanding actions and to undertake the bank reconciliation.

7.07pm – Cllr Kathy Thomas arrived at the meeting.

Personnel Committee – Meetings held on Friday 8th March 2024 at 10.20am, Tuesday 2nd April 2024 at 6.00pm and Wednesday 10th April 2024 at 6.00pm.

- The draft Volunteer Policy still required further work and so the approval was deferred until the next Full Council meeting.
- Councillors received an update on a recent formal complaint and associated action. It was noted that an apology had been sent to the resident and it was determined that the member of staff involved had no case to answer.
- It was not possible to provide an update on staff leave and sickness because the discussion was being held in open session, but it was noted that action was going to be taken.
- It was noted that a temporary outside contractor would be working during the summer months to help cover the workload. All of the usual checks had been undertaken and they had sent the necessary insurance certificates.
- Councillors received an update on the recruitment of a Responsible Finance Officer. It was noted that advertisements had been prepared and the Clerk would send links to these once they had been published.

Planning Committee – Meetings held on Tuesday 5th March 2024 at 8.00pm and Tuesday 9th April 2024 at 8.00pm.

- It was noted that the planning application for 1 Bath Road would be determined by B&NES Council Planning Committee.
- The responses from local residents to the Local Plan Options document were submitted to B&NES by the deadline. They had received over 7,000 responses to the consultation in total.

The forthcoming Standing Committee meetings were noted:

- **Finance & Amenities Committee** – Meeting scheduled to be held on 30th April 2024.
- **Planning Committee** – Meeting scheduled to be held on 7th May 2024.

C131 – 23/04/2024 Policies and Documents

Councillors received updates on amendments to the final drafts of the Financial Regulations and Standing Orders in readiness for adoption at the Annual Meeting of the Full Council in May 2024. With regards to the Standing Committee Structure review, the Clerk had prepared a draft Terms of Reference & Delegations document which was uploaded to pre-reading earlier that day. Cllr Kidd advised that he believed some amendments were required and as councillors had not had the opportunity to comment on this beforehand, the Clerk was requested to send a MS Word version of the document to Cllr Kidd to make the amendments before it being shared with the other councillors for comment. It was suggested to hold another Advisory Panel meeting to discuss the document before the Annual Full Council meeting. A date of Tuesday 14th May 2024 at 6pm was agreed; the Clerk to send out an invitation to all councillors accordingly.

C132 – 23/04/2024 Parish Council Meetings and Events Calendar

A draft of the proposed summonsed Parish Council meetings and events calendar for the 2024-25 council year had been circulated as per-reading in readiness for the adoption at the Annual Meeting in May. This had been put together based on the new council committee structure. Councillors were

requested to review it and to let the Clerk know of any suggested amendments. The Clerk had also included some proposed dates for her annual leave.

C133 – 23/04/2024 Annual Parish Council Meeting

Pre-reading provided a copy of the 'Expression of Interest' form to obtain details of councillor preferences regarding serving on Standing Committees and Outside Bodies etc. The Clerk reminded councillors that this form will be sent out to all members for their responses to be submitted prior to the Annual Meeting of the Parish Council due to be held on Tuesday 21st May 2024.

C134 – 23/04/2024 Financial Matters & Schedule of Payments

- i. Councillors reviewed the **schedule of payments** raised since the Full Council meeting on 27th February 2024 in relation to the accounts for year ending 31st March 2024 (appendix C134i refers). It was **resolved** to approve the invoice for £629.79+VAT to PHS Group for the annual contract for sanitary bins and hand dryers for 2024/25 [it being over the Clerk's sign-off level but within the allocated budget]. It was **resolved** to ratify all the other payments on this schedule.
- ii. Councillors reviewed the **schedule of payments** raised since the Full Council meeting on 27th February 2024 in relation to the accounts for year ending 31st March 2025 (appendix C134ii refers). It was **resolved** to approve the invoices for £100 to ICCM and for £1,089.98 to ALCA both for annual membership subscriptions for 2024/25 [although it being within the Clerk's sign-off as it is a subscription it requires Council approval]. It was **resolved** to ratify all the other payments on this schedule.
- iii. Councillors received the report on General and Ear Marked Reserves and Committed Expenditure as part of the Order of Known Business for the 2023-24 council year. It was noted that this report could not be amended to reflect the new financial year until the old one has been closed down, which will take place after the Internal Audit in May 2024.
- iv. Any funds to be carried forward from the 2023/24 financial year to the 2024/25 financial year will be considered at the Finance & Amenities Committee meeting next week and reported back for approval at the May Full Council meeting.
- v. The Clerk provided an update on updates to the Asset Register and mentioned the Council may wish to consider using an asset management application provided by Scribe Accounts called 'Civicy'. Further details on the app would be provided to the Finance & Amenities Committee at their meeting next week.

C135 – 23/04/2024 Project Proposals

Councillors reviewed the list of potential projects councillors previously indicated their support for. They received updates on project proposals and considered funding options for ear marked reserve allocations with a view to determining if any of the following projects should be taken forward:

Cllr Andy Larcombe raised that once the finances from 2023/24 were closed down for the end of the financial year, it would be possible to ensure that there are sufficient monies in ear marked reserves before they are allocated to specific projects.

Wildlife Pond

Councillors received a presentation from Cllr Howard Hartley on the suggested wildlife pond project at Ecewiche Green. Slides from the presentation are attached as appendix C135i.

