



## PEASEDOWN ST JOHN PARISH COUNCIL

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### **Full Council meeting of Peasedown St John Parish Council at Beacon Hall on Tuesday 28<sup>th</sup> January 2025 at 7.00pm**

**Present:** Councilors (Cllrs) Gill Auld; Fiona Carr; Jo Davis; Gavin Heathcote; Simon Kidd; Andrew Larcombe; Conor Ogilvie-Davidson (Vice-Chair); John Ogilvie-Davidson; Jonathan Rich (Chair); Kathy Thomas; Daniel Walker.

**In attendance:** Joy Luxford – Responsible Finance Officer (RFO), Simon Freear – Grounds and Maintenance Manager (GAMM).

**Apologies:** Councilors (Cllrs) Mandy Clarke; Richard Clarke; Audrey Gillard-Sprake; Les Sprake.

### MINUTES

The Meeting started at 07:02 pm. Cllr Rich welcomed Simon Freear, our new Grounds and Maintenance Manager (GAMM) who had joined the meeting ahead of his start date on 3rd February 2025.

**Public Session** - No members of the public were present. Helena Midgley was in attendance for the first 30 minutes to take film footage for the video to be presented at the Annual Village Meeting.

Before the meeting started, Cllr Rich led the Council in a 1 minute silence in remembrance of Tom Clifford and to acknowledge his contribution to Peasedown St John and the Parish Council.

*Cllr Rich said "I was saddened to learn of the passing of Tom Clifford earlier this month. Mandy, Tex, Andy and myself attended Tom's Funeral earlier today. Tom had served as a parish councillor for a number of years, he served on the planning committee and also chaired what was then the Personnel Committee. To acknowledge Tom's commitment to Peasedown St John Parish Council, to Peasedown St John and to our residents I'd ask those that are able to please stand as we hold a 1 min silences in respect of Tom."*

<b>C083 – 28/01/2025</b>	<b>Attendance Roll Call and Declarations of Interest</b>
The attendance roll call was undertaken (those present are detailed above). No further interests to those already disclosed to the Monitoring Officer were declared.	
<b>C084 – 28/01/2025</b>	<b>Attendance and Apologies for Absence</b>
Apologies were noted and accepted (as detailed above). No apologies were sent by Cllr Ray Love.	
<b>C085 – 28/01/2025</b>	<b>Minutes</b>
i. <b>It was resolved to approve minutes of the Full Council meeting held on 26<sup>th</sup> November 2024</b> subject to a small typo on insulation which can be corrected.	
ii. Cllr Rich (Chair) signed the above listed minutes.	
<b>C086 – 28/01/2025</b>	<b>Items for Urgent Report</b>
No items have been brought to the attention of the Chair that need to be reported on as a matter of urgency.	
<b>C087 – 28/01/2025</b>	<b>Casual Vacancy</b>
Cllrs received an update, that two informal enquiries have been received for the current Casual Vacancy but that no formal applications had been submitted.	

**Action: An item on Casual Vacancy to be added to the agenda for the February 2025 meeting and for the Parish Council to continue to advertise the position.**

**C088 – 28/01/2025 Council Committee Updates**

Cllrs received updates on any actions and recommendations raised at the Committee meetings, which have met since the last Full Council meeting.

