



PEASEDOWN ST JOHN PARISH COUNCIL

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Minutes of the Meeting of the Full Council held on 24th September 2024 at 7.00pm at Beacon Hall, French Close, Peasedown St John

Present: Councillors (Cllrs) Gill Auld; Fiona Carr; Mandy Clarke; Richard Clarke; Jo Davis; Gavin Heathcote; Simon Kidd; Andrew Larcombe; Ray Love; Conor Ogilvie-Davidson (Vice-Chair); John Ogilvie-Davidson; Les Sprake; Kathy Thomas; Daniel Walker.

In attendance: Tanya West – Parish Clerk, Joy Luxford - RFO

Public Session – No members of the public were present.

There was a 10-minute presentation on **Community Catalysts** a national social enterprise for improving care and home support for vulnerable people in the parish as supported by B&NES Council.

Action: The Clerk to share information on Community Catalysts on the Peasedown St John Parish Council Social Media accounts.

At 7.16pm the individual from Community Catalysts left and the Full Council meeting commenced.

C056 – 24/09/2024 Attendance Roll Call and Declarations of Interest

The attendance roll call was undertaken (those present are detailed above). No declarations were raised and no recording of the meeting was performed.

It was noted that due to a family bereavement that the Vice Chair would be chairing the meeting today and that flowers would be sent to the Chair.

C057 – 24/09/2024 Attendance and Apologies for Absence

Cllr Audrey Gillard-Sprake was late (arrived at 7.55pm – C061) and Cllr Jonathan Rich was absent and sent apologies. These were noted.

C058 – 24/09/2024 Minutes

- i. The minutes of the **Full Council** meeting held on 25th June 2024 and the **Staffing Committee** meeting held on 20th June 2024 were not available in pre-reading and therefore approval will be deferred until the next meeting .
- ii. It was **resolved** to approve the minutes of the **Full Council** meeting held on 13th August 2024 and the **Staffing Committee** meeting held on 4th June 2024.
- iii. It was resolved to sign the above listed minutes.

C059 – 24/09/2024 Items for Urgent Report

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.

C060 – 24/09/2024 Casual Vacancy

Cllrs received an update on the current Casual Vacancy and resolved to hold one vacancy on each of the committees to be filled once a new co-opted individual is in place to allow them to see the breadth of work carried out by the parish council.

Action: It was resolved that any applicants for the Casual Vacancy should be invited to the next meeting on 26th November 2024. Clerk to action.

C061 – 24/09/2024 Council Committee Updates

Cllrs received updates on the following

Amenities & Facilities Committee – Meeting held on 17th September 2024.

- Cllrs received an update regarding hedge works at the cemetery; play area surface repairs and plans for review of the tarmac pathways on Beacon Field; hedge-laying and boundary fence/hedge issues at Ecewiche Green; floral displays (bulb planting). It was noted that a programme of works was being put in place to look after hedges.
- **Action: Cllrs were requested to visit Beacon Fields to review the needed work to the paths.**
- After discussion, **it was resolved to rename the EMR Beacon Hall Audio Visual Fund to Beacon Hall Improvements to better reflect the intention of the funds and the needed improvement work.**
- **It was resolved, after ballot voting, that Cllr Gavin Heathcote will join the Facilities and Amenities Committee.**

Planning Committee – Advisory Panel Meetings held on Wednesday 11th September 2024 and Friday 20th September 2024.

It was noted that there was no summons and therefore no meeting held as no planning applications received.

Staffing Committee – Meeting held on Tuesday 3rd September 2024.

Cllr Kidd welcomed the new RFO. It was noted that after review of roles within the council, that we are progressing with the recruitment of an outside services manager (General Maintenance Manager). **It was resolved that the Clerk should publish the job advert and progress with the recruitment.**

To note the forthcoming Standing Committee meetings:

- Amenities & Facilities Committee – Meeting scheduled to be held on 19th November 2024.
- Finance & Governance Committee – Meeting scheduled to be held on 15th October 2024.
- Planning Committee – Meeting scheduled to be held on 1st October 2024.
- Staffing Committee – Meeting scheduled to be held on 3rd December 2024.