In discussion, the following points were raised:

- It will be necessary to ensure that the Parish Council's public liability insurance will cover this and to ensure that any stipulations they request are put in place.
- It was asked how the pond will be filled/topped up with water. Cllr Howard Hartley responded to say that this might be done in various ways. If the project is allowed to continue further, he will obtain further details and further quotations. If tap water is used, any chlorine will dissipate in a few weeks.
- It was noted that the price does not include benches but does include the bases for benches to be put on. The benches themselves could be donated by residents/members of the public, perhaps as a memorial.

Following discussion, it was **resolved** to accept the presentation for a wildlife pond on Ecewiche Green and authorise Cllr Howard Hartley to work with the office staff to obtain at least three quotations, and to come back to the Council with a recommendation as to which contractor to engage with.

Mature Trees on Beacon Field

Councillors received a presentation from Cllr Kathy Thomas on the suggested project for mature trees to be planted on Beacon Field to provide shade and enhance the environment. Slides from the presentation are attached as appendix C135ii.

Following Cllr Kathy Thomas' presentation, the following queries were raised:

- Clarification that there are no football goal posts on the field.
- Whether there is sufficient space between the trees on the plan for them to get enough light as they grow? Would it be better to put them in an outer area of the field rather than in the middle?
- Consideration should be given to how planting trees in the proposed layout might impact future activities, especially larger events such as Party in the Park.
- It was suggested that some options could be provided for where the trees could be planted so that the various impacts could be considered by councillors.
- It was suggested to hold another Advisory Panel meeting and invite all councillors to attend so that they can go out onto Beacon Field to get a much better idea of the tree size and possible locations.
- It was suggested that residents could be asked what they would like, and it was noted that the project was initiated from members of the public who had reported that there is no shade on Beacon Field.

Following discussion, it was **resolved** that Cllr Kathy Thomas should continue to work on this proposal with assistance from staff in the Parish Office and should bring back options to a future Full Council meeting (following an onsite advisory panel meeting to which all councillors are invited) including further quotations.

Solar Panels and Insulation at Beacon Hall

Councillors received a presentation from Cllr Gill Auld regarding the successful grant application to the West of England Combined Authority (WECA) to retrofit Beacon Hall for energy efficiency with the installation of solar panels on the roof and additional insulation. Slides from the presentation are attached as appendix C135iii.

In discussion, the following points were raised:

- A query was raised about the solar panel prices not being an exact like for like specification, as only one of the companies provides batteries in that the solar panel prices do not all provide batteries, and the system sizes are different.
Cllr Auld responded that it was very difficult to obtain quotations as the hall building is semi-commercial being too big for domestic but not big enough to be classed as commercial.
- It was commented that the most expensive part of the system is the battery and as ThermoProtect is offering a battery within their price it makes for a very good deal. It also is the only system that allows for power to be over produced to return to the grid to help offset some of the standing charges.
- It was mentioned that it was not worth undertaking the project unless batteries are supplied to maximise the use of the power. Also, that it might be a future project to replace the existing gas central heating system with electric to obtain further benefit savings.
- It was noted the lifespan of the batteries are approximately 12 years so they would likely need replacing after this time.
- It was questioned that if any work must be done on the roof and the solar panels have to be removed, who covers the cost of removing the panels. It was replied that the Parish Council would have to bear this cost.
- Cllr Auld explained that with regards to the roof insulation, quotations were obtained from four different companies, for four different types of roofing insulation. Taking costs, effectiveness of the insulation, and downtime of the hall during installation into consideration, it was felt that Corticyte (internal cork spray) was the best option. Despite attempts, it was unfortunately not possible to obtain three quotations for exactly the same specification of this product as there are a very limited number of companies within the UK that provide this service.
- The Clerk was requested to investigate into any impact on the lease for Beacon Hall as there are often dilapidation clauses on commercial leases and this is not something the Parish Council would want to be beholden to.
- The Clerk was also requested to investigate with the insurance broker for policy cover for things like vandalism and being linked to the grid.

It was generally felt that it was a good project and with obtaining the grant funding, it would be prudent to proceed. The following resolutions were subsequently agreed.

It was **resolved** that Peasedown St John Parish Council accepts the Terms and Conditions of the West of England Mayoral Combined Authority Rural England Prosperity Fund Community Grant of £36,893.00 for funding of the retrofit at Beacon Hall to include rooftop solar PV panels and roof insulation.

It was **resolved** that the Clerk proceeds with obtaining approval from B&NES Council Property Services and B&NES Council Planning Department in order to proceed with being able to place an order with the contractors for solar panels and the associated battery and inverter system and roof insulation at Beacon Hall.

Subject to the necessary conditions being obtained, it was **resolved** to place an order with the ThermoProtect Group for the supply and installation of a solar PV, battery, and hybrid inverter system at Beacon Hall with funding being provided by the WECA grant (detailed above) based on an estimated cost of £19,701.59+VAT.

Subject to the necessary conditions being obtained, it was **resolved** to place an order with the ThermoProtect Group for the supply and installation of Corticyte insulation to the inside of the roof at Beacon Hall with funding being provided by the WECA grant (detailed above) to an estimated cost of £17,191.05 [zero rated VAT].

Cllr Gill Auld was thanked for her hard work on this project and for securing the grant.

8.30pm – It was resolved to adjourn the meeting for a comfort break.

