



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 21st May 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; Gavin Heathcote; Simon Kidd; Andrew Larcombe; Conor Ogilvie-Davidson; John Ogilvie-Davidson; Jonathan Rich (Chair); Les Sprake; Kathy Thomas; Daniel Walker.

In attendance:

Tanya West – Parish Clerk & RFO
Debbie Parish – Administration Officer

Public Session

There was one member of the public present at the meeting. They advised that they were interested to find out more about the new microphone system planned for Council meetings at the hall.

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

C001 – 21/05/2024 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.

Three written and signed nominations for the position of Vice-Chair had been received. Cllrs Gavin Heathcote, 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 – 21/05/2024 Attendance Roll Call and Declarations of Interest

An attendance roll call was undertaken and those present are detailed above.

Cllr Gavin Heathcote declared that he is a B&NES Council ward councillor and in the interests of transparency considered this should be recorded in relation to agenda item C009 – 21/05/2024 for the B&NES Council Local Authority Agency Agreements and so would abstain from voting on those items. No further interests to those already disclosed to the Monitoring Officer were declared.

C003 – 21/05/2024 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 Ray Love due to personal reasons. This apology was duly noted.

C004 – 21/05/2024 Minutes

- i. The minutes of the **Full Council** meeting held on 23rd 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 been circulated in advance of the meeting; it was **resolved** that they be accepted as a true and correct record of that meeting and were signed by the Chair accordingly.

- iii. The minutes of the **Finance & Amenities Committee** meeting held on 30th 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.
- iv. The minutes of the **Personnel Committee** meeting held on 23rd October 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.
- v. The minutes of the **Personnel Committee** meeting held on 20th February 2024 had not yet been published and so their approval would be deferred until the next meeting.
- vi. The minutes of the **Personnel Sub-Committee** meeting held on 8th March 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.
- vii. The minutes of the **Personnel Sub-Committee** 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.
- viii. The minutes of the **Personnel Sub-Committee** meeting held on 10th 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.
- ix. The minutes of the **Planning Committee** meeting held on 6th February 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.
- x. The minutes of the **Planning Committee** meeting held on 7th May 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.

C005 – 21/05/2024 Items for Urgent Report

An email had been received from a resident of Hillside View regarding the Greenlands Road development and Construction Management Plan put forward by Curo. In particular, with regards to deliveries to the site during school starting and finishing times.

Cllr Gavin Heathcote reported that he had discussed this issue with Curo. They advised that they are unable to impose restrictions on vans/vehicles (excluding HGVs) and that this would be the responsibility of the site manager. They have been asked to ensure that staff from the site monitor deliveries by HGV, to ensure that they do not go off the permitted routes to the site. They have also been informed that there will be no offsite parking, it will all be onsite.

The Clerk to follow up on this issue and report back at a future meeting.

In accordance with Standing Order 10.a.vi, it was **resolved to amend the order of the agenda to bring forward item C007 to be considered prior to item C006** as the updated Financial Regulations and Standing Orders refer to the new committee structure.

C007 – 21/05/2024 Council Committees & Delegations

i. A copy of the revised Terms of Reference and Delegations to the Standing Committees, Sub-Committees, including the Council's Committee structure and member numbers had been published as pre-reading. This document was the result of the various Council Structure Review Advisory Panel meeting discussions. Cllr Simon Kidd was thanked for his work on this project. It was **resolved** to adopt the new committee structure and the Terms of Reference and Delegations document.

ii. Members were appointed, and Chairs were elected to the Standing Committees as follows:

- **Amenities & Facilities 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:
 - Fiona Carr
 - Audrey Gillard-Sprake
 - Howard Hartley
 - Les Sprake
 - Kathy Thomas – Elected as **Chair**
 - Daniel Walker

- **Finance & Governance Committee** – Fourteen 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
- Simon Kidd
- Andy Larcombe – Elected as **Chair**
- John Ogilvie-Davidson
- Kathy Thomas
- Daniel Walker

➤ **Planning Committee** – Eight 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
- Howard Hartley
- John Ogilvie-Davidson – Elected as **Chair**
- Les Sprake

➤ **Staffing Committee** – Fifteen 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
- Gavin Heathcote
- Simon Kidd – Elected as **Chair**
- Andy Larcombe
- Conor Ogilvie-Davidson

C006 – 21/05/2024 Standing Orders & Financial Regulations

- i. It was **resolved** that for the council year 2024-25 councillors agree to receive meeting summonses by email in accordance with Standing Order 15.b.i.
- ii. A copy of the Standing Orders had been circulated as pre-reading. It was noted that there had been some minor amendments such as changing the wording from ‘Chairman’ to ‘Chair’, also amending of pro-nouns. Furthermore, the Standing Committees had been amended in accordance with the new committee structure. It was **resolved** to adopt the Standing Orders. It was suggested that a full review of the Standing Orders takes place during the forthcoming council year.
- iii. A copy of the Financial Regulations had been circulated as pre-reading. It was noted that there had been some minor amendments such as changing the wording from ‘Chairman’ to ‘Chair’, also amending of pro-nouns. Furthermore, the Standing Committees had been amended in accordance with the new committee structure. It was **resolved** to adopt the Financial Regulations. It was noted that NALC had published a revised model of the Financial Regulations but as these were significantly different to the old version a full review would be required prior to adoption. This will be undertaken by the Finance & Governance Committee in due course.