C062 – 24/09/2024 Financial Matters & Schedule of Payments

In accordance with the Financial Regulations:

After review of the financial reports, **it was resolved to**

- (1) pay the invoice for £680+VAT to The Play Inspection Company Ltd. This is for RPII Playground Operational Inspection Qualification for the Caretaker.**
- (2) to ratify all the other payments on the pre-read schedule.**
- (3) to move the remaining £75 from Staff/Cllr Training 2020-21 EMR to General Reserve**
- (4) to transfer £707.99 from Beacon Hall Audio Visual EMR to committed expenditure to cover new microphones & associated works as agreed at F&A095 - 30/04/2024.**
- (5) To complete the works at Braysdown Allotments in-house rather than using third party contractors. At the April Facilities & Amenities Committee it was resolved to action the gateway works, not the accessible beds. These works are booked to be actioned in October 2024. As a result it was resolved to transfer £1,565 to committed expenditure to cover works to block up the second gateway as agreed at F&A088 - 30/04/2024.**
- (6) For Beacon Hall - Solar/Insulation/Boilers to transfer £2,676.33 to committed expenditure to cover professional fees in relation to the Beacon Hall solar panel project. **Also see agenda item C064 - 24/09/2024** This will be taken as £2,500 from EMR to committed expenditure and an additional £176.33 extra from general reserves to committed expenditure.**

The 6 step process to budgeting was noted for the FY25/26.

1. All committees to complete operational and operational budgets to be completed by 3rd December 2024.

2. The Chair, Vice-Chair of Finance and Governance, the RFO and Clerk to consolidate these budgets ready for the Finance and Governance Advisory panel on Tuesday 17th December 2024. During this meeting we will present to all councillors what the committees have requested in terms of operational budget plus any projects.
3. The RFO will then make any final amendments based on feedback and queries raised at this meeting.
4. The Finance and Governance meeting in January 2025 will review the draft budget and make recommendations to Full Council.
5. Cllrs will set the precept at the January 2025 Full Council meeting.

Action: Calendar invites to be sent out by the Clerk to ensure meetings are in diaries.

As recommended by the Amenities & Facilities Committee at their meeting on 17th September 2024, Full Council are asked to resolve to the change of supplier for all Parish Council sites, to Tomato Energy (for electric) and Valda Energy (for gas) for a 3-year term, and to authorise the associated change in direct debit payments. This was not carried and **instead it was resolved to delegate to the RFO, in conjunction with Cllr Gill Auld, to review the electricity and gas tariffs in line with the proposed solar panels installation at Beacon Hall and for a decision to be made on the renewal of the contracts for best value with a 100% green energy supplier.**

At 8.30pm – Cllr Ray Love left the meeting.

Update on the External Audit and submission of the AGAR for 2023-24.

Cllrs acknowledged and noted the external auditor's report and the conclusion of audit for the financial year 2023/24.

C063 – 24/09/2024 Insurance Policy and Schedule

Cllrs reviewed and resolved to approve the insurance policy and schedule for Peasedown St John Parish Council & Peasedown St John Recreation & Childrens Playground Charities for 2024-25 [the third year of a three-year agreement]. They also passed a resolution to pay the associated invoice.

Action: It was agreed to discuss an additional quote for Cyber Insurance at the next Finance & Governance Committee meeting.

C064 – 24/09/2024 Project Proposals

Cllrs received a progress update on the projects (potential and agreed):

- **Wildlife Pond at Ecewiche Green** –Following the resignation of Cllr Howard Hartley, the Amenities & Facilities Committee are recommending that they be responsible for running this project. **It was resolved that the Amenities & Facilities Committee would be responsible for running this project.**
- **Mature Trees on Beacon Field** –Cllr Thomas provided a verbal update and an illustrative map was displayed at the meeting which provided a template layout for councillors to see options of the proposed tree locations whilst maintaining an area of large open space on the field.
Actions: Councillors to review the tree map and chat with Cllr Thomas at the end of the meeting or later date.
- **Solar Panels and Insulation at Beacon Hall** – An update was provided on the cork spray insulation works at Beacon Hall scheduled for October as well as an update on the requirements from B&NES Council for the issuing of a license for the solar panel works, to include a decision on the appointment of a structural surveyor to provide a load bearing calculation of the roof.