8.43pm – Cllr Gill Auld left the meeting.

8.43pm – It was resolved to reconvene the meeting.

C136 – 23/04/2024 Annual Village Meeting

The Annual Village Meeting held on Tuesday 26th March 2024 was discussed. The Clerk advised that the draft minutes had been typed up and would be published on the website shortly for comment in readiness for their ratification at the 2025 meeting.

The Clerk was requested to upload the full-length video to the website and Facebook page as soon as possible; the social media version of the film had already been published. The Clerk to follow up with Cllr Conor Ogilvie-Davidson regarding access to the Parish Council's YouTube channel so the film can be uploaded.

It was noted that the film was very well made and very well received providing more interest with different types of presentation. It was hoped that Helena Midgely Films could be used again in the future for other things such as promoting community grants etc. There were also higher attendance numbers at the meeting this year than in previous years.

C137 – 23/04/2024 Advisory Panel Updates

A. The summary report of known Advisory Panel meetings held in the current Council year along with attendance numbers is still being finalised and will be published for the next meeting.

B. 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** – No meeting held but to the Beacon lighting event to be held on Thursday 6th June 2024 was raised for discussion. The Clerk had asked Cllr Jo Davis if Somer Valley FM were interested in being involved with the event. Cllr Jonathan Rich advised he would not be in attendance so if he remains as Council Chair someone else will need to cover the event. The Advisory Panel to meet in order to make recommendations on the nature of the event.
- ii. **Climate & Environment Advisory Panel** – Meeting held on Tuesday 16th April 2024 at 8.00pm. The notes from which had been circulated as pre-reading; the meeting mainly covered preparations for presentations of the projects covered under minute C135 – 23/04/2024. Councillors were reminded of the deadline and location of documents should they wish to submit their own responses to the WECA Local Nature Recovery Toolkit consultation.
- iii. **Executive Advisory Panel** – Meetings held on Tuesday 5th March 2024 and Tuesday 9th April 2024 at 7.00pm. The workload priorities identified from these meetings and subsequent updates

from the Clerk were circulated as pre-reading. It was **resolved** to accept the priorities as listed in the pre-reading.

- iv. **Parish Map and Signage Advisory Panel** – No meeting had been held but an update on progress was provided. The sign stand measurements were still required to be obtained in order to create suitable plans and elevations that are necessary to progress the planning application. Written authority had been received from one of the private landowners granting permission for the Parish Council to erect a sign on their land. Cllr Thomas to chase up the other private landowner for written approval.

The grant funding from 'Active Way' had been received. An order for the sign stands will be placed once the exact dimensions are received.

- v. **Persimmon Land Transfer Advisory Panel** – Meeting held on Monday 18th March 2024 at 4.30pm. Cllr Kathy Thomas had taken photographs of the remaining sites, that were not covered on the inspection day in March. The Clerk is liaising with Persimmon's Adoption Manager to include these within the condition of land report which is part of the transfer completion papers. The Clerk was requested to check that the money from Persimmon will be paid on completion and to advise Cllrs Larcombe and Thomas accordingly.

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

- i. **Council Structure Review Advisory Panel** – Tuesday 14th May 2024 at 6.00pm.
ii. **Executive Advisory Panel** – Tuesday 7th May 2024 at 7.00pm.

C138 – 23/04/2024 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. A request from Shoscombe Parish Council for funding towards replacement cast iron finger post signage. It was suggested that they should complete an application for a Community Grant.
- ii. Fly tipping at Ecewiche Green. The waste has now been cleared and letters sent to residents adjoining the site. It was commented that this problem, and that of fly-tipping more generally, has been ongoing for many years. It was **resolved** to include an article in the next Parish Council newsletter highlighting the recent fly-tipping incidents. The article could remind residents that fly-tipping takes up council staff time and costs the whole community money in increased council tax, as well as being illegal with potential consequences for those responsible, including fines of up to £5 million. The article could also mention other options for disposal of waste such as using the recycling centre or requesting a garden waste or extra-large general waste bin. It was thought that clearing the area next to properties backing onto Ecewiche Green might encourage people not to fly-tip because it would be more obvious where any waste has come from. This work to be actioned as operational activity.
- iii. Broken gate on Public Right of Way at Wellow Lane – this had been reported to B&NES Public Rights of Way Officer, who would arrange for it to be repaired.
- iv. A resident had reported issues with a gap under the gate to the dog enclosure on Beacon Field. Arrangements would be made for the area under the gate to be built up with additional gravel.
- v. Braysdown bus lane and associated safety issues. Following reports that the bus lane was still in use by school transport providers, B&NES Highways have said that they would reinstate the high hump in the middle of the road which was originally in place to prevent cars from using the bus lane.
- vi. The Clerk reported that the Official portrait of HM The King had been received and a suitable place would be found to install it. Councillors requested it be in the main hall or lounge.
- vii. A query had been received regarding the trees along the back of Beacon Hall and their possible impact on residents of Naishes Avenue. It was noted that these trees would be included in the tree survey due to take place later this year so any works required would be identified. The Clerk had responded with copy of the Parish Council's Tree and Hedge Management Policy for their information.
- viii. Councillors received an update on activities [play equipment exercise at Beacon Field and planting flowers at the Jubilee Garden] and the annual assembly for the PSJ Mini Police. Any councillors wanting to attend these event dates to inform the Clerk.

C139 – 23/04/2024 Future Agenda Items & Cllr Questions

Councillors had 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.

