



## PEASEDOWN ST JOHN PARISH COUNCIL

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### MINUTES of the Full Council meeting Peasedown St John Parish Council at Beacon Hall on Tuesday 8th April 2025 at 7.00pm

**Present:** Councillors (Cllrs) Fiona Carr; Jo Davis; Gavin Heathcote; John Ogilvie-Davidson; Jonathan Rich (Chair); Kathy Thomas.

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

**Apologies:** Councillors (Cllrs) Mandy Clarke; Richard Clarke; Simon Kidd; Andrew Larcombe; Conor Ogilvie-Davidson (Vice-Chair).

**Absent without Apologies:** Councillors (Cllrs) Audrey Gillard-Sprake; Ray Love; Les Sprake; Daniel Walker.

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

The Meeting started at 19:02

<b>C117 – 08/04/2025</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>C118 – 08/04/2025</b>	<b>Attendance and Apologies for Absence</b>
Cllrs noted the update on councillor meeting attendance throughout the 2024-25 Council year as provided in the pre-reading. Apologies were noted as detailed above.	
<b>C119 – 08/04/2025</b>	<b>Minutes</b>
i. <b>It was resolved to approve minutes of the Full Council meeting held on 25<sup>th</sup> February 2025 and these were signed by the Chair.</b> Cllr Heathcote abstained from the vote as he was not present at the aforementioned meeting.	
<b>C120 – 08/04/2025</b>	<b>Items for Urgent Report</b>
No items have been brought to the attention of the Chair, prior to the meeting, that needed to be reported on as a matter of urgency.	
<b>C121 – 08/04/2025</b>	<b>War Memorial</b>
Cllrs considered and noted the updates provided on the progress with the War Memorial during the <b>Charity Trustee for the Peasedown St John Recreation and Children's Playground Charities</b> meeting held on 8 <sup>th</sup> April 2025 at 6:30pm. Cllrs agreed to move forward with the planning as soon as practicable and issue an update letter to Coal Industry Social Welfare Organisation (CISWO).	
<b>C122 – 08/04/2025</b>	<b>Adoption of two Defibrillators and Installation of Defibrillators/Bleedkit in Carlingcott</b>
Cllrs resolved to adopt the two defibrillators as requested by B&NES in the following locations: • The Red Post Inn, Bath Down, Peasedown St John, Somerset, BA2 8JH • Peasedown St John Old Community Library, 33a St John's Close, Peasedown St John, Somerset, BA2 8JG.	

Cllrs noted that the Red Post Inn is currently on the market for sale and therefore it may make sense to move them to a location owned /serviced by the Parish Council (such as the Recreation Ground). There was also discussion around moving the Old Community Library Defib to Carlingcott and adding a Bleedkit. A decision was deferred until September to give time for the Parish Staff to talk to the volunteer (Mr Schuster) who currently maintains them and to investigate the best location for the Defibs going forward.

**C123 – 08/04/2025 Casual Vacancy**

Cllrs received an update on the two current Casual Vacancy's and noted that there has been some interest from the boosted social media posts, but no formal applications. It was resolved to carry on posting the advert on Facebook for free, but to not spend any more money on advertising until August / September when volunteers are likely to be looking for new positions.

**Cllrs agreed to put the vacancy in the next Parish Council newsletter with a ½ page advert to attract more applicants and to discuss the matter again in the August meeting.**

**C124 – 08/04/2025 Parish Council Meetings and Events Calendar**

Cllrs received an update and noted 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. It was confirmed that the pre-arranged Planning Committee on 6<sup>th</sup> May and Full Council meeting on 20<sup>th</sup> May would go ahead as previously notified.

**C125 – 08/04/2025 CIL Updates**

Cllrs noted the 1 x £1,090.51 CIL funding and 1 x £84.44 received from B&NES to Peasedown Parish Council in respect of application 23/04380/FUL 1 Bath Road, Peasedown and the 1 x £3,915.00 CIL funding received from B&NES to Peasedown Parish Council in respect of application 16/00124/FUL 15 Greenlands Road, Peasedown.

**Cllrs resolved to publish on the PSJ Parish Council Website the receipt of the CIL money and to confirm that the C.I.L. levy will be used in line with the stated conditions.**

**Cllrs resolved to move the CIL Funding into an EMR until such a time as Full Council can determine how it shall be used.** This will be discussed further (and is already on the agenda) for the F&G Meeting on 22<sup>nd</sup> April 2025.