C008 – 21/05/2024 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: Cllrs Gill Auld; Jonathan Rich; Les Sprake; Kathy Thomas and the Clerk (first one councillor in attendance at the meeting to receive the voting rights).
- ii. **Avon Local Councils Association (B&NES ALCA Area Group & County Meetings) -** Representatives: Cllrs Jonathan Rich; Kathy Thomas and the Clerk (voting rights to two councillors or a councillor and the Clerk if only one councillor attends).
- iii. **Somer Valley Forum** – Representatives: Cllrs Mandy Clarke; Richard Clarke; Ray Love; Jonathan Rich (first two councillors in attendance at the meeting to receive the voting rights). 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: Cllr Jonathan Rich.
- v. **Community Centre Network** – Representatives: Cllr Kathy Thomas.
- vi. **Peasedown Environment Group** – Representatives: Cllrs Gill Auld; Fiona Carr; Mandy Clarke; Richard Clarke; Howard Hartley; Ray Love.
- vii. **Somer Valley Rediscovered** – Representatives: Cllrs Mandy Clarke; Richard Clarke; Kathy Thomas.

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

C009 – 21/05/2024 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 2024-25 council year.
- ii. Councillors considered a proposal for the Standing Agency Agreement between B&NES Council and the Parish Council for the School Crossing Patrol Service to continue for the 2024-25 council year, in accordance with minute C045 – 18/06/2019. Cllr Gavin Heathcote said that he had information on this which might influence the decision, but it would need to be discussed in a confidential nature. It was therefore **resolved** that in accordance with Standing Order 3c and in view of the confidential nature of the business to be transacted, the press and public be temporarily excluded from the meeting.

It was noted that there had recently been long periods when the school crossing patrol had not been covered. As funding for the post is covered by the Parish Council, the Clerk was requested to contact the relevant department at B&NES Council to obtain further information regarding the situation.

It was **resolved** to put the meeting back into public session.

It was further **resolved** that the Standing Agency Agreement between B&NES Council and the Parish Council for the School Crossing Patrol Service should continue for the 2024-25 council year in accordance with minute C045 – 18/06/2019, with the proviso that should there be any change in personnel, the Parish Council has full rights to review the funding going forward.

C010 – 21/05/2024 Subscriptions and Memberships

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

It was **resolved** to ratify the decisions made under minutes C091 – 30/01/2024 and C134 – 23/04/2024 approving the annual membership subscriptions for ALCA/NALC; Bath Community Transport; ICCM; and SLCC for the 2024-25 council year.

C011 – 21/05/2024 Calendar of Meetings for the 2024-25 Council Year

Councillors considered adopting the proposed calendar of scheduled ordinary meetings for the 2024-25 council year, including proposed dates for regular Civic Events and some Advisory Panel meetings.

It was **resolved** to adopt version 2 of the calendar of meetings (providing Cllr Conor Ogilvie-Davidson with greater opportunity to attend meetings), with the proposed date of the meeting of the Staffing Committee on 3rd December 2024 to be determined.

It was further **resolved** for the Clerk to schedule an additional meeting of the Finance & Governance Committee on 6th August 2024, alongside the Planning Committee meeting.

The Clerk to send out the usual calendar invites, according to this schedule.

C012 – 21/05/2024 Assets & Insurance

- i. Disposal of any end-of-life assets, in accordance with Financial Regulations – it was noted that there are currently no end-of-life assets requiring disposal.
- ii. Councillors reviewed and considered adopting the inventory of land and assets including buildings and office equipment. It was noted that verification of the assets had not yet been fully completed, but it was **resolved** that the inventory of land and assets should be adopted. The verification process to be actioned as soon as possible and will be discussed at the first meeting of the Amenities & Facilities Committee.
- iii. Councillors considered the arrangements for insurance cover in respect of all insured risks. It was noted that the Clerk had mistakenly uploaded the previous year's motor insurance document to pre-reading. It was therefore **resolved** to approve the insurance arrangements for the coming year excluding the motor insurance and to defer approval of the motor insurance to the first meeting of the Finance & Governance Committee, when the correct documentation would be available.