- Cllr Richard Clarke requested a future agenda item on the condition of tarmac pathways around Beacon Field (which could be considered by the existing Beacon Field Play Area Resurfacing Advisory Panel).
- Cllr Daniel Walker requested an agenda item for a future meeting to discuss the plan for obtaining feedback and establishing a Parish Council Strategy.
- Cllr Les Sprake requested that fly-tipping of garden waste on the footpath from Eckweek Lane to Under Knoll (alongside the cemetery wall) is reported to B&NES Council.

C140 – 23/04/2024 Date and Time of Next Meeting

The next meeting of the Full Council is the Annual Meeting and is scheduled to be held on Tuesday 21st May 2024 at 7pm at Beacon Hall.

The meeting closed at 9.15pm.

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

Appendix C134i - Schedule of payments made since the Full Council meeting on 27th February 2024 in relation to the accounts for the year ending 31st March 2024.

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
07/02/2024	Amazon EU S.a.r.l. UK Branch	Amazon Prime Membership - February 2024	Fin. Regs. 4.1	£8.99	£0.00	Credit Card
15/02/2024	BT Payment Services Ltd.	Mobile Phone Costs - Feb 24 to Mar 24	C017 - 23/05/2023	£12.00	£2.40	Direct Debit
16/02/2024	Hopes Grove Nurseries Ltd.	Refund on Callicarpa Profusion as Not Delivered	Fin. Regs. 4.1	-£26.99	-£5.40	Credit Card
23/02/2024	Gompels Healthcare Ltd	Toilet rolls, mop heads, floor cleaner	Fin. Regs. 4.1	£39.47	£7.89	BACS
23/02/2024	Gompels Healthcare Ltd	Floor cleaner and pump head	Fin. Regs. 4.1	£6.88	£1.38	BACS
23/02/2024	Gompels Healthcare Ltd	2x Boxes of latex gloves	Fin. Regs. 4.1	£5.98	£1.20	BACS
26/02/2024	HM Land Registry	Title Plan - Ashgrove Cemetery	Fin. Regs. 4.1	£3.00	£0.00	Credit Card
26/02/2024	HM Land Registry	Title Register - Ashgrove Cemetery	Fin. Regs. 4.1	£3.00	£0.00	Credit Card
26/02/2024	Vinyl Banners Printing	3x Vinyl banners for Cllr Surgeries for Local Plan	Fin. Regs. 4.1	£61.41	£0.00	Credit Card
27/02/2024	DCK Payroll Solutions Ltd.	Payroll Processing Fees - February 2024	PC031 - 13/07/2023	£130.30	£26.06	Standing Order
29/02/2024	Allstar Business Solutions Ltd.	Fuel Card - February 2024	C017 - 23/05/2023	£2.09	£0.42	Direct Debit
29/02/2024	Bath Community Transport	Annual membership fee 2024/25 - Bath Community Tpt	Fin. Regs. 4.1	£10.00	£0.00	BACS
29/02/2024	BWS Standfast Security Systems Ltd.	Maintenance contract for CCTV System Mar 24 to Mar 25	Fin. Regs. 4.1	£169.44	£33.89	BACS
01/03/2024	Cheflene Limited	12x Chafing dish fuel gel cans	Fin. Regs. 4.1	£14.17	£2.83	Credit Card
01/03/2024	Kompan Ltd.	Various play equipment parts for repairs and replacements	F&A067 – 23/01/2024	£1,451.10	£290.22	BACS
01/03/2024	Lex Autolease Ltd. / Isuzu Contract Hire	Lease Rental on Isuzu D-Max - Mar 2024	C109 - 20/12/2022	£356.92	£71.38	Direct Debit
01/03/2024	Lex Autolease Ltd. / Isuzu Contract Hire	Service Rental on Isuzu D-Max - Mar 2024	C109 - 20/12/2022	£41.29	£8.26	Direct Debit
01/03/2024	Sage (UK) Limited	Online Subscription to Sage 50 Accounts - March 2024	Fin. Regs. 4.1	£41.00	£8.20	Direct Debit
01/03/2024	SumUp Payments Ltd.	Transaction Fees for SumUp Card Payments - Feb 2024	Fin. Regs. 4.1	£1.19	£0.00	SumUp
01/03/2024	Vision ICT	Fee for .gov.uk domain renewal	Fin. Regs. 4.1	£65.00	£13.00	BACS
02/03/2024	Yu Energy Retail Limited	Streetlighting Electric - 01/02/24 to 29/02/24	C017 - 23/05/2023	£166.85	£8.34	Direct Debit
02/03/2024	Yu Energy Retail Limited	Standing Charge for Christmas Lights - February 2024	C017 - 23/05/2023	£6.12	£0.31	Direct Debit
02/03/2024	Yu Energy Retail Limited	BH Electricity - 01/02/24 to 29/02/24	C017 - 23/05/2023	£174.13	£8.71	Direct Debit
02/03/2024	Yu Energy Retail Limited	AC Electricity - 01/02/24 to 29/02/24	C017 - 23/05/2023	£48.08	£2.40	Direct Debit
02/03/2024	Yu Energy Retail Limited	RG Changing Rooms - 01/02/24 to 29/02/24	C017 - 23/05/2023	£109.64	£5.48	Direct Debit
03/03/2024	TalkTalk Business Direct Limited	PO Telephone & Broadband - 02/03/24 to 01/04/24	C083 - 19/12/2023	£26.95	£5.39	Direct Debit
03/03/2024	TalkTalk Business Direct Limited	BH Telephone & Broadband - 02/03/24 to 01/04/24	C083 - 19/12/2023	£26.95	£5.39	Direct Debit
04/03/2024	ARC Mailing Ltd.	Printing of Spring 2024 Newsletter A3 folded	C017 - 23/05/2023	£493.69	£98.74	BACS
04/03/2024	Lex Autolease Ltd. / Isuzu Contract Hire	Road Fund Licence for Isuzu D-Max Mar 2024 - Feb 25	Fin. Regs. 4.1	£30.00	£6.00	Direct Debit

