



## 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 13<sup>th</sup> August 2024 at 7.00pm held at Beacon Hall, French Close, Peasedown St John

#### **Present:**

#### **Councillors:**

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

#### **In attendance:**

Tanya West – Parish Clerk & RFO

#### **Public Session**

There were thirteen members of the public present at the meeting, all of whom were in attendance regarding the project for a proposed new war memorial to be located at the Recreation Ground. One person addressed the Council on behalf of the residents explaining why they felt the existing plaque located in St John's Church was not fitting of the fallen from WWI and WWII and why they wanted a war memorial that is located outside and why the Recreation Ground would be a suitable location. They went on to advise of the organisations they had contacted such as the Royal British Legion, the War Graves Commission, Chelsea Pensioners; the War Memorial Trust, etc. all of which were in support of their proposal. They had also investigated as to possible organisations that could provide financial support both nationally, such as Heritage Lottery Funding and Department for Culture, Media, and Sport, and locally, by way of the Red Post Inn, Arleen's and the Waggon and Horses. The group of residents aim to continue their work on this project and request support from the Parish Council to help move things forward.

#### **C042 – 13/08/2024**

#### **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.

#### **C043 – 13/08/2024**

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

A report on councillor meeting attendance throughout the 2024-25 Council year had been circulated as pre-reading.

Apologies for absence had been received from Cllr Jo Davis due to being away and from Cllr Conor Ogilvie-Davidson due to work commitments.

Cllr Daniel Walker had advised he would be late arriving to the meeting.

These apologies were duly noted.

#### **C044 – 13/08/2024**

#### **Minutes**

i. The minutes of the Full Council meeting held on 21<sup>st</sup> 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.

ii. The minutes of the Full Council meeting held on 25<sup>th</sup> June 2024 had not been published in sufficient time for councillors to read, so their approval was deferred until the next meeting.

#### **C045 – 13/08/2024**

#### **Items for Urgent Report**

There were no items for urgent report.

#### **C046 – 13/08/2024**

#### **Council Committee Updates**

Five meetings had been held since the last Full Council meeting, the draft minutes, and notes from which had been circulated as pre-reading where possible. 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.

**Amenities & Facilities Committee** – Meeting held on 23<sup>rd</sup> July 2024.

- Cllr Kathy Thomas provided an update from this meeting regarding tree surveys (due to be undertaken in September/October), also on other activities and works undertaken since the last meeting.
- It was **resolved** to accept the recommendation, from the Amenities & Facilities Committee, to approve funding up to £2,500+VAT, to be deducted from the cemetery operational budget and contracted amenities works, to cut back all the hedges and trees around the perimeter of the cemetery. The works to include the cutting back of foliage upwards, in line with the boundary wall edge, especially along the back of properties 21 to 29 Under Knoll and along the eastern boundary wall adjacent the road with Under Knoll. Quotations for these works are being obtained from local contractors.
- It was **resolved** to accept the recommendation, from the Amenities & Facilities Committee, to approve funding up to a total value of £7,500+VAT to be deducted from the Persimmon land transfer money, to carry out essential maintenance work, post transfer on the various pockets of land being transferred [list of works and sites provided].

**Finance & Governance Committee** – Meeting held on 8<sup>th</sup> August 2024.

- Cllr Andy Larcombe reported on the Community Grant scheme advising that feedback had been received from most awardees and that a budget of approximately £1.5k had been allocated to the second phase, which was now open, and applications would be considered at the October meeting.
- The revised model Financial Regulations had been reviewed and any suggested amendments were agreed at the Finance & Governance Committee meeting. It was therefore **resolved** to ratify the adoption of the revised Financial Regulations for the Parish Council.
- Cllr Larcombe explained that the budget monitoring report was reviewed split down into the budgets the individual standing committees are responsible for. In future the reports will be produced in this format. The caretaker salaries budget was reviewed, and it was noted the underspend was almost the same amount as the overspend on the contracted amenities works expenditure. It was **resolved** to continue to monitor the Caretaker and Contracted Amenities Works budget and compare the surplus of one against the overspend of the other.

