



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

Full Council meeting of Peasedown St John Parish Council at Beacon Hall on Tuesday 25th February 2025 at 7.00pm

Present: Councilors (Cllrs) Gill Auld; Fiona Carr; Jo Davis (arrived 7:05pm); Mandy Clarke; Richard Clarke; Audrey Gillard-Sprake (arrived 7:08pm); Simon Kidd; Andrew Larcombe; Conor Ogilvie-Davidson (Vice-Chair); John Ogilvie-Davidson; Jonathan Rich (Chair); Les Sprake (arrived 7:08pm); Kathy Thomas.

In attendance: Joy Luxford – Responsible Finance Officer (RFO).

Apologies: Councilor (Cllr) Gavin Heathcote

Absent without Apologies: Councilors (Cllrs) Daniel Walker; Ray Love.

Meeting started at 7:01pm

Public Session – Members of the Public were present and there was a presentation from Peasedown St John War Memorial Trust (pre-reading was included in the pack) and a question-and-answer session with McLoughlin Planning and Vistry Group PLC regarding their proposals for land south-west of Peasedown St John.

The Peasedown St John War Memorial Trust provided an update on their constitution and fundraising plans and presented options for the memorial at the Supporters Club. They wanted to raise the option to Cllrs of changing the proposed location and the need for the opening of the hedge to allow the memorial stones to be installed.

The Vistry Group presented two illustrative options for development and took comments from Cllrs. They would like to revisit the Parish Council in Autumn to set out next steps once the plans for the local plan reset have been established.

C098 – 25/02/2025	Attendance Roll Call and Declarations of Interest
The attendance roll call was undertaken (those present are detailed above). No further interests to those already disclosed to the Monitoring Officer were declared.	
C099 – 25/02/2025	Attendance and Apologies for Absence
Apologies were noted and accepted (as detailed above). No apologies were sent by Cllr Ray Love or Cllr Daniel Walker.	
C100 – 25/02/2025	Minutes
It was resolved to approve minutes of the Full Council meeting held on 28 th January 2025 and these were signed by the Chair.	
C101 – 25/02/2025	Items for Urgent Report
No items have been brought to the attention of the Chair that need to be reported on as a matter of urgency.	
C102 – 25/02/2025	War Memorial
Cllrs considered the updates provided on the progress with the War Memorial during the public session and discussed various options on location to identify if there would be any objection to moving the memorial from the original offered site.	

It was agreed that a Trustees meeting for the Peasedown St John Recreation and Children's Playground Charities should be set for 8th April 2025 at 6:30pm to discuss the War Memorial and the War Memorial to be put on agenda for Full Council on the same date.

In principle, it was resolved to accept the newly proposed location from the Peasedown St John War Memorial Trust and agreed to a new pedestrian gate and hedge subject to trustee approval.

It was also resolved that the Parish Council should submit and pay for the planning application on behalf of the Peasedown St John War Memorial Trust.

C103 – 25/02/2025 CIL Funding

Cllrs noted the 2 x £750 CIL funding received from B&NES to Peasedown Parish Council in respect of application 23/04380/FUL 1 Bath Road, Peasedown.

Cllrs resolved to publish on the Parish Council Website the receipt of CIL money and to confirm that the £1,500 levy will be used in line with the stated conditions.

It was resolved to move the £1,500 CIL Funding into an EMR until such a time as Full Council can determine how it shall be used.

C104 – 25/02/2025 Adoption of two Defibrillators and Installation of Defibrillators/Bleedkit in Carlingcott

Cllrs considered the request from

(1) B&NES that Peasedown St John Parish Council consider adopting two defibrillators to ensure their ongoing availability and maintenance:

- The Red Post Inn, Bath Road, Peasedown St John, Somerset, BA2 8JH
- Peasedown St John (former) Community Library, 33a St John's Close, Peasedown St John, Somerset, BA2 8JG (Curo building)

It was noted that the Red Post requires new pads, but it is otherwise operating well. The Peasedown St John Community Library location is in good condition. Both are currently registered and checks are reported on the WebNos system operated by Community Heartbeat Trust.

(2) the public of installing a defibrillator and bleedkit in Carlingcott.

It was resolved to reply to B&NES with further questions to understand who had paid for installation, who was currently maintaining them, what happens if we do not adopt them, and the possibility of relocating the former community library defibrillator to Carlingcott.

It was agreed to add this item to the agenda for the next Full Council meeting on 8th April 2025 and to identify if the Peasedown Community Trust could support going forward.

It was resolved to support in principle the installation of the defibrillator and bleedkit in Carlingcott, subject to finding a suitable location with power. The GAMM would be asked to investigate further.

C105 – 25/02/2025 Casual Vacancy

Cllrs received an update on the current Casual Vacancy and **resolved to pay for advertising to boost the advert on social media up to £100 and for the Chair to mention the vacancies in the Annual Village Meeting.**

C106 – 25/02/2025 Council Committee Updates

Cllrs received updates and made decisions on the recommendations raised at the following meetings, which have met since the last Full Council meeting. Cllrs were also provided with an opportunity to raise questions and comments to the Chairs of the Standing Committees:

Amenities & Facilities Committee – Meeting held on 18th February 2025.

The benefit of the new lights and screen were noted. **It was resolved to**

- 1) delegate to the RFO in conjunction with the chairs of A&F, F&G and Staffing to purchase, with a cost of up to £15,000 a Brillo Climber and associated equipment, subject to reviewing the business case and clarifying whether an electric option is possible.**

This is to be funded from Infrequent Operational Expenditure and/or New Tools and Machinery and/or the Persimmon Money as needed.