Full Council (minute C036 - 25/06/2024) agreed to allocate £2,500 as an EMR for this project. This is now £176.33 short, **so it was resolved that this additional funding could be taken from general funds and released to committed expenditure in order for the project to progress. It was also resolved to pay Splinter Structures for the survey / weight bearing calculation needed by B&NES to approve the solar project.**

- **New War Memorial to be located at the Recreation Ground** – An update following Advisory Panel meeting held on 5th September 2024 was provided regarding suggested proposals for a new war memorial for the village and how this project may be taken forward. Notes from this meeting are available in the pre-reading.
- **Strategic Plan** – Cllrs resolved to arrange a meeting on 15th November to discuss strategy and make any associated decisions for moving forward with a strategic plan for the Parish Council. **Action: Clerk to send out a calendar invite.**

C065 – 24/09/2024 Advisory Panel Updates

It was resolved that Cllr Thomas would join the Season Events Advisory Panel.

Football Club Liaison Advisory Panel – It was noted that planning permission is currently active. The closing date for comments is 2nd October 2024. It was also noted that all teams have paid. All but one user agreement has been signed.

Action: The Clerk will post this remaining user agreement tomorrow as they do not come to Peasedown St John very often.

New padlocks have been put on the vehicle and pitch gate.

Action: any councillors still needing to swap keys please contact the Clerk.

A decision on whether to allowing parking on the rec needs to be made and there was a request for Councillors to go and check the site. **Action: Tracey Edge will follow up on this and send out a reminder on Friday.**

Parish Map & Signage Advisory Panel – Meeting held on 22nd August 2024. The group feel that we are close to sign off.

Persimmon Land Transfer Advisory Panel –The transfer is imminent. The directors have signed off and the paperwork is with the solicitor. **Action: The Clerk to chase up with Persimmon on what is happening tomorrow.**

There are a number of events coming up in the next few months:

Dressing of War Graves for Remembrance Day

St. John's Church, Saturday 9th November 2024, 10.45am.

Village Remembrance Day Service

St. John's Church, Sunday 10th November 2024, 10.45am.

Action: Councillors to consider which of the above events they would like to attend and, where required, who will represent the Parish Council.

In addition, the following events are coming up and will require planning and Councillor input:

Christmas Tea Party –Sunday 1st December, Beacon Hall

Beacon lighting event in 2025

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

- i. **Parish Map and Signage Advisory Panel** – Thursday 26th September 2024 at 7.00pm.
- ii. **Seasonal Events Advisory Panel** – Date to be confirmed. Provisional: 8th October 2024 at 7pm
- iii. **Climate & Environment Advisory Panel** – Date to be confirmed. Provisional: 8th October 2024 6pm

C066 – 24/09/2024

Correspondence, Complaints & Issues

Cllrs reviewed items of significant correspondence, complaints and issues received since the last meeting for information and possible future action. This included:

- An update on the items raised at the last meeting.
- Cllrs considered a request for feedback from the Parish Council with regards to the establishment of a Carnival Club in the village.
- Reports on overgrown hedges, vegetation and trees at various locations in the parish.
- PROW opposite the bypass, footpath from eckweek gardens to ashgrove.
- Cllrs determine voting rights and attendance at the ALCA AGM scheduled to be held on Saturday 5th October 2024 at 10.30am via Zoom. The Clerk will attend and will ask the Chair if he can also join.

Councillors raised the following matters at the meeting:

- Cllr Gillard-Sprake asked if additional streetlighting could 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 – a question was asked whether 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.

Action: Can all councillors read their email and website profile and ROI and inform the clerk if any changes are needed.

C067 – 24/09/2024 Future Agenda Items & Cllr Questions

Various questions were raised including Christmas light switch on, ipads for Cllrs, play equipment, winter fuel payment, trees and the IT User Agreement as well as a Ward Cllr update.

9.21 pm Cllr Walker left the meeting.

9.25pm Cllr Davis left the meeting

C068 – 24/09/2024 Date and Time of Next Meeting

The next meeting of the Full Council is scheduled to be held on Tuesday 26th November 2024 at 7pm at the Beacon Hall.

Meeting Closed at 9.30pm