**Planning Committee** – Meetings held on Tuesday 2<sup>nd</sup> July 2024 and Tuesday 6<sup>th</sup> August 2024.

- Cllr John Ogilvie-Davidson explained the decision to make a one-off exception at the Old Quarry site. for a proposed development outside the housing development boundary. He also updated on the 1-year delay of the WECA funding for the electric vehicle charging points in the village. Finally, that Cllrs Howard Hartley and Kathy Thomas will be leading two groups to survey the potential development sites identified on the HELAA and the Local Plan.

**Staffing Committee** – Advisory Panel Meeting held on Tuesday 9<sup>th</sup> July 2024.

- Although changes to the Staff Appraisal Policy & Document had been discussed, the document had not yet been updated so their approval would be delayed until the next meeting.
- Cllr Kidd reported that the recruitment and replacement of outside services had been paused whilst the Committee undertook a review staffing requirement. Also, that the interviews for a new Responsible Finance Officer would be taking place over the next few weeks.

The forthcoming Standing Committee meetings were noted:

- **Amenities & Facilities Committee** – Meeting scheduled to be held on 17<sup>th</sup> September 2024.
- **Finance & Governance Committee** – Meeting scheduled to be held on 15<sup>th</sup> October 2024.
- **Planning Committee** – Meeting scheduled to be held on 10<sup>th</sup> September 2024.
- **Staffing Committee** – Meeting scheduled to be held on 3<sup>rd</sup> September 2024.

**C047 – 13/08/2024 Financial Matters & Schedule of Payments**

- i. The schedule of payments made in relation to the accounts for year ending 31<sup>st</sup> March 2025 had not been made available as pre-reading. Their approval would therefore be deferred to the September Full Council meeting.
- ii. In accordance with Standing Order 17c, councillors reviewed the report on financial spend against budget for the first quarter of the 2024/25 financial year. This report was accepted as a true reflection of the Parish Council's finances.

- iii. Councillors received the report on General and Ear Marked Reserves and Committed Expenditure as part of the Order of Known Business for the 2024-25 council year. No comments were raised.
- iv. It was reported that the AGAR for 2023-24 had been submitted to the External Auditor who had raised some questions. These would be investigated, and the External Audit is due to be complete by the end of September.

**C048 – 13/08/2024 Insurance Policy and Schedule**

Councillors received an update on the insurance policy and schedule for Peasedown St John Parish Council & Peasedown St John Recreation & Childrens Playground Charities. The pre-renewal questionnaire for the 2024-25 term had been circulated as pre-reading. The insurance policy had been discussed at the Finance & Governance Committee meeting at which it had been noted the new wildlife pond, solar panels and hall insulation, the persimmon land should be added to the policy in readiness for their creation/transfer. It was also requested for a quotation for cyber cover along with any associated minimum levels of control. All these items were included within the pre-renewal questionnaire which has been submitted to the insurance broker. The updated quotation for the final of the three-year contract term will be brought to the September Full Council meeting for approval.

**C049 – 13/08/2024 Calendar of Meetings for the 2024-25 Council Year**

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

Councillors discussed the dates that had been scheduled, as part of the calendar of meetings for the 2024-25 council year, for regular Seasonal Events and Climate & Environment Advisory Panel meetings. The Clerk explained that now the Planning Committee meetings were going to take place at 7pm, the Advisory Panel meetings that had been scheduled to take place on the same evenings, may wish to be moved otherwise they would need to commence at 6pm or at 8.30pm which may be too early or too late for some.

It was **resolved** to remove the Seasonal Events and Climate & Environment Advisory Panel meetings from the scheduled calendar of meetings for the 2024-25 council year, to allow flexibility as to when those meetings are held.

It was **resolved** to reinstate Standing Order 7a and 7b (six-month rule).

In accordance with Standing Order 10.a.vi, it was **resolved** to amend the order of the agenda to bring forward the new war memorial project to be discussed first, to enable the members of the public to hear the discussion so they could leave shortly afterwards. Also, for the solar panels and insulation project to be discussed second, to enable Cllr Gill Auld to leave the meeting early.

**C050 – 13/08/2024 Project Proposals**

Councillors received a progress update and made associated decision on project proposals as follows:

- **New War Memorial to be located at the Recreation Ground** – Following the feedback under public session, councillors received an update on suggested proposals for a new war memorial for the village, and how this project may be taken forward.