C013 – 21/05/2024 Risk Register

The updated Risk Register document had been circulated as pre-reading and it was resolved it be accepted. It was noted that Cllr Howard Hartley had been working with the Clerk on the Health & Safety

audit actions and these will be further fed into the Risk Register. The new Standing Committees will review their allocated sections of the Risk Register throughout the year.

C014 – 21/05/2024 Policies & Strategic Documentation

Updated policy documents had been circulated as pre-reading for councillors to review.

It was **resolved** to adopt the updated **Parish Council Publication Scheme**.

It was **resolved** to adopt the updated **Parish Council Privacy Notice**.

The adoption of the updated **Staff Appraisal Policy & Document** was deferred so it can be reviewed by the Staffing Committee as it was considered that further amendments were required to include a point on sharing staff objectives with the Staffing Committee.

It was **resolved** to affirm the Parish Council's policies and strategic documents as detailed on the Parish Council website.

C015 – 21/05/2024 Council Committee Updates

Two 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.

Finance & Amenities Committee – Meeting held on 30th April 2024.

➤ To draft revised Acceptable Usage Policy still required some work. Cllr Simon Kidd and the Clerk to work together on it. The approval of this document was deferred to the Finance & Governance Committee.

➤ It was noted that the end of financial year Internal Audit will take place on Friday 24th May 2024 and that Cllr Andy Larcombe would attend in the morning to meet with the auditor.

➤ It was **resolved** to pass a resolution that in accordance with Standing Order 10a.xv, Standing Order 7a (six-month rule) is temporarily suspended, to allow the following item to be discussed:

Following discussions at the **Football Club Liaison Advisory Panel** meeting held on Tuesday 14th May 2024 at 7.30pm, councillors received an **update on the painting of the metal rail around the football pitch**. It was noted that the Council had previously agreed not to contribute towards the cost of these works as a pink colour had started to show through the paintwork which was likely due to the paint being diluted too much or the temperature being too cold (minute *F&A069 – 23/01/2024 refers*).

However, Cllr Larcombe reported that he and Cllr Jo Davis had checked on the railings during a visit to the Recreation Ground and considered that the condition of the paintwork was acceptable. It was therefore **resolved** for the Parish Council to contribute 50% of the total cost of the invoice (£759.50) to Miners' Welfare Football Club in relation to these works.

It was **resolved** to reinstate Standing Order 7a.

Planning Committee – Meeting held on Tuesday 7th May 2024 at 8.00pm.

➤ It was reported that Cllr Howard Hartley had attended the B&NES Council Planning Committee meeting at which the application for 1 Bath Road was determined. He advised that although the Parish Council objected to the application, B&NES Committee passed it as they considered the design of the proposed dwelling acceptable and the impact on the area to be minimal and advised that the Highways Department would have to deal with the access and road width issues that were raised. Also, that the ownership query would be a civil matter.

C016 – 21/05/2024 Financial Matters & Schedule of Payments

i. Councillors reviewed those operational-related payments which arise on a regular basis throughout the year (appendix C016i 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, truck contract hire, staff salaries, HMRC and pensions 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.

iii. The report of the Council's expenditure incurred under **s.137 of the Local Government Act 1972** for the accounts for year ending 31st March 2024 was presented as follows:

£3,844.75 School Crossing Patrol Service

£ 1,322.22	Community Grants (items not allocated to other powers)
£3,227.25	Civic Events incl. King's Coronation (items not allocated to other powers)
£140.00	Donations via Chair's Allowance
£356.22	Swift Bird Nestbox for Primary School
£144.00	Replacement advertising banner for Somer Valley FM
£9,034.44	

The annual s.137 allocation 2023-24 is £9.93 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 31st March 2024 was a total of £9,034.44 being within the annual limits.

- iv. Councillors reviewed the Council's expenditure incurred under S106 and CIL for the accounts for year ending 31st March 2024. It was noted a payment of £2,593.93 was received from B&NES Council as a Community Infrastructure Levy payment linked to planning application ref. 21/01428/FUL. It has previously been resolved to allocate this CIL money for repairs, maintenance and/or improvements and upgrades to the Recreation Ground and Beacon Field (minute F&A091 – 25/04/2023 refers).
No Section 106 monies were received or spent by the Parish Council during the 2023/24 financial year.
It was **resolved** to reaffirm the decision taken under minute F&A091 – 25/04/2023 in relation to the expenditure for CIL income.
- v. Councillors reviewed the **schedule of payments** raised since the Full Council meeting on 23rd April 2024 in relation to the accounts for year ending 31st March 2024 (appendix C016ii refers).
It was **resolved** to ratify all the payments on this schedule.
- vi. Councillors received and update on any carry forwards to Committed Expenditure or accruals from the 2023-24 to the 2024-25 financial year. It was **resolved** to ratify the decision under minute F&A091 – 30/04/2024 to set up an accrual of £1,162.80 for the '605003 - Cemetery Waste Disposal' budget for the coming year as there were still purchase invoices to be received for waste collection undertaken earlier in the financial year.
- vii. Councillors reviewed the **schedule of payments** raised since the Full Council meeting on 23rd April 2024 in relation to the accounts for year ending 31st March 2025 (appendix C016iii refers).
It was **resolved** to ratify all the payments on this schedule.
- viii. Councillors reviewed the report on General and Ear Marked Reserves and Committed Expenditure. It was noted that the refurbishment works to the telephone kiosk at Carlingcott were now complete, although the cost of the works was £117.58 over the budget remaining within Committed Expenditure. It was therefore **resolved** to deduct £117.58 from General Reserve to cover the overspend on the telephone kiosk refurbishment project.