**Amenities & Facilities Committee** – Meeting held on 7<sup>th</sup> January 2025.

- **Beacon Hall – Lighting (A&F071)** – Cllrs resolved to pay up to **£3,500 plus VAT from the Infrequent Operational Expenditure Budget** in support of (1) accepting the quotation C621386/4 from Dextra Lighting for 10 light units for £2379.20 plus VAT and to place an order with Dextra Lighting as soon as possible. (2) accepting the estimate from B E Services Ltd for fitting the light units as supplied by Dextra Lighting for a cost of £981 plus VAT and to place an order with B E Services as soon as possible. It was also noted that no bookings for Beacon Hall will need be cancelled to enable the lights to be fitted.
- **Beacon Hall – Windows** – A resolution to accept the quotation to replace the broken panes of glass was withdrawn and this will be re-issued at a future date.
- **Tree Surveys** – A resolution to accept the revised tree survey quotations and agree the additional funding needed was approved by the Finance & Governance Committee (F&G055 - 21/01/2025). It was noted that the work will be scheduled by end of March.
- **Pond project** - The Parish Council has now received the final draft of the biodiversity net gain report on the pond on Ecewiche Green. It was noted that the design will remain as originally planned, and therefore a Maple Tree will need to come down and 3 new trees planted in its place on Beacon Field. This will be discussed further in the next A&F Committee.
- **Tree Work** – JM Tree Services have been commissioned to perform maintenance throughout the estate during February (totalling 17 days - £8,500). This has previously been approved under C046 – 13/08/2024 (£7,500) and C144 – 28/02/2023, F&A088 – 30/04/2024, C062 – 24/09/2024 (£1,565) and discussed in A&F Advisory Meeting 20/08/2024.

**Action: Cllr Thomas had updated the estate map ahead of the GAMM starting. This is to be circulated to Cllrs.**

Cllr Walker asked for a list of work in progress across the estate and it was confirmed that on-going work is included in the Teams Folder of Amenities and Facilities and relevant meeting minutes on the Website.

**Planning Committee** – Advisory Panel Meetings held on 14<sup>th</sup> January 2025 and 10<sup>th</sup> December 2024.

- Cllrs received an update and there were no recommendations to consider. Cllr J Ogilvie-Davidson mentioned the difficulties in preparing and delivering meetings without office support while the Clerk is off sick. It was noted that HELA is not yet submitted, as the work needed to be re-done as the originals could not be found. These will be finalised as pre-read for Full Council meeting on 25<sup>th</sup> February 2025. Cllr Heathcote mentioned (under his B&NES Cllr role) that under the Town & County planning Act 1990, 15 Albert Avenue infill development has been referred to the inspectorate. This will likely be on the next Planning Committee meeting agenda.

**Staffing Committee** – Meeting held on 7<sup>th</sup> January 2025 and 3<sup>rd</sup> December 2024.

- Cllrs received an update and were notified that the Clerk Ms. West has resigned as of 27<sup>th</sup> January 2025 and the Staffing Committee have approved special leave to not work her leave period. A handover with office staff is expected and all Parish Council equipment is to be returned.
- The Staffing Committee had already taken action to look for locum clerk **and it was resolved to proceed to advertise and recruit a replacement Clerk up to 37 hours/ week.**
- The Staffing Committee will meet next week and will discuss and set the job description for the incoming Clerk and determine whether extra hours are needed by others until a replacement can be found.
- Cllrs noted and thanked the staff for the extra work delivered for c. 3 months since the Clerk has been absent.

Cllrs noted the forthcoming Standing Committee meetings:

- **Amenities & Facilities Committee** – Meeting scheduled to be held on 4<sup>th</sup> March 2025.
- **Finance & Governance Committee** – Meeting scheduled to be held on 29<sup>th</sup> April 2025.
- **Planning Committee** – Meeting scheduled to be held on 11<sup>th</sup> February 2025.
- **Staffing Committee** – Meeting scheduled to be held on 4<sup>th</sup> February 2025.

**C089 – 28/01/2025                      Financial Matters & Schedule of Payments**

In accordance with the Financial Regulations:

- i. **It was resolved to approve the schedule of payments included within pre-reading and ratify those already made in relation to the accounts for year ending 31<sup>st</sup> March 2025.**
- ii. Cllrs noted that 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 that were included within pre-reading.
- iii. **It was resolved to approve and adopt the Financial Regulations as included within pre-reading.** These were reviewed by F&G Committee in August but there is no record that Full Council approved at the time and so it has been brought to this meeting for approval. It was also noted that under **F&G053 – 21/01/2025** the clause on the RFO for deputizing for the Clerk in her absence has been evoked. In the absence of the Clerk, the RFO is given all of the financial powers of the Clerk, to ensure normal Parish Council business can continue as set out in the Financial Regulations.
- iv. It was noted that the F&G Committee had reappointed the internal auditor Bridget Bowen for a further 3 years (F&G054 – 21/01/2025).
- v. It was also noted, that online banking for NatWest has now been achieved. With access for Cllrs Larcombe, Davis, C Ogilvie-Davidson and the RFO. It was noted that Natwest are unable to apply our mandate rules electronically so more investigation is needed by the RFO on payment limits. In the meantime, **it was resolved that we will apply the mandate manually, so any transfers will either be approved offline by three authorisers (RFO + 2 Cllrs) or by a specific resolution at F&G Committee or Full Council.** Once more investigation has been done by the RFO, we will amend the financial regulations to match reality. It was noted that online Natwest access is incredibly useful for visibility purposes and the preference of F&G Committee is to keep online access.