Cllr Gavin Heathcote said that he had been invited to be included within this project alongside local residents. He now wanted to involve the Parish Council to try to move the project forward. At the recent charity trustee meeting, representatives of the Somerset District Miners' Welfare Trust said they were happy for an area of the Recreation Ground to be used for this purpose. Cllr Heathcote suggested that an advisory panel should now be established to work alongside residents on this project and confirmed that he would be willing to lead the advisory panel.

It was queried whether the memorial could also acknowledge those who had fallen in subsequent conflicts post WW2. Cllr Heathcote confirmed that it was planned to involve the community in designing the memorial, including the primary school and youth groups, and that it could feature QR codes providing details of the fallen etc.

Following discussion, it was **resolved** to form an Advisory Panel to take this project forward. Cllrs Fiona Carr, Howard Hartley, Gavin Heathcote, Jonathan Rich, and Kathy Thomas put themselves forward to join the advisory panel. Cllr Richard Clarke advised that he would like to join later in the year. The Clerk to work with Cllr Heathcote to prepare a terms of reference document for the Advisory Panel.

- **Solar Panels and Insulation at Beacon Hall** – Councillors received an update on this project including responses and requirements from B&NES Council, permitted development authorization, and proposals and requirements, including a deposit payment, from the contractors.

Cllr Gill Auld advised that it was previously hoped that the insulation would be completed in August, but this was now planned for the October half term – this slot had been selected so as to avoid losing business by cancelling regular classes at the hall.

There was one item of paperwork still outstanding to provide calculations to show that the roof can support the additional weight of the solar panels. Once this has been completed, B&NES Council legal team will issue the license to carry out the works and the contract can be approved, and deposit payment made. Planning permission for the solar panels has not yet been obtained, but this will not cause any further delays.

Once the go ahead is received from B&NES Council, there is a 48-hour window to sign the contract and send the deposit payment, the supplier requires a deposit payment with the order before works can commence. The balance would need to be paid when the job is completed.

Cllr Auld reported that the contractor had advised that the batteries for the solar panels cannot go above the disabled toilet; they will therefore have to be located in the downstairs office. Consequently, further preparation was required to empty and tidy the downstairs office as much as possible and when the upstairs office needs to be used, items from the office can be moved downstairs.

Cllr Auld urged the council not to get locked into a new electricity supply contract for the time being, because it would be advisable to obtain the best feedback tariff available.

#### **7.57pm – Cllr Gill Auld left the meeting.**

- **Wildlife Pond at Ecewiche Green** – Cllr Howard Hartley explained the summary report on the quotations received following advertising the project on Contracts Finder and clarified why the Habitat Restoration Company was the contractor selected to appoint. He also noted that the quotations had been reviewed by the Amenities & Facilities Committee, who were in support of the following motions, which were subsequently amended at the Full Council meeting to include the underlined text:

It was **resolved** to award the contract for the creation of a Wildlife Pond at Ecewiche Green, in accordance with the specification tender document, subject to the necessary permissions being obtained, to The Habitat Restoration Company with the additional option of wildflower turf and a butyl liner, but retaining the timber fence at a total cost of £17,396.15+VAT.

It was **resolved** to allocate an additional sum, not to exceed £5,000+VAT, to this project to cover the cost of bench seats, solar lighting, any costs associated with filling the pond with water, any other permissions and sundries required.

The Clerk to transfer the agreed monies to committed expenditure and remaining balance will stay within the ear marked reserve until the project is completed in case any additional funding is required.

Cllr Howard Hartley explained that due to the size of the pond planning permission will be required and as part of the application a biodiversity net gain survey must be submitted. The cost of which is included within the £5,000 agreed. The order for the contract will not be awarded until planning permission is granted.

- **Mature Trees on Beacon Field** – Cllr Kathy Thomas explained that at the Climate & Environment Advisory Panel meeting, it was agreed to obtain more information on what trees would grow in this area. Cllr Howard Hartley was liaising with Avon Wildlife Trust and Cllr Gill Auld was liaising with a representative from Trees for Climate. Once a response has been received from these organisations they will be brought back to a future meeting.

**8.10pm – It was resolved to adjourn the meeting for a comfort break.**

**8.10pm – Cllr Ray Love left the meeting.**

**8.20pm – It was resolved to reconvene the meeting.**

**C050 – 13/08/2024 Project Proposals cont.**

- **Strategic Plan** – In the absence of Cllr Dan Walker, who had proposed this project, the Clerk outlined the proposals for moving forward with a strategic plan for the Parish Council. Councillors

commented that a vision/mission statement is required before putting together a strategy. It was commented that the Parish Council already has a mission statement. The Clerk was asked to feedback this information to Cllr Walker and then some dates could be established for an informal brainstorming session for councillors.