C017 – 21/05/2024 Appointment of External Auditor

Pre-reading provided a report on the appointment of the Parish Council's External Auditor. It was **resolved** to formally acknowledge the appointment of BDO LLP as the Parish Council's External Auditor for the 2023/24 financial year.
It was **resolved** to acknowledge that no conflicts or interests were raised by Parish Councillors on the appointment of BDO LLP.

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

C018 – 21/05/2024 Order of Known Business

Councillors noted the report on progress and the expenditure in relation to the Order of Known Business for the 2023-24 council year and acknowledge what has been carried forward to the 2024-25 council year and any new projects in the pipeline with associated reserves. The report was the same as provided under minute C016 - 21/05/2024 item viii.

C019 – 23/04/2024 Project Proposals

Councillors received a progress update on the projects (potential and agreed) as discussed at the last meeting, including:

- Wildlife Pond at Ecewiche Green** – a specification for the works had been prepared and shared in the pre-reading, ready to upload to the Contracts Finder website. No issues were raised.
- Mature Trees on Beacon Field** – Cllr Kathy Thomas explained her plan to plant mature trees on Beacon Field, including an idea for how these could be laid out. She had produced a plan map with

scale model trees that could be moved around. She asked councillors to share their thoughts on the plans, including different options for the location of the trees so they had something to think about before undertaking the site meeting. A decision would need to be made about whether to preserve a large open space on Beacon Field or whether to plant some mature trees to provide more shady areas. It was suggested that this could be looked at by the Amenities & Facilities Committee in order for them to come forward with a recommendation.

It was noted that a quote had been received from B&NES Council for planting the trees and it was thought that the whole project should cost under £5k.

3. **Solar Panels and Insulation at Beacon Hall** – It was noted that the first grant payment had been received and the project was currently awaiting permission from B&NES Council. Cllr Gill Auld would be meeting with the Clerk later in the week to discuss details.

C020 – 21/05/2024 Advisory Panel Updates

- A. Councillors reviewed the schedule of appointed Advisory Panels with a view to resolving to disband or reaffirm any appointed by Full Council or previous Standing Committees.

It was **resolved** to reaffirm the appointment of the following Advisory Panels reporting to Full Council in line with their Terms of Reference documents:

Civic Events Advisory Panel, but to rename it as the Season Events Advisory Panel – see updated Terms of Reference.

Climate & Environment Advisory Panel.

Football Club Liaison Advisory Panel [Advisory Panel to now report to Full Council as the Finance & Amenities Committee is no longer in existence].

Persimmon Land Transfer Advisory Panel [Advisory Panel to remain as this project is so close to completion].

As there was some discussion over the remaining Advisory Panels and whether or not they should be disbanded or where they should report it was agreed to defer the matter until the next meeting.

- B. 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.
- 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. **Civic Events Advisory Panel** – No meeting held but an update was provided on the Beacon lighting event to be held on Thursday 6th June 2024. It was noted that neither the Chair nor Vice-Chair would be present for the D-Day Beacon lighting event and so it was agreed that Cllr Les Sprake would read the International Tribute for the event. Due to the limited number of councillors available to attend and available staffing resource, the event will be smaller with just the beacon lighting and speeches. Councillors that have not yet confirmed their attendance should inform the Clerk either way as soon as possible.
 - ii. **Climate & Environment Advisory Panel** – Meeting held on Monday 13th May 2024 at 7.00pm. The notes from which had been circulated as pre-reading; the meeting mainly covered updates on the projects covered under minute C019 – 21/05/2024 and preparations for the forthcoming event on 9th June. Cllr Gill Auld will be issuing the hedgehog highways and serving refreshments and Cllr Howard Hartley will be helping with the building of bat and bird boxes for installation at Ashgrove Cemetery and Ecewiche Green. It was **resolved** to ratify the Council's involvement in Avon Wildlife Trust Festival of Nature 2024 Community Day on 9th June 2024, with an event to take place at Ashgrove Cemetery.
 - iii. **Executive Advisory Panel** – Meeting held on Tuesday 7th May 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 is still outstanding from one of the private landowners granting permission for the Parish Council to erect a sign on their land. Cllr Thomas to follow up on both matters.

