



## PEASEDOWN ST JOHN PARISH COUNCIL

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

### Minutes of the Meeting of the Full Council held on 25<sup>th</sup> June 2024 at 7.00pm at Beacon Hall, French Close, Peasedown St John

**Present:** Councillors Gill Auld; Fiona Carr; Howard Hartley; Simon Kidd; Andrew Larcombe; Conor Ogilvie-Davidson (Vice-Chair); John Ogilvie-Davidson; Jonathan Rich (Chair); Kathy Thomas; Daniel Walker.

**In attendance:** Tanya West – Parish Clerk.

### MINUTES

**Public Session** – No members of the public were present.

<b>C025 – 25/06/2024</b>	<b>Attendance Roll Call and Declarations of Interest</b>
The attendance roll call was undertaken (those present are detailed above). No declarations were raised and no recording of the meeting was performed.	
<b>C026 – 25/06/2024</b>	<b>Attendance and Apologies for Absence</b>
Cllrs. Ray Love, Mandy and Richard Clarke, Audrey Gillard Sprake and Les Sprake were absent and sent apologies. Cllr Gavin Heathcote (7:33 pm – C033) and Jo Davis (7.08pm – C030) joined the meeting late, timings in brackets.	
<b>C027 – 25/06/2024</b>	<b>Minutes</b>
i. It was <b>resolved</b> to approve the minutes of the <b>Full Council</b> meeting held on 21 <sup>st</sup> May 2024 and they will be signed.	
<b>C028 – 25/06/2024</b>	<b>Items for Urgent Report</b>
No items have been brought to the attention of the Chair, prior to the meeting, and that, in their opinion, should be reported on as a matter of urgency.	
<b>C029 – 25/06/2024</b>	<b>Local Authority Agency Agreements</b>
Cllrs received an update regarding the agency agreement with B&NES Council for the sponsorship of the School Crossing Patrol as the individual has been off for an extended period due to ill health. B&NES will update the Parish Council after the August meeting.	
<b>C030 – 25/06/2024</b>	<b>Council Committee Updates</b>
Cllrs received updates from the following meetings, which have met since the last Full Council meeting.	
<b>Amenities &amp; Facilities Committee – Meeting held on 11<sup>th</sup> June 2024.</b>	
Cllrs received an update regarding assets and tree surveys and <b>resolved to</b>	
(1) approve up to £2,000 to be deducted from the Infrequent Operational Expenditure budget to cover the tree survey works due to be undertaken in 2024.	
(2) Contact the Somerset Miners Welfare Trust and accept their offer of a metal miner to be installed to the left hand side of the miner cart which is to include a plaque for Francis Hillier and QR code. Caretakers to ensure the hedge is cut back prior to installation.	
➤ (3) Authorise Kingsmere Surfacing to address issues on the snagging of the new pathway at the Garden of Remembrance, Ashgrove Cemetery.	
<b>Action: Clerk to advise Cllrs on when the installation will take place and confirm wording of and funding of the plaque. If funding is not available from the Somerset Miners, the Chair will fund from his allowance.</b>	

### **Finance & Governance Committee – Meeting held on 18<sup>th</sup> June 2024.**

Cllrs received a verbal update as the minutes not yet published. An update was provided on the Community Grant Scheme. It was **resolved to**

- (1) transfer a balance of circa £500 to the grant budget from general funds to permit additional proposals (as a second wave) in the autumn.
- (2) Allow caretaker salaries and the contracted amenities works budgets to be considered together to ensure caretaking activities are covered. This will result in the Amenities & Facilities Committee to manage the contracted amenities budget and Finance & Governance Committee to oversee the spend and make sure not overspent from the balance of the staff budget.
- (3) Authorize Cllr Thomas to become a signatory on the bank accounts.
- (4) Authorize the parish council van insurance.

**Action: Clerk to advise all grant applicants of the outcome of their applications by the end of the week.**

### **Planning Committee – Meeting held on Tuesday 7<sup>th</sup> May 2024.**

No new planning applications presented or no specific decisions.

### **Staffing Committee – Meeting held on Tuesday 4<sup>th</sup> June 2024 & Thursday 10<sup>th</sup> June 2024.**

Cllrs received an update regarding staff retention and recruitment. Also, of appraisals and training. Cllr Kidd confirmed that most of the items cannot be discussed in open session, but that the committee is looking at future staffing requirements of the council and will report back to council in due course on their findings.