- **Other potential projects** - Councillors did not identify any other projects they wished to take forward from the list at the current time.

**C051 – 13/08/2024                      Advisory Panel Updates**

- A. Pre-reading provided a report on the schedule of appointed Advisory Panels. It was reviewed at the meeting, and, due to the projects now being complete or due to no longer fitting under the new Standing Committee structure, it was **resolved** to disband the following Advisory Panels:

Cemetery Committee Advisory Panel  
Braysdown Allotments Advisory Panel  
Finance & Amenities Committee Advisory Panel  
Beacon Field Play Area Resurfacing Advisory Panel  
Christmas Lights Advisory Panel  
Council Structure Review Advisory Panel  
Executive Advisory Panel  
Parish Map and Signage Project Advisory Panel  
Streetlighting Advisory Panel  
Clerk Liaison Advisory Panel  
Personnel Committee Advisory Panel

**8.28pm – Cllr Dan Walker arrived at the meeting.**

**C051 – 13/08/2024                      Advisory Panel Updates cont.**

- B. The summary report of known Advisory Panel meetings held in the current Council year along with attendance numbers had not been published and would be available 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. **Climate & Environment Advisory Panel** – Meeting held on Tuesday 2<sup>nd</sup> July 2024 at 7.00pm. The main purpose of this meeting had been to discuss the Trees on Beacon Field project (minute C050 – 13/08/2024 refers).
  - ii. **Football Club Liaison Advisory Panel** – No meeting held but councillors received an update and made associated decisions regarding the spectator stand roof and signage, also regarding the content and signing of the User Agreements.  
Cllr Larcombe reported that the spectator stand roof had been replaced and the spectator stand had been repainted. Signage for the stand had been requested by Peasedown Miners Welfare FC, naming it the “Clark and Young” stand and advertising Aspire Construction who had supported the cost of the refurbishment. A mock-up of the proposed sign had been circulated as pre-reading. It was noted the sign requires advertisement consent and if the application is submitted by the Parish Council the fee is reduced. It was **resolved** to permit the proposed sign be installed on the grandstand and for the Parish Council to submit the associated planning application for advertisement consent.  
Cllr Gavin Heathcote suggested that CISWO should also have an image on the proposed spectator stand sign, to highlight the fact that the football pitch is for all residents, not just the football clubs. This suggestion was not taken forward.  
It was reported that the updated **User Agreements** have been issued to all the football clubs ready for the new season. Cllr Larcombe also raised that PMWFC had suggested that they should not be paying the full donation for the year, because they carry out additional work on the site which the other teams do not. However, the Football Club Advisory Panel had informed them that because they train on the pitch earlier in the season (for which they are not charged) and the other teams do not, this makes up for any work they have done on the site. It was also noted that the donations for the pitch only cover 30% of the running costs, with the rest being covered by local taxpayers.  
It was agreed that if there is no payment and no signed user agreement by the end of August, the clubs will not be allowed to use the changing rooms. The Clerk to send an official letter/email to

say that the matter was discussed at Full Council and councillors were in support of the earlier advice from the Advisory Panel regarding the user agreements, and payment was due by the end of the month. A comment could also be included to advise that it had been agreed to apply for advertising consent for the spectator stand sign.

- iii. **Persimmon Land Transfer Advisory Panel** – No meeting held but it was reported that Cllrs Andy Larcombe and Kathy Thomas and the Clerk had signed the necessary paperwork at the solicitors and so the transfer was imminent. Upon completion, the payment from Persimmon would be received and the Clerk would update councillors accordingly.
- Cllr Gavin Heathcote requested that upon completion, if the tree on the Laxton Way to Wellow Lane footpath (behind Wellow Tynning) be investigated and any necessary work actioned. Cllr Thomas also advised she had been contacted about a tree on Russet Way overhanging into a resident's garden but reminded that the Council needs to be careful about any exception works as there will be many requests once the land is transferred.