**C126 – 08/04/2025 Council Committee Updates**

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

**Amenities & Facilities (A&F) Committee** – Meeting held on 4<sup>th</sup> March 2025.

➤ **Cllrs noted the update from the A&F committee and resolved to:**

- Investigate an electric replacement for the gas cooker and the efficiency of the kitchen refrigerator. Cllr Carr kindly agreed to discuss options with Ms. T Edge (who manages Beacon Hall) and report back to the committee. It was also noted that it would be beneficial to understand what alternative provision (commercial or domestic cookers) are available in other local halls.
- Take down the redundant Beacon Hall web site. Full Council approved that Cllr Thomas could work with Cllr Kidd to reclaim access / ownership of the website with this outcome in mind.
- Obtain quotations for replacing the paths on Beacon Field.
- Move forward with the next allotment inspection, as arranged by Mrs. D Parish on 17<sup>th</sup> April 2025 at 17:30pm.
- That the date of the early summer meeting of allotment holders, at Beacon Hall, to include a plant swap, will be agreed at the allotment inspection (17<sup>th</sup> April 2025).
- Consider the results of a tree survey undertaken by Scott Watson of Wildwood and other issues regarding trees and hedges at an A&F Advisory Panel meeting in April 2025, with the aim of recommending a plan and prioritization of work by council staff and/or outside contractors to Full Council. There was discussion during the meeting around the 14 areas included in the tree survey and whether any trees owned by the Parish Council had been

missed, Cllr Thomas confirmed that all areas had been included and referred Cllrs to the report to review themselves. It was agreed that if Cllrs had questions over the scope after reading the report to raise again in A&F Committee.

It was also noted that Cllrs discussed (1) that B&NES are set to adopt the Eckweek Lane Bridleway but that further information would be forthcoming in the coming months. (2) The list of tools that the Grounds and Maintenance Manager would like to purchase will be discussed further at the next F&G Meeting on 22 April 2025. It was confirmed that the new Grillo mower has been added to our insurance plan and that before additional purchases were made we should review security arrangements around the estate to protect our property, including the use of security cameras and a photo inventory. It was agreed to do this when the asset register is actioned.

**Planning Committee** – Advisory Panel Meetings held on 11<sup>th</sup> March 2025.

- Cllrs noted the update from the Planning Committee including that we are awaiting a meeting date from B&NES on the HELA next steps but confirmed that our HELA returns have now been submitted.
- Cllr Heathcote agreed to ask B&NES what the latest is on EV charging points for Peasedown St John and to ask Planning enforcement for an update on the PSJ community farm.
- Cllr Thomas was thanked for taking minutes in the absence of the clerk.

**Finance & Governance Committee** - No meeting held since last update.

**Staffing Committee** – No meeting held since last update. Cllrs noted that a meeting will be set to review applications for the current Clerk vacancy.

To note the forthcoming Standing Committee meetings:

- **Amenities & Facilities Committee** – Meeting scheduled to be held on 20<sup>th</sup> May 2025.
- **Finance & Governance Committee** – Meeting scheduled to be held on 22<sup>nd</sup> April 2025.
- **Planning Committee** – Meeting scheduled to be held on 13<sup>th</sup> May 2025.
- **Staffing Committee** – Meeting scheduled to be held on 3<sup>rd</sup> June 2025.

#### **C127 – 08/04/2025 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 31<sup>st</sup> March 2025.**
- ii. Cllrs reviewed and noted 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. **Cllrs resolved to move £422.14 from Committed Expenditure back to General Funds as Staff Uniform (PC122 - 20/02/2024) was less than budgeted at only £777.86.**
- iv. **To reviewed and resolved to approve and pay the following:**
  - a. B&NES Non Domestic Rates for FY25/26 – Beacon Hall £4,041.90 (INV. 39107736. Budget £4,084), Cemetery £1,971.05 (INV. 37003470. Budget £2,024) and Supporters Club £nil (37002376)
  - b. School Crossing Patrol for year to March 2025– £2,640.73+VAT (39264).
  - c. ARC Mailing - Spring Newsletter £503.13 + VAT (INV. 34884). It was also noted and approved that as the Newsletter / Advertising Budget of £3,000 is already used, it will bring us over budget for FY24-25. It was noted that the main reason for the overspend this year is additional advertising costs for recruitment.
  - d. B&NES mowing contract for FY2024-25 - £4,035.53 + VAT and **authorized the RFO to sign the contract on behalf of PSJ PC.**
  - e. JW Waste – Beacon Hall Skip replacement - £502.15 + VAT. It was also noted that the budget of £2,500 has already been used, so it will bring us over budget for FY24-25. It was noted that the main reason for the overspend this year is rubbish removal cost more than expected.
  - f. Avon Local Council Association subscription for FY25-26 - £1,167.23. It was confirmed that there is no duplication with WorkNest and that the on-going benefit of the subscription could be reviewed once a new Clerk is in position.