To note the forthcoming Standing Committee meetings:

- (5) **Amenities & Facilities Committee** – Meeting scheduled to be held on 23<sup>rd</sup> July 2024.
- (6) **Finance & Governance Committee** – Meeting scheduled to be held on 6<sup>th</sup> August 2024.
- (7) **Planning Committee** – Meeting scheduled to be held on 2<sup>nd</sup> July 2024.
- (8) **Staffing Committee** – Meeting scheduled to be held on 3<sup>rd</sup> September 2024.

**Action: Clerk to ensure all meeting invitations have been sent out.**

### **C031 – 25/06/2024                      Financial Matters & Schedule of Payments**

In accordance with the Financial Regulations:

- i. Cllrs reviewed and **resolved** to approve the schedule of payments (with the exception of 3 invoices for T Millar which will be deferred until next meeting) and ratified those already made in relation to the accounts for year ending 31<sup>st</sup> March 2025.
- ii. Cllrs reviewed the report on General and Ear Marked Reserves and Committed Expenditure.
- iii. Cllrs resolved to set up a direct debit for Three Business Mobile, which will be actioned by the Clerk and ratified in the August Finance & Governance Meeting.

### **C032 – 25/06/2024                      Internal Audit**

Cllrs received an update on the Internal Audit for the financial year ending 31<sup>st</sup> March 2024. Thanks were shared with all involved for their time and effort.

### **C033 – 25/06/2024                      Annual Governance Statement for 2023-24**

Cllrs considered and approved the Annual Governance Statement in relation to the Annual Governance and Accountability Return for the financial year ending 31<sup>st</sup> March 2024 and **resolved** that the council has

- (1) put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
- (2) maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- (3) taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

- (4) provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- (5) carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- (6) maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
- (7) took appropriate action on all matters raised in reports from internal and external audit.
- (8) considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
- (9) (For local councils only) In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

**C034 – 25/06/2024                      Accounting Statements End of Year Accounts for 2023-24**

Cllrs considered and approved the Accounting Statements in relation to the Annual Governance and Accountability Return for the financial year ending 31st March 2024. Which included:

- Review of financial spend against budget for the fourth quarter of the 2023/24 financial year, in accordance with Standing Order 17c.
- Summary of General and Ear Marked Reserves and Committed Expenditure.
- Bank reconciliation.

The financial year ended with a General Reserve of c. £38,000 which was more than anticipated. This additional monies will go for future projects and funding. **It was resolved to accept the end of year accounts.**

**C035 – 25/06/2024                      Project Proposals**

Cllrs receive a progress update on the following projects. To include:

- **Wildlife Pond at Ecewiche Green** – updated on advertising the project on Contracts Finder.
- **Mature Trees on Beacon Field** – a site visit will be arranged.
- **Solar Panels and Insulation at Beacon Hall** – updated on responses from B&NES Council and meeting with the contractors. B&NES Council have provided their approval for the proposed works/solar panels. However, in order to proceed they need to draw up a license for alteration (for the lease) which will involve some costs for the Parish Council. They have advised the legal fees will be £1,348 +VAT and the surveyors fee £500+VAT. It was resolved that these costs could be taken from Infrequent Operational Expenditure or General Reserves.

**C036 – 25/06/2024                      Order of Known Business**

Cllrs 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. They also reviewed the reserves, particularly the funds generated from the precept (£55,000) and to consider the provision of allocation of funds to projects, including the building up of ear marked reserves for things like tree surveys.

It was resolved to allocate the following Ear Marked Reserves:

£30,000.00	Wildlife Pond at Ecewiche Green
£5,000.00	Mature Trees on Beacon Field
£5,000.00	Pathway improvements – to build up funding over several years
£2,500.00	Solar Panels and Insulation at Beacon Hall (outside of scope for grant)
£1,000.00	Tree surveys – to build up funding over several years
<b>£43,500.00</b>	<b>Total</b>

**C037 – 25/06/2024                      Advisory Panel Updates**

A. Cllrs received the following schedule of appointed Advisory Panels.

The following is a list of Advisory Panels currently appointed by the Parish Council and their commissioning committee.