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

- i. **Parish Map and Signage Advisory Panel** – Thursday 22<sup>nd</sup> August 2024 at 7.00pm.  
ii. **Seasonal Events Advisory Panel** – Tuesday 10<sup>th</sup> September 2024 at 8.00pm.  
iii. **Climate & Environment Advisory Panel** – Tuesday 1<sup>st</sup> October 2024 at 8.00pm.

**C052 – 13/08/2024                      Bleed Kit Scheme for the Parish**

Pre-reading provided a report on the national Bleed Kit Scheme. The report explained that 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).

The local PCSOs had submitted a request for the Parish Council to purchase one or two bleed kits to be located in the parish. This request was considered, and it was agreed they would be best located next to the existing defibrillators in the village thus creating them as 'emergency response points'. It was suggested that it would be sensible therefore to purchase kits for all four of the public defibrillators in the village, rather than just for the two locations that the Parish Council have defibrillators. It was further suggested to buy a spare replacement pack to ensure any kit that was used could be replaced in a timely manner.

It was **resolved** to purchase four stand-alone bleed kits to be installed next to the public use defibrators located in the parish at Beacon Hall, the Co-op, the Red Post Inn, St John's Close hall [subject to permission being granted by the building owners] and for a further replacement kit to be purchased as a spare for a total cost of £881+VAT to be deducted from the Infrequent Operational Expenditure budget.

**C053 – 13/08/2024                      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:

- Update on the items raised at the last meeting:
  - **Request for yarn bombing at the Jubilee Garden** – Peasedown Social and Wellbeing Group have now installed their decorations in the Jubilee Garden.
  - **Guerilla planting at either end of the village** – an update has been requested from B&NES on this.
  - **Update on lack of streetlighting on Orchard Way** – this has been reported on Fix my Street and the following response was posted on 01/07/2024: "*We can confirm that these lights are affected by an underground cable issue, and we are in the progress of investigating this and arranging a repair.*" An update was requested on this earlier this week.
- **Update on Remembrance decorations in the village.**  
In response to complaints from local residents, Peasedown Community Trust has been contacted to request that remaining poppies on bus stops are removed.
- **Update on overgrown trees in the Orchard Way estate.**  
Some residents (particularly from Naishes Avenue) have complained about overgrown trees on the Orchard Way estate. These residents had been informed that the actions recommended in the tree survey will be completed and residents will be informed accordingly.
- **Request for warning signage on Orchard Way regarding hedgehog crossings.**

Cllr Howard Hartley had been contacted by local residents regarding hedgehogs killed by cars on Orchard Way. They requested warning signs to ask motorists to look out for hedgehogs crossing the road. An email has been sent to B&NES Highways to ask if this would be possible.

➤ **Update on overgrown public rights of way.**

A complaint had been received about public right of way **BA4-54**, which starts opposite the entrance to Woodborough Lodge, and was extremely overgrown. This footpath is not managed by the Parish Council and the complaint was passed on to the Footpaths Officer for B&NES, who took the necessary action. The resident was informed and was very pleased with the action taken.

➤ **Emergency planning and community resilience day** – 6<sup>th</sup> September 2024, Saltford Hall. Cllr Fiona Carr will be attending this event and will report back to a future meeting.

Councillors raised the following matters at the meeting:

- Cllr Gillard-Sprake as if additional streetlighting be installed at Hillcrest/Idwall Close. It was replied that this request would be referred to the Amenities & Facilities Committee to consider.
- Speeding on Wellow Lane – Could the Parish Council install some signs along this road to encourage motorists to slow down.
- Scrambler bikes – there have been issues with these being ridden recklessly around the village. The Police are very much against having any more barriers removed on footpaths, as the riders are apparently using footpaths to get away quickly from the Police.
- The bridleway off Eckweek Lane has been blocked up – The Public Rights of Way Officer is attending to this matter and liaising with local residents to get the area cleared.
- A draft letter to the PCC and Chief Constable had been written expressing concerns regarding the future of the Mini Police by way of reduction in the time allocated. It was agreed for this letter to be sent, although it may not obtain the desired outcome.

**C054 – 13/08/2024 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. No points were raised.

**C055 – 13/08/2024 Date and Time of Next Meeting**

The next meeting of the Full Council is scheduled to be held on Tuesday 24<sup>th</sup> September 2024 at 7pm at the Beacon Hall. This meeting will be chaired by the Vice-Chair.

The meeting closed at 9.13pm.

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