- 2) Replace the faulty window panes in Beacon Hall, with a cost of up to £1,300 as per quote provided in pre-reading, to be allocated from the Beacon Hall Improvement Fund (EMR).
- 3) Delegate to the A&F Committee (i) the project on tree planting and for them to make associated decisions around tree planting regarding the bio-diversity net gain requirements for the new pond
- 4) Move £5k from the EMR Mature Trees (bring that EMR to £nil) to EMR Wildlife Pond and then to Committed Expenditure.
- 5) Accept the quote provided in pre-reading of £1,965 + VAT and commission the work for allotment improvement work in relation to the car park and closing of Braysdown allotments.

Planning Committee – Advisory Panel Meetings held on 11th February 2025.

It was resolved to return to B&NES the completed HELA part B and C that were uploaded in pre-read. Gratitude was expressed to Cllrs Carr, Thomas and J Ogilvie-Davidson for their efforts in submitting the returns.

Staffing Committee – Meetings held on 21st January 2025 and 4th February 2025.

Cllrs noted that the Administration Officer was compiling a job description this week to enable the Parish Council to advertise a new Clerk position and that interim line management of the staff team had been split between Cllr Kidd and Cllr Larcombe until a Clerk is appointed.

It was resolved to remove systems access from staff leavers as soon as they are no longer working for the Parish Council, as determined by the Staffing Committee. As there is currently no policy in place and this will act in lieu of a policy until it can be added to the staff handbook. Cllr Kidd will action for the outgoing Clerk.

To note the forthcoming Standing Committee meetings:

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

C107 – 25/02/2025 Financial Matters & Schedule of Payments

In accordance with the Financial Regulations:

- i. Cllrs reviewed and **resolved** to approve the schedule of payments and ratify those already made in relation to the accounts for year ending 31st March 2025.
- ii. Cllrs reviewed 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.
- iii. An objection was noted to the reimbursement to Cllr Auld for champagne for a contractor being paid out of public funds with an action on the RFO to check that the legal limit for using public money as a gift is £50 and that this does not exceed it. The reimbursement was withdrawn after the meeting and therefore not paid for by the Parish Council.
- iv. **Cllrs reviewed the quote and it was resolved to approve and pay the vehicle insurance quote for the year starting 3rd March 2025. Quote: MS Amlin at £1,712.40 (budget £2,200, prior year £1,802.57).**
- v. **It was resolved to remove all financial systems access and update the bank mandates to remove the former clerk (Miss Tanya West) and to replace any administrative access on the bank accounts or financial systems with the RFO. This includes any associated financial products e.g. credit card.**

C108 – 25/02/2025 Solar Panels at Beacon Hall

Cllrs received a presentation from Cllr Auld on the solar panel works at Beacon Hall installed w/c 13th 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.

Appreciation was noted to Cllr Auld for all her efforts on this project. **There was a proposal which was accepted to deliver a performance report for Full Council on performance of the solar panels in February 2026.**

It was resolved to delegate to the RFO to set up an export tariff with Octopus for electricity generated from the Solar Panels at Beacon Hall.

C109 – 25/02/2025 Youth Council

As Cllr Heathcote was absent with apologies, this item will be considered at the next meeting on 8th April 2025.

C110 – 25/02/2025 Annual Village Meeting

Cllrs received an update and discussed plans for the Annual Village Meeting due to be held on Tuesday 25th March 2025 and **it was resolved to approve a budget of up to £1,000 for associated costs for the Annual Village Meeting.**

It was agreed that on the night there would be a presentation from the Chair of Council and Vice Chair of F&G, a showing of the parish council video and presentations from the grantees.

Cllrs Rich, Kidd, Thomas, Gillard-Sprake, C Ogilvie-Davidson volunteered to help with preparations on the night.

C111 – 25/02/2025 Parish Council Meetings and Events Calendar

Cllrs received an update on the proposed summonsed Parish Council meetings and events calendar for the 2025-26 council year in readiness for the adoption at the Annual Meeting in May. A few changes were discussed in the meeting and therefore the RFO will circulate an updated version to Cllrs via email for comments. This will form the draft events calendar for the 2025-26 council year subject to any proposed changes the new Clerk may make after being appointed.

C112 – 25/02/2025 Project Proposals

Cllrs noted that the updated website project has been delayed due to the Clerk position being vacant.

C113 – 25/02/2025 Advisory Panel Updates

No updates provided.

C114 – 25/02/2025 Correspondence, Complaints & Issues

No items of significant correspondence, complaints and issues received since the last meeting were raised.

C115 – 25/02/2025 Future Agenda Items & Cllr Questions

Cllrs took the opportunity to provide the RFO with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda. It was noted that it would be helpful to use the microphones in future meetings and that A&F Committee should consider the benefits of replacing the cooker at Beacon Hall.

Cllr Davis left the meeting at 9:21pm

C116 – 25/02/2025 Date and Time of Next Meeting

The next meeting of the Full Council is scheduled to be held on 8th April 2025 at 7pm at Beacon Hall. The next meeting of the Trustees of Peasedown St John Recreation and Children's Playground Charities is scheduled to be held on 8th April 2025 at 6:30pm at Beacon Hall.

The meeting closed at 9:24pm

Signed.....

Dated.....