#### **C128 – 08/04/2025 Appointment of External Auditor**

Cllrs formally acknowledged the appointment of BDO LLP as the Parish Council's External Auditor and those present confirmed that they were not aware of any conflict of interests.

**It was resolved that the RFO should email all Cllrs to confirm the above and that any additional conflict of interest should be raised immediately to the RFO.**

**C129 – 08/04/2025 Policies and Documents**

Cllrs discussed if any updates or amendments are needed in the following documents in readiness for adoption at the Annual Meeting of the Full Council in May 2025:

- Standing Orders.
- Terms of Reference and Delegations for Standing Committee Structure.

In relation to Financial Regulations (already approved under C089 – 28/01/2025). Please note that Cllr Larcombe will propose a change in F&G Committee on 22 April 2025 to resolve to update the Financial Regulations under section 5.16 to clarify that (1) budgets should not be exceeded for sub-sections within budget lines (as has been customary practice) and (2) that under delegated powers, a Committee can agree budget movements within a relevant sub-section, without further approval (3) if budgets are exceeded for sub-sections these need to be approved by Full Council or F&G Committee. Cllr Heathcote raised concerns about this proposal and was encouraged to speak to Cllr Larcombe in advance of the meeting.

**C130 – 08/04/2025 Youth Council**

Cllrs considered an update from Cllr Heathcote on the plans for a Youth Council. It will be shortly set up with youth from the village aged between 12-18 years old with the aim of getting representation from different constituents.

As Full Council's contribution, **it was resolved to provide Beacon Hall for free to the Youth Council for Youth Council Meetings at a mutually agreed time.**

**C131 – 08/04/2025 Tree and Hedge Policy**

Cllrs considered an update to the Tree and Hedge Policy to take into consideration a more person-centered approach, as proposed by Cllr Heathcote, to ensure that we consider mental health, disabilities, sexual orientation etc. in our tree policy to ensure that we are acting to help people thrive in PSJ Parish Council. The latest version of the policy from 2022 was included within pre-reading. It was agreed that the A&F Committee would review the policy and suggest amendments at a future Full Council Meeting. It was noted that the agenda for the May meeting is already full so it would need to be at a later date.

**C132 – 08/04/2025 Project Proposals**

No update was provided.

**C133 – 08/04/2025 Advisory Panel Updates**

- A. No new members were recommended to be appointed to the existing Advisory Panels.
- B. No summary reports of Advisory Panel meetings held in the last Council year along were provided.
- C. To note the reports from the following Advisory Panels:
  - i. **Football Club Liaison Advisory Panel.**
  - ii. **Parish Map & Signage Advisory Panel.**
  - iii. **Persimmon Land Transfer Advisory Panel.**
  - iv. **Seasonal Events Advisory Panel.**

Due to delays in organizing the VE Day 80<sup>th</sup> celebrations, Cllr Thomas proposed, with the agreement of Cllr Sprake (Chair of the Seasonal Events Advisory Panel) a schedule of activities, for 8<sup>th</sup> May 2025. Cllrs resolved to do the following:

- 1) Raise the Flag at 9 am
- 2) Coffee and Cake in Beacon Hall in the morning – kindly supported by the Women's Institute (and to be finished before hirers come in at 3pm).
- 3) Lighting of the Beacon at 9pm

**C134 – 08/04/2025 Correspondence, Complaints & Issues**

- Cllrs noted reports on overgrown hedges, vegetation and trees at various locations in the parish are being dealt with by the office.
- Cllrs noted the challenges of conflicts of interest when related individuals are elected on to council.

**C135 – 08/04/2025 Future Agenda Items & Cllr Questions**

No items were raised

**C136 – 08/04/2025**

**Date and Time of Next Meeting**

The next meeting of the Full Council is scheduled to be held on 20<sup>th</sup> May 2025 at 7pm at Beacon Hall.  
This is the Annual Meeting of the Parish Council.

Meeting finished 21:11

DRAFT