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
04/03/2024	Yu Energy Retail Limited	BH Gas - 01/02/24 to 29/02/24	C017 - 23/05/2023	£399.79	£79.96	Direct Debit
05/03/2024	A J Champion & Sons Ltd	10x Bags of 40mm plum slate to top up beds	Fin. Regs. 4.1	£34.50	£6.90	BACS
05/03/2024	A J Champion & Sons Ltd	10x Bags of 40mm plum slate to top up beds	Fin. Regs. 4.1	£34.50	£6.90	BACS
05/03/2024	UK Point of Sale Group Ltd.	10x A1 Replacement acetate covers for poster frames inlounge	Fin. Regs. 4.1	£45.30	£9.06	Credit Card
06/03/2024	Chagos Consulting Ltd.	Parish Online Training - Cemeteries & Allotments - TW	Fin. Regs. 4.1	£15.00	£0.00	BACS
08/03/2024	Somer Printing Ltd.	2x A1 Posters for B.Hall & 5x A3 Posters for Notice Boards	Fin. Regs. 4.1	£31.25	£6.25	BACS
12/03/2024	Agrovista UK Ltd.	3x 10 litres of Grassline Heavy Duty Line Marking Paint	Fin. Regs. 4.1	£66.28	£13.26	Credit Card
12/03/2024	Amazon EU S.a.r.l. UK Branch	Cemetery Volunteer Grp Equipment - Darlac Shears	Fin. Regs. 4.1	£25.59	£5.12	Credit Card
12/03/2024	Amazon Services Europe S.a.r.l.	Cemetery Volunteer Grp Equipment - Fibre pots for seeds	Fin. Regs. 4.1	£14.14	£2.84	Credit Card
13/03/2024	Emblems Gifts Ltd.	2x 80th Anniversary D-Day Flags for 2024 Event	Fin. Regs. 4.1	£16.58	£3.32	Credit Card
13/03/2024	Etsy	Garden outdoor dining table for Carlingcott Tump	Fin. Regs. 4.1	£262.50	£0.00	Credit Card
13/03/2024	Hampshire Flag Company	Replacement Parish Council Flag	Fin. Regs. 4.1	£217.12	£43.43	BACS
13/03/2024	Proper Job	Cemetery Volunteer Grp Equipment - gloves, wipes, boxes, oil	Fin. Regs. 4.1	£37.13	£7.44	Credit Card
13/03/2024	Proper Job	Cemetery Volunteer Grp Equipment - gloves, wipes, boxes, oil	Fin. Regs. 4.1	£1.09	£0.00	Credit Card
15/03/2024	BT Payment Services Ltd.	Mobile Phone Costs - Mar 24 to Apr 24	C017 - 23/05/2023	£12.00	£2.40	Direct Debit
15/03/2024	JB Quick Services Limited	Cemetery Volunteer Grp Equipment - Camping Cooker	Fin. Regs. 4.1	£16.58	£3.32	Credit Card
16/03/2024	RBH Joseph Limited	Cemetery Volunteer Grp Equipment - Steel Kettle	Fin. Regs. 4.1	£9.96	£1.99	Credit Card
18/03/2024	LeoMay Limited	Commonwealth Flag 5ft x 3ft	Fin. Regs. 4.1	£9.82	£1.97	Credit Card
18/03/2024	PHS Group	Hand drier and sanitary bin service contract 2024-25	C134 - 23/04/2024	£629.79	£125.96	BACS
19/03/2024	Amazon EU S.a.r.l. UK Branch	Apple 2022 10.9" i-Pad 64gb 10th Gen - Cllr Use	Fin. Regs. 4.1	£315.83	£63.17	Credit Card
20/03/2024	Kingsmere Surfacing Limited	Materials & Labour for Replace & Extend Cemt Paths - Pt 1	C071 - 21/11/2023	£12,126.00	£2,425.20	BACS
22/03/2024	DCK Payroll Solutions Ltd.	Admin Staff Salaries - March 2024	C017 - 23/05/2023	£5,423.40	£0.00	Standing Order
22/03/2024	DCK Payroll Solutions Ltd.	Employers NI Contribution - March 2024	C017 - 23/05/2023	£587.57	£0.00	Standing Order
22/03/2024	DCK Payroll Solutions Ltd.	Caretakers Salaries - March 2024	C017 - 23/05/2023	£3,146.07	£0.00	Standing Order
22/03/2024	DCK Payroll Solutions Ltd.	Employers Pension Contribution - March 2024	C017 - 23/05/2023	£1,564.39	£0.00	Standing Order
22/03/2024	DCK Payroll Solutions Ltd.	Staff Expenses - VDU Specs & Test	C017 - 23/05/2023	£70.00	£0.00	Standing Order
22/03/2024	DCK Payroll Solutions Ltd.	Mileage - March 2024	C017 - 23/05/2023	£41.11	£0.00	Standing Order
25/03/2024	Hungry Earth Productions	Supply & operate AV & part prep presentation for AVM 2024	Fin. Regs. 4.1	£495.00	£0.00	BACS
27/03/2024	Wyvern Risk Management Limited	To carry out Fire Risk Assessment & Report of Beacon Hall	PC041 – 03/08/2023	£450.00	£90.00	BACS
28/03/2024	B E Services Limited	Electrical Installation Condition Report - Ashgrove Cemetery	Fin. Regs. 4.1	£189.00	£37.80	BACS
28/03/2024	B E Services Limited	Electrical Installation Condition Report - Beacon Hall	Fin. Regs. 4.1	£432.00	£86.40	BACS