- v. **Persimmon Land Transfer Advisory Panel** – No meeting held but councillors were provided with an update on progress of the land transfer and works to the various sites being undertaken in preparation for the imminent transfer and future maintenance.

It was **resolved** to pass a resolution that in accordance with Standing Order 10a.xv, Standing Order 7a (six-month rule) is temporarily suspended, to allow the following item to be discussed:

Councillors acknowledged that the minute C114 – 27/02/2024, previously agreed for the Land Registry transfer documents were to be signed by the Parish Clerk. However, as the Council does not have an official seal, the documents should be signed by two councillors and witnessed by the Clerk.

It was therefore **resolved** to revoke the decision detailed under minute C114 – 27/02/2024 regarding the signing of the Land Registry transfer documents for the transfer of the Persimmon land.

It was subsequently **resolved** that subject to final checks by the Parish Council's solicitor, the final Land Registry transfer documents for the transfer of Persimmon land to Peasedown St John Parish Council, are signed by Cllr Kathy Thomas and Cllr Andy Larcombe, on behalf of Peasedown St John Parish Council, and are witnessed by the Parish Clerk in her capacity as the Proper Officer of the Council.

It was **resolved** to reinstate Standing Order 7a.

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

- i. **Climate & Environment Advisory Panel** – Tuesday 2nd July 2024 at 7.00pm

9.25pm - It was **resolved** to extend the length of the meeting by an additional 10 minutes (until 9.40pm), 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.

C021 – 21/05/2024 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. **Update on the items raised at the last meeting, including formal approval of councillor attendance at the Mini Policy Assembly in June 2024.**

The annual Mini Police assembly will be held on the 10th of June at 2pm at the Primary School. The new High Sheriff will be attending, and it is hoped that the Police Chief Inspector will also attend along with the Citizens in Policing Team.

It was **resolved** for Cllrs Jonathan Rich and Andy Larcombe to attend this event as representatives of the Parish Council.

- ii. **Update on a complaint received regarding the mowing at Ashgrove Cemetery.**

A complaint had been received regarding the standard of mowing/strimming at Ashgrove Cemetery. The Clerk had agreed to investigate and to look at whether the mower blade required sharpening and/or lowering to ensure a more effective cut.

- iii. **Update on recent shed break ins at Braysdown Allotments.**

Several sheds were broken into in the top left-hand corner of the allotment site on the night of 1st/2nd May. There have been no further thefts since then, and steps are being taken to increase the security of the hedge on that side of the site.

- iv. **Update on summer bedding planting.**

Flower beds and containers will be prepared on 20th/21st May and the plants will be delivered (and planting will take place) on Thursday 23rd May. External contractors will be working with our group of volunteers on the day.

- v. **Update on the crack in the pathway surface at the Jubilee Garden.**

NU Landscapes have been emailed and have responded to say they will raise this with their sub-contractor. A response has been chased again on 17th May. If no response is received, a letter will be sent by recorded delivery.

- vi. **Update on complaint regarding overgrown vegetation at the entrance to Beacon Field.**

This was specifically in relation to the entrance from Belle Vue Close. The Caretaker has now strimmed back the vegetation from this, and all other entrances to the field.

vii. **Consider request to purchase one or more bleed kits for the parish.**

The local PCSOs have approached the Parish Council to request that we purchase one or more bleed kits. These could be purchased as operational works and deducted from the Infrequent Operational Budget allocation or following feedback will be included on the next agenda for formal approval.

The kits are specifically designed to be used by members of the public before an Ambulance arrives on the scene where someone is experiencing significant loss of blood or a catastrophic bleed – not just knife or weapon related wounds but this could be as a result of road traffic collisions, accidents at home or at work, agricultural or more. The use of the kit does NOT require any specific or advanced training and is designed in such a way that any 'good Samaritan' can utilize it (a simple to use instruction card is included with all kits).

Cllr Gavin Heathcote suggested that 'Street Doctors' may fund these kits as he understood they had done so in other areas. The Clerk to investigate and report back, the matter to be deferred until the next meeting.

C022 – 21/05/2024 General Power of Competence

Councillors considered eligibility and an update on the Clerk's progress for the Council to achieve the General Power of Competence. The Clerk advised that the CiLCA Ops Group from the SLCC would be meeting on 10th June and would not know the outcome until after this meeting.

It was **resolved** to reaffirm the Parish Council's wish to obtain the General Power of Competence as soon as possible and will look forward to the Clerk's written report on obtaining her CiLCA qualification to the Staffing Committee meeting.

C023 – 21/05/2024 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.