**Cllr Walker stepped out of the meeting at 19:51 for 2 minutes.**

**C090 – 28/01/2025                      Budget FY25/26 & Setting the Precept**

- i. Cllrs received a presentation from Cllr. Larcombe and the RFO on the operational budget for the year ending 31<sup>st</sup> March 2026. Cllrs agreed the operational budget as presented within the pre-read and previously discussed at the Finance & Governance Advisory Committee meeting on 17<sup>th</sup> December 2024 and Finance & Governance Committee meeting on 21<sup>st</sup> January 2025.
- ii. **It was resolved to set the precept at £362,271 and to approve Cllr Jonathan Rich (Chair) to sign the precept demand for submission to B&NES.**
- iii. **It was resolved to approve the budget for year ending 31<sup>st</sup> March 2026 as included within pre-reading.**
- iv. **It was resolved to move the CilCA EMR (£3,713) and the Holding Pot EMR (£11,500) into General Reserves.**
- v. **It was resolved that F&G will make a recommendation to Full Council following the April 2025 meeting on movements needed to the Contingency EMR (to bring in line with at least 25% of Precept value) and Pathway Improvements EMR.**
- vi. **It was resolved to approve the draft precept leaflet** (provided within pre-reading) prepared in anticipation of the precept demand; for eventual distribution by B&NES Council and in the Parish Council Newsletter, with the following amendments: 1) Change the picture of Beacon Hall to include the solar panels, 2) reorder the sentence on the increase of precept amount for Band D households, 3) Add a line in bold to say that an accessible version available on the website, 4) remove/lighten the blue background as it is difficult to read.

The GAMM **stepped out of the meeting at 20:40** for 2 minutes.

**C091 – 28/01/2025                      Solar Panels at Beacon Hall**

Cllr Auld provided a short update on the solar panel works at Beacon Hall delivered w/c 13<sup>th</sup> January 2025 and on the planned next steps to allow for export of energy to the grid to offset utility charges

and potential to provide an income stream. Full Council passed on their thanks to Cllr Auld for her hard work in delivering this project and noted that a further update would be provided at the next meeting.

**C092 – 28/01/2025                      Laptops and Ipads for Cllrs**

Cllrs noted that 4 ipads had been purchased and distributed for Cllrs Davis, J Ogilvie-Davidson, C Ogilvie-Davidson and Thomas and a laptop for Cllr Walker is in progress.

**C093 – 28/01/2025                      Project Proposals**

No updates were received on projects.

**C094 – 28/01/2025                      Advisory Panel Updates**

No updates were received on Advisory Panels.

**C095 – 28/01/2025                      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. Cllr Thomas mentioned a complaint that will be brought to the Parish Council Officer for further investigation.

**C096 – 28/01/2025                      Future Agenda Items & Cllr Questions**

Cllrs had an opportunity to discuss requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda.

Cllr Heathcote mentioned that B&NES have rejected plans for the new roundabout at the South of the Village.

At the next meeting we will have a visit from the War Memorial team (as part of the Public Session) and **Action: Cllr Heathcote would like 5 mins added to the agenda at the beginning of the meeting for Cllrs to discuss next steps.**

**C097 – 28/01/2025                      Date and Time of Next Meeting**

The next meeting of the Full Council is scheduled to be held on 25<sup>th</sup> February 2025 at 7pm at the Beacon Hall.

The meeting finished at 20:57.

Signed.....

Dated.....