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
28/03/2024	B E Services Limited	Electrical Installation Condition Report - RG Changing Rooms	Fin. Regs. 4.1	£139.00	£27.80	BACS
28/03/2024	B E Services Limited	Electrical Installation Condition Report - Canteen & Garage	Fin. Regs. 4.1	£121.00	£24.20	BACS
28/03/2024	DCK Payroll Solutions Ltd.	Payroll Processing Fees - March 2024	PC031 - 13/07/2023	£95.80	£19.16	Standing Order
28/03/2024	Helena Midgley Films	Production of Long & Short Video for Annual Village Meeting	PC137 – 08/03/2024	£600.00	£0.00	BACS
28/03/2024	Kingswood Office Supplies Ltd.	A4 copier paper, invisible tape, staples, popper wallets	Fin. Regs. 4.1	£32.77	£6.56	BACS
28/03/2024	Unity Trust Bank	Manual Handling Fee - Cash & Chq Pay Ins 2023/24 Fin. Yr Q4	Fin. Regs. 4.1	£1.20	£0.00	Auto.
31/03/2024	Softcat Plc	MS Office 365, Visio & Exchange Online - Feb 2024	PC123 - 20/02/2024	£437.13	£87.42	BACS
				£31,624.84	£3,790.32	

Appendix C134ii - Schedule of payments made since the Full Council meeting on 27th February 2024 in relation to the accounts for the year ending 31st March 2025.

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
01/04/2024	Bath & North East Somerset Council	AC Business Rates - Apr 2024 to Mar 2025	C017 - 23/05/2023	£1,971.05	£0.00	Direct Debit
01/04/2024	Bath & North East Somerset Council	BH Business Rates - Apr 2024 to Mar 2025	C017 - 23/05/2023	£3,976.78	£0.00	Direct Debit
01/04/2024	Blachere illumination UK Ltd	Hire of Christmas Light Motifs for 2024	C050 - 08/08/2023	£1,077.09	£215.42	BACS
01/04/2024	Institute of Cemetery & Crematorium Management	Annual Membership Subscription 2024/25 to ICCM	C134 – 23/04/2024	£100.00	£0.00	BACS
01/04/2024	Sage (UK) Limited	Online Subscription to Sage 50 Accounts - April 2024	Fin. Regs. 4.1	£41.00	£8.20	Direct Debit
02/04/2024	Avon Local Councils' Association	Annual Membership Subscription to ALCA/NALC 2024-25	C134 – 23/04/2024	£1,089.98	£0.00	BACS
02/04/2024	J.Coles - Eckweek Account	Annual Rent for Allotment Land 2024 -2025	C083 - 19/12/2023	£350.00	£0.00	Standing Order
03/04/2024	Yu Energy Retail Limited	Standing Charge for Christmas Lights - March 2024	C017 - 23/05/2023	£6.54	£0.33	Direct Debit
03/04/2024	Yu Energy Retail Limited	Streetlighting Electric - 01/03/24 to 31/03/24	C017 - 23/05/2023	£172.57	£8.63	Direct Debit
03/04/2024	Yu Energy Retail Limited	BH Electricity - 01/03/24 to 31/03/24	C017 - 23/05/2023	£204.83	£10.24	Direct Debit
03/04/2024	Yu Energy Retail Limited	AC Electricity - 01/03/24 to 31/03/24	C017 - 23/05/2023	£39.84	£1.99	Direct Debit
03/04/2024	Yu Energy Retail Limited	RG Changing Rooms - 01/03/24 to 31/03/24	C017 - 23/05/2023	£133.20	£6.66	Direct Debit
03/04/2024	Yu Energy Retail Limited	BH Gas - 01/03/24 to 31/03/24	C017 - 23/05/2023	£331.89	£16.59	Direct Debit
05/04/2024	Austen Group Ltd.	52x Recycled black 240l wheelie bin liners	Fin. Regs. 4.1	£19.33	£3.87	Credit Card
05/04/2024	Gompels Healthcare Ltd	Paper towels and swing bin liners	Fin. Regs. 4.1	£61.89	£12.38	BACS
07/04/2024	Amazon EU S.a.r.l. UK Branch	Amazon Prime Membership - April 2024	Fin. Regs. 4.1	£8.99	£0.00	Credit Card
09/04/2024	JRB Enterprise Ltd.	3x Case of 800 dog waste bags for dispenser at Cemetery	Fin. Regs. 4.1	£92.55	£18.51	BACS
10/04/2024	Fireshield Fire Protection Ltd	To supply & install fire signs to B.Hall after Fire RA	Fin. Regs. 4.1	£86.00	£17.20	BACS
12/04/2024	Bath & North East Somerset Council	AC Waste Collection & Disposal 01/04/24 to 30/09/24	Fin. Regs. 4.1	£460.20	£0.00	BACS
12/04/2024	Bath & North East Somerset Council	BH Waste Collection & Disposal 01/04/24 to 30/09/24	Fin. Regs. 4.1	£266.50	£0.00	BACS
13/04/2024	J Murtagh Tree Services	Grass cutting & strimming at Ashgrove Cemetery on 03/04/24	Fin. Regs. 4.1	£500.00	£100.00	BACS
13/04/2024	J Murtagh Tree Services	Clearing of green waste & debris on Laxton Way Ftpath 5/4/24	Fin. Regs. 4.1	£500.00	£100.00	BACS
15/04/2024	Amazon EU S.a.r.l. UK Branch	2x Combination padlocks for skip to replace broken	Fin. Regs. 4.1	£24.14	£4.84	Credit Card
15/04/2024	JW Waste Recycling Ltd.	12yd General Mixed Waste Skip for All Bins - Jan to Apr 24	Fin. Regs. 4.1	£100.00	£20.00	BACS
15/04/2024	JW Waste Recycling Ltd.	12yd General Mixed Waste Skip for All Bins - Apr to May 24	Fin. Regs. 4.1	£422.15	£84.43	BACS
16/04/2024	The Enterprise Department Ltd.	Cemetery Volunteer Grp Equipment - Push & Pull Weed Hoe	Fin. Regs. 4.1	£19.16	£3.83	Credit Card
17/04/2024	Amazon EU S.a.r.l. UK Branch	HDMI cable for computer to monitor	Fin. Regs. 4.1	£4.90	£0.98	Credit Card
19/04/2024	Tindle Newspapers West Country Ltd.	Advertisement in MNR Journal for RFO Vacancy	PC142 – 02/04/2024	£150.00	£30.00	BACS