- It was noted that a councillor had recently been issued with an iPad (instead of a laptop) for Parish Council use. It was suggested that councillors should advise the Clerk if they need an iPad to use for Parish Council work and for those councillors that no longer use their laptops to return them.
- Cllr Daniel Walker requested a list of dates when Beacon Hall is available and a future agenda item to book in dates to host Parish Council Strategy workshops.
- It was noted that B&NES Council's streetlight No. 17 on Orchard Way is day burning. This would be reported online via 'Fix My Street'.
- It was suggested that councillors' names could be printed on both sides of the place holders for meetings.

C024 – 21/05/2024 Date and Time of Next Meeting

The next meeting of the Full Council is scheduled to be held on Tuesday 25th June 2024 at 7pm at Beacon Hall.

The meeting closed at 9.37pm.

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

Appendix C016i – List of regular expenditure and payments covered by Financial Regulation 5.8.

Frequency of Payment	Details for Period Apr. 2024 to Mar. 2025	Annual Amount (if known)	Nominal Code	NC Annual Budget
Monthly	Telephone & Broadband - Parish Office	Usage Dependent	502004	£500.00
Ad-hoc	Stationery, Printing & Postage	Usage Dependent	502005	£1,250.00
Quarterly	Printing of Newsletter	Size Dependent	503001	£1,500.00
Quarterly	Delivery of Newsletter	Size Dependent	503001	£1,500.00
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	£2,500.00
Monthly	Business Rates - Ashgrove Cemetery	£1,971.05	605001	£2,500.00
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	£850.00	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	£2,000.00
Biannually	Water Supply - Changing Rooms	Usage Dependent	606002	£610.00
Annually	Premises Licence - Beacon Hall	£180.00	607001	£200.00
Monthly	Business Rates - Beacon Hall	£3,976.78	607002	£3,900.00
Monthly	Gas Supply - Beacon Hall	Usage Dependent	607004	£3,000.00
Monthly	Electricity Supply - Beacon Hall	Usage Dependent	607005	£3,000.00
Biannually	Water Supply - Beacon Hall	Usage Dependent	607006	£750.00
Monthly	Telephone & Broadband - Beacon Hall	Usage Dependent	607007	£400.00
Biannually	Waste collection & disposal - Beacon Hall - General Bin & Recycling Bags	£550.00	607014	£550.00
Monthly	Staff Salaries, Staff Mileage, Employers NI, Employers Pension, Payroll Processing, Staff Expenses	£173,917.00	Various	£173,917.00

Appendix C016ii - Schedule of payments made since the Full Council meeting on 23rd April 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
04/03/2024	BWS Standfast Security Systems Ltd.	Service Engineer Callout for Issue with CCTV 01/03/24	Fin. Regs. 4.1	£64.00	£12.80	BACS
07/03/2024	Amazon EU S.a.r.l. UK Branch	Amazon Prime Membership - March 2024	Fin. Regs. 4.1	£8.99	£0.00	Credit Card
25/03/2024	Amazon Services Europe S.a.r.l.	JETech case for iPad 10	Fin. Regs. 4.1	£12.49	£2.50	Credit Card
26/03/2024	Sainsbury's Supermarkets Ltd.	Refreshments for Annual Village Meeting 2024	Fin. Regs. 4.1	£50.12	£10.03	Credit Card
26/03/2024	Sainsbury's Supermarkets Ltd.	Refreshments for Annual Village Meeting 2024	Fin. Regs. 4.1	£49.80	£0.00	Credit Card
26/03/2024	Society of Local Council Clerks	Webinar - Civility & Respect What Makes People Become Challenging	Fin. Regs. 4.1	£30.00	£6.00	BACS
28/03/2024	Amazon Services Europe S.a.r.l.	50x Name badge holders with lanyards	Fin. Regs. 4.1	£9.99	£2.00	Credit Card
28/03/2024	Canva UK Operations Ltd.	Annual Subscription to Canva Pro 2024-25	PC123 - 20/02/2024	£83.33	£16.67	Credit Card
28/03/2024	Patrick Beck Ltd.	To undertake investigatory dig at Ashgrove Cemetery	Fin. Regs. 4.1	£250.00	£0.00	BACS
31/03/2024	Allstar Business Solutions Ltd.	Fuel Card - March 2024	C017 - 23/05/2023	£71.82	£14.37	Direct Debit
31/03/2024	PSJ Parish Council	Bank Transfer - Chq 004634 - Petty Cash Top Up	Fin. Regs. 6.21	£249.18	£0.00	Cheque
31/03/2024	Unity Trust Bank	Service Charge - BACS, DD, Acctn Fee etc 2023/24 Fin. Yr. Q4	Fin. Regs. 4.1	£50.40	£0.00	Auto.
				£930.12	£64.37	