Advisory Panel Name	Commissioning Group	Minute Established
Cemetery Committee Advisory Panel***	Cemetery Committee	CC007 – 18/07/2023
Braysdown Allotments Advisory Panel***	Finance & Amenities Committee	F&A007 – 13/06/2023
Finance & Amenities Committee Advisory Panel***	Finance & Amenities Committee	F&A007 – 13/06/2023
Beacon Field Play Area Resurfacing Advisory Panel***	Full Council	C020 – 23/05/2023
Christmas Lights Advisory Panel***	Full Council	C020 – 23/05/2023
Council Structure Review Advisory Panel**	Full Council	C038 – 27/06/2023
Executive Advisory Panel***	Full Council	C020 – 23/05/2023
Parish Map and Signage Project Advisory Panel***	Full Council	C020 – 23/05/2023
Streetlighting Advisory Panel***	Full Council	C020 – 23/05/2023
Clerk Liaison Advisory Panel***	Full Council & Personnel	C008 – 23/05/2023
Personnel Committee Advisory Panel***	Personnel Committee	PC007 – 20/06/2023
Football Club Liaison Advisory Panel	Full Council	<b>C020 – 21/05/2024</b>
Seasonal Events Advisory Panel	Full Council	<b>C020 – 21/05/2024</b>
Climate & Environment Advisory Panel	Full Council	<b>C020 – 21/05/2024</b>
Persimmon Land Transfer Advisory Panel	Full Council	<b>C020 – 21/05/2024</b>

#### It was resolved to

- (1) disband the Council Structure Review Advisory Panel as the project is complete.
  - (2) disband the Advisory Panels marked with \*\*\* as they do not fit under the new Standing Committee structure either because their Commissioning Group will no longer exist or will have changed to a new one. New Advisory Panels will be commissioned at the first meeting of each of the new committees.
  - (3) Rename the Persimmon Land Transfer Advisory Panel to Land Transfer Advisory Panel.
- B. Cllrs noted the summary report of Advisory Panel meetings held in the last Council year along with attendance numbers.
- C. Cllrs note the reports from the following Advisory Panels:
- i. **Civic Events Advisory Panel** – No meeting held but they received an update on the Beacon lighting event held on Thursday 6<sup>th</sup> June 2024.
  - ii. **Climate & Environment Advisory Panel** – No meeting held but they received an update on the Council's involvement in Avon Wildlife Trust Festival of Nature 2024 Community Day on 9<sup>th</sup> June 2024.
  - iii. **Football Club Liaison Advisory Panel** – No meeting held but they received an update regarding the spectator stand roof and works at the football pitch. **It was resolved that** the parish council would approve fixing the grandstand, replacement of the roof at the recreation ground at a cost of £4,500+vat with the parish council placing the order. It was suggested that the Peasedown Miners Welfare make a 50% upfront contribution. It was suggested that the advisory panel has a meeting with the football club regarding the sign and presents to full council at a future meeting.
  - iv. **Parish Map and Signage Advisory Panel** – No meeting held but they received an update on progress of the project and associated planning application.
  - v. **Persimmon Land Transfer Advisory Panel** – No meeting held but they received an update on progress on the land transfer and works which are due to take place at the end of June. It was resolved that Cllrs Larcombe and Thomas as well as the Clerk should visit the solicitors to sign the documents.

D. To note the scheduled forthcoming meetings for the following Advisory Panels:

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

**C038 – 25/06/2024**

**Correspondence, Complaints & Issues**

Cllrs reviewed items of significant correspondence, complaints and issues received since the last meeting that should be brought to the Council's attention for information and possible future action. This included:

- Items raised at the last meeting.
- complaints received regarding mowing, particularly at Ashgrove Cemetery.
- open access youth sessions from the Peasedown youth worker based at The Hive.
- the crack in the pathway surface at the Jubilee Garden.
- various traffic and highway related queries.
- various complaints regarding overgrown vegetation.
- planting on verges at the Dunkerton and Radstock entrances to the village.
- request for yarn bombing at the Jubilee Garden.

**C039 – 25/06/2024                      Parking Issues at the Primary School**

Cllrs received an update on the parking issues at the Primary School during school drop off/pick up times which included input from the Headteacher.

**9.09 – Cllr Davis left the meeting.**

**C040 – 25/06/2024                      Future Agenda Items & Cllr Questions**

Cllr Walker suggested a meeting (to be arranged) to discuss a strategic plan.  
Cllr Heathcote mentioned a complaint regarding trees which will be followed up.

**C041 – 25/06/2024                      Date and Time of Next Meeting**

The next meeting of the Full Council is scheduled to be held on Tuesday 13<sup>th</sup> August 2024 at 7pm at the Beacon Hall.

Meeting closed at 9:18pm