£12,210.58 £664.10

The Peasedown St John Village Pond



Ecewiche Green location



Specifications and Related Costs

- Positioned in Ecewiche Green by apple orchard
- Round Pond 10m diameter by 1m deep
- Fleece underlay with EPDM liner
- Sloping pebble edges to allow for wildlife drinking, finished with native planting.
- Palisade, round top picket fence 1m high
- Three raised bays for park benches, fixed with decking boards
- Lifeguard ring for safety
- 4x Solar powered up-lights to surrounding trees

Costs

• Froglife	GBP 22,679.00
• Local Garden Landscaper	GBP 20,450.00
• Annual Costs to maintain	GBP 500.00

Mature Trees for Beacon Field

The various documents that support this project can be found in the Teams, Full Council, Climate and Environment Advisory Panel folder for 16th April 2024 click [here](#).

If the council resolves to proceed with the Chew Valley Trees Ltd planting scheme, then to achieve a planting an order needs to be placed so that planting can be undertaken in May.

The brief given to the representative of Chew Valley Trees Ltd was for native trees to provide shade, support wildlife and enhance the attractiveness of Beacon Field without compromising the open space. The planting should ensure open areas with no hiding places.

For at least two years newly planted mature trees require watering from March to October at least once weekly and in hot weather twice a week. This will be labour intensive, and it is estimated will take half a day to accomplish.

To view the files may I suggest that you work through them from 001 to 009. Only a selection of files will be shown at the council meeting.

One copy of the files will be printed for the meeting and displayed on the notice board. 001 is the quotation from Chew Valley Trees

002 shows the common names of the trees and images of the layout of the field. 003 is the planting checklist if we decided to order from Chew Valley Trees Ltd 004 shows measurements of the field

05 rough idea of the planting, the distance between each of the 5 main trees is approximately 20 metres, which is about the length of 2 London Double Decker buses.

06 the typical height of a mature tree suitable for planting on Beacon Field 007 example of a Field Maple a good pollinator

08 example of a Hawthorn a good pollinator

09 shows the line of the Wessex Water Sewer which runs across a corner of Beacon Field

10 shows the proposed area for the cluster of primarily silver birch trees, the line of the sewer is shown faintly on the image.