Appendix C016iii - Schedule of payments made since the Full Council meeting on 23rd April 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
02/04/2024	Lex Autolease Ltd. / Isuzu Contract Hire	Lease Rental on Isuzu D-Max - Apr 2024	C109 - 20/12/2022	£356.92	£71.38	Direct Debit
02/04/2024	Lex Autolease Ltd. / Isuzu Contract Hire	Service Rental on Isuzu D-Max - Apr 2024	C109 - 20/12/2022	£41.29	£8.26	Direct Debit
03/04/2024	TalkTalk Business Direct Limited	PO Telephone & Broadband - 02/04/24 to 01/05/24	C083 - 19/12/2023	£26.95	£5.39	Direct Debit
03/04/2024	TalkTalk Business Direct Limited	BH Telephone & Broadband - 02/04/24 to 01/05/24	C083 - 19/12/2023	£26.95	£5.39	Direct Debit
09/04/2024	BT Payment Services Ltd.	Charge for non-return of BT owned equipment - router	Fin. Regs. 4.1	£113.00	£22.60	Direct Debit
10/04/2024	TalkTalk Business Direct Limited	Refund of paper billing fee charged in error	C083 - 19/12/2023	£-2.00	£-0.40	Direct Debit
10/04/2024	TalkTalk Business Direct Limited	Refund of paper billing fee charged in error	C083 - 19/12/2023	£-2.00	£-0.40	Direct Debit
12/04/2024	Apollo Technology Solutions Ltd.	ICT Support - Jan to Mar 2024	Fin. Regs. 4.1	£193.86	£38.77	BACS
12/04/2024	Apollo Technology Solutions Ltd.	ICT Support - Apr to Jun 2024	Fin. Regs. 4.1	£193.86	£38.77	BACS
15/04/2024	Helping Hand Company (Ledbury) Ltd.	2x Litter Pickers and Handi Hoops for general use	Fin. Regs. 4.1	£33.75	£6.75	Credit Card
15/04/2024	Helping Hand Company (Ledbury) Ltd.	Cemetery Volunteer Grp Equipment - 2x Litter Pickers & Hoops	Fin. Regs. 4.1	£33.75	£6.75	Credit Card
17/04/2024	Unique Signs	Large foamex dry wipe laminated cheque for Grant Promos	Fin. Regs. 4.1	£36.82	£7.36	BACS
20/04/2024	BT Payment Services Ltd.	Refund of charge for non-returned router as charged in error	Fin. Regs. 4.1	£-113.00	£-22.60	Direct Debit
23/04/2024	J Murtagh Tree Services	Mowing at Cemetery and Strimming of Various Areas incl. Tump	Fin. Regs. 4.1	£500.00	£100.00	BACS
24/04/2024	Kingsmere Surfacing Limited	Materials & Labour for Replace & Extend Cemt Paths - Pt 2	C071 - 21/11/2023	£18,189.00	£3,637.80	BACS
24/04/2024	Optimalprint.co.uk	3x 70x 100 prints of Beacon Field for Mature Trees Project	Fin. Regs. 4.1	£33.99	£6.80	Credit Card
24/04/2024	Optimalprint.co.uk	Optimalprint Membership to receive FOC delivery for 1 year	Fin. Regs. 4.1	£9.08	£1.82	Credit Card
24/04/2024	The Cartridge People Ltd.	Complete set of extra high-capacity toners for office printer	Fin. Regs. 4.1	£434.61	£86.92	Credit Card
25/04/2024	A J Champion & Sons Ltd	4x Tonnes of 3mm to dust for BMX Track Maintenance	Fin. Regs. 4.1	£162.60	£32.52	BACS
25/04/2024	Ellis Whittam Limited	Occupational Health Assessment and Report	PC152 - 10/04/2024	£1,150.00	£230.00	BACS
30/04/2024	Allstar Business Solutions Ltd.	Fuel Card - April 2024	C017 - 23/05/2023	£84.25	£16.85	Direct Debit
30/04/2024	DCK Payroll Solutions Ltd.	Payroll Processing Fees - April 2024	PC031 - 13/07/2023	£97.60	£19.52	Standing Order
30/04/2024	DCK Payroll Solutions Ltd.	Payroll Processing Fees - End of Yr 2023-24	PC031 - 13/07/2023	£44.00	£8.80	Standing Order
30/04/2024	DCK Payroll Solutions Ltd.	Admin Staff Salaries - April 2024	C017 - 23/05/2023	£5,254.61	£0.00	Standing Order
30/04/2024	DCK Payroll Solutions Ltd.	Employers NI Contribution - April 2024	C017 - 23/05/2023	£563.80	£0.00	Standing Order
30/04/2024	DCK Payroll Solutions Ltd.	Caretakers Salaries - April 2024	C017 - 23/05/2023	£3,127.30	£0.00	Standing Order
30/04/2024	DCK Payroll Solutions Ltd.	Employers Pension Contribution - April 2024	C017 - 23/05/2023	£1,608.88	£0.00	Standing Order

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
30/04/2024	Greensward Sports Consultancy Ltd.	Mowing of the Football Pitch - 3x April 2024	C109 - 27/02/2024	£195.00	£39.00	BACS
30/04/2024	Greensward Sports Consultancy Ltd.	Mowing of the Recreation Ground Outer Area - 3x April 2024	C109 - 27/02/2024	£270.00	£54.00	BACS
30/04/2024	Softcat Plc	MS Office 365, Visio & Exchange Online - Mar 2024	PC123 - 20/02/2024	£464.60	£92.91	BACS
01/05/2024	Sage (UK) Limited	Online Subscription to Sage 50 Accounts - May 2024	Fin. Regs. 4.1	£41.00	£8.20	Direct Debit
01/05/2024	Vision ICT	S.SL Certificate Renewal Jun 2024 to May 2025	Fin. Regs. 4.1	£50.00	£10.00	BACS
02/05/2024	Yu Energy Retail Limited	Streetlighting Electric - 01/04/24 to 30/04/24	C017 - 23/05/2023	£156.67	£7.83	Direct Debit
02/05/2024	Yu Energy Retail Limited	Standing Charge for Christmas Lights - April 2024	C017 - 23/05/2023	£6.33	£0.32	Direct Debit
02/05/2024	Yu Energy Retail Limited	BH Electricity - 01/04/24 to 30/04/24	C017 - 23/05/2023	£148.20	£7.41	Direct Debit
02/05/2024	Yu Energy Retail Limited	AC Electricity - 01/04/24 to 30/04/24	C017 - 23/05/2023	£15.15	£0.76	Direct Debit
02/05/2024	Yu Energy Retail Limited	RG Changing Rooms - 01/04/24 to 30/04/24	C017 - 23/05/2023	£89.74	£4.49	Direct Debit
03/05/2024	Avon Local Councils' Association	Trust & Charity Law in Practice Training Course - KT	Fin. Regs. 4.1	£50.00	£0.00	BACS
03/05/2024	T Millar	Labour to assist with Caretaking Duties - 01/05/2024	PC150 - 10/04/2024	£104.00	£0.00	BACS
07/05/2024	Simon Lewis	Repair, prepare and paint Carlingcott Telephone Kiosk	Fin. Regs. 4.1	£300.00	£0.00	BACS
08/05/2024	A J Champion & Sons Ltd	1x Bulk bag of topsoil for topping up graves	Fin. Regs. 4.1	£49.50	£9.90	BACS
08/05/2024	A J Champion & Sons Ltd	10x bags of horticultural grit for Rosemary plants in MemGdn	Fin. Regs. 4.1	£26.50	£5.30	BACS
08/05/2024	A J Champion & Sons Ltd	Half tonne Type 1 to rebuild surface of dog exercise area	Fin. Regs. 4.1	£20.00	£4.00	BACS
08/05/2024	PHS Group	2x Branded dust mats with clean every 2 weeks May 24/25	Fin. Regs. 4.1	£452.26	£90.45	BACS
09/05/2024	B E Services Limited	Various electrical works identified on EICR Report	Fin. Regs. 4.1	£200.00	£40.00	BACS
09/05/2024	B E Services Limited	Various electrical works identified on EICR Report	Fin. Regs. 4.1	£84.40	£16.88	BACS
09/05/2024	B E Services Limited	Various electrical works identified on EICR Report	Fin. Regs. 4.1	£211.00	£42.20	BACS
12/05/2024	Toby Millar	Labour to assist with Caretaking Duties - 08 & 09/05/2024	PC150 -10/04/2024	£208.00	£0.00	BACS
13/05/2024	J Murtagh Tree Services	Clearing of green waste & debris on Laxton Way Ftpath22/4/24	Fin. Regs. 4.1	£500.00	£100.00	BACS
13/05/2024	J Murtagh Tree Services	Resurfacing of BMX Track on Rec Ground - 25/04/24	Fin. Regs. 4.1	£500.00	£100.00	BACS
15/05/2024	B&M Retail Ltd.	Paint and brushes for maintenance of allotment toilet	Fin. Regs. 4.1	£14.17	£2.83	Credit Card
15/05/2024	B&M Retail Ltd.	Plants for the Jubilee Garden (planted by Mini Police)	Fin. Regs. 4.1	£30.41	£6.09	Credit Card
15/05/2024	J Murtagh Tree Services	Clearing of green waste & debris on Laxton Way Ftpath16/4/24	Fin. Regs. 4.1	£500.00	£100.00	BACS
16/05/2024	Lawson HIS Limited	Cemetery Volunteer Grp Equipment - Fiskars Xact Weed Puller	Fin. Regs. 4.1	£30.11	£6.02	Credit Card

£36,916.91 £5,077.64