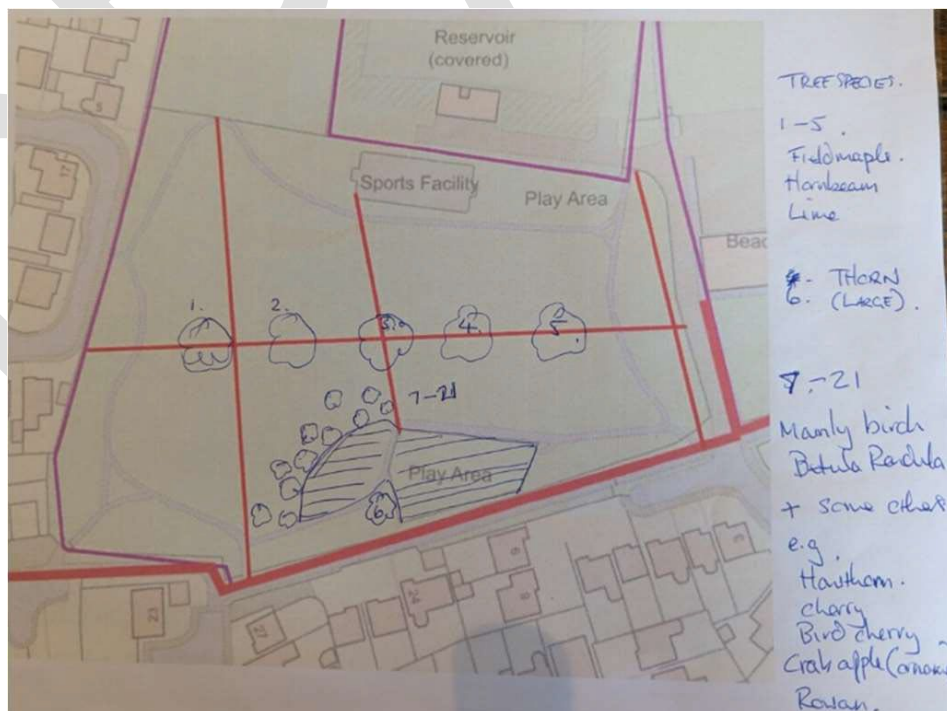
Addendum

Additional pricing has been obtained from two other suppliers as a comparison to the quotation from Chew Valley Trees. The price from Boningale Nursery is substantially cheaper than Chew Valley Trees, however, they do not undertake planting. A price for this is being obtained from JM Tree Services – this will be reported at the meeting.

Boningale Nursery supply B&NES Council with their plants/trees.

TREE QUOTE COMPARISON	Boningale	Boningale	Chew VT	Chew VT					
Acer (70L)	125	250	270	540					
Betula (30L)	60	300	88.2	441					
Carpinus (70L)	130	260	270	540					
Crataegus (70L and 30L)	155	310	144	288	Note - Boningale price is for a larger tree				
Malus (30L)	105	210	144	288					
Prunus (30L)	54	108	144	288					
Tilia (70L)	115	115	270	270					
	744	1553	1330.2	2655					

Rough idea of suggested planting for Beacon Field



Appendix C135iii – Presentation slides on project proposals for the installation of solar panels and insulation at Beacon Hall – written and presented by Cllr Gill Auld.



Grant has been awarded - total **£36,893.00** based on quotes from Thermoprotect

To be spent by March 25, 2025

Company	Solar Panels	Inverter	Battery Storage	Net Cost* (subject to VAT at 20%)	System Size	Estimated Annual Savings	Environmental Benefits
Path Energy	30 x 555 Watt	15,000 kW 1 x X3-PRO-15,OK-T-D 10 year guarantee	Battery storage not offered in this quote	£17,895.00	16.65kW	£3,127	150% of CO ₂ , SO _x & NO _x 119,802 Car km avoided 770 trees planted 86 long haul flights avoided
Eco Power Solutions	37 x 405 Watt	15,000kW 1 x S5-GRP15k 10 year guarantee	Battery storage not offered in this quote	£18,596.00	14.985kW	£1,824	127% of CO ₂ , SO _x , NO _x 66,389 Car km avoided 427 trees planted 48 long haul flights avoided
Thermoprotect	38 x 500 Watt	20,000kW 3-phase Hybrid inverter 9.6kW storage capacity 12 year guarantee	4 x 2.4kWh AoBoet UHome Batteries, floor rack	£19,701.59	19kW	£3,973	This system would effectively be self sufficient in energy produced with excess fed back into main grid. Estimated CO ₂ savings over 20 years = 3 x 2 person households

It is recommended that Thermoprotect are awarded the contract for the solar panel installation because - it is the only system that offers the opportunity to overproduce power thereby producing some income to cover costs such as standing charges, storage batteries are included in the price, the system will be able to accommodate EV chargers without extra cost, should the main grid fail this is the only system that would allow the Parish Council to continue to operate and also offer charging points for those in need, e.g. local GP.

*All costs are estimates as opposed to quotations. All of the contractors were only able to provide estimates due to the amount of time from obtaining the price to establishing whether the grant application was successful.

Company	Roof Insulation	Net Cost* (Cork spray zero rated VAT)
Assured Eco Systems	Insulation Boards	£66,471.72
Thermoprotect	Cork spray Internal	£17,191.05
Corkspray	Cork spray External	£22,000.00
Warmcare	Insulation boards	£88,188.00

It is recommended that Thermoprotect are awarded the contract for the roof insulation because - they are familiar with the product Corticyte. This product has been used in Canada for 25+ years both internally and externally, comes from a sustainable source and has a proven track record. The product is ideal for this type of project as it is cost effective, easily applied and gives a complete finish. It will provide a barrier between the warm air in the hall and the cold metal of the roof thus reducing the energy needed to warm the hall by 30-40%. It will also have a softening effect on the acoustics. Installation is estimated to be 3-4 days thus reducing the downtime of the hall.

Quotes for other types of product have been included to show the range of costs and products available. Taking costs, downtime of the hall and outcomes of each product the internal cork spray is the most efficient.

Other measures to be considered outside the scope of the WECA grant

Company	Cavity Wall Insulation	Net Cost	
Warmcare	EPS Bonded Beads	£2,530.00 Excl VAT	
Thermoprotect	EPS Bonded Beads	£5,500.00 Est	
Assured Eco System	EPS Bonded Beads	£15,008.00	

Hot water pipe lagging - one quote, Warmcare - £2,530.00 Excl VAT
HIVE heating management system - £534.00