



PEASEDOWN ST JOHN PARISH COUNCIL

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Minutes of the Full Council

Meeting of the Full Council

7.00pm

Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014. We kindly ask that anybody intending to record the meeting please inform the Chair or Clerk beforehand in order that any necessary arrangements can be made [particularly in order to satisfy the protection of children, the vulnerable and other members of the public who actively object to being filmed].

7:05pm

Public Session - 10 minutes at which **members of the public can attend to express their view on matters relevant to this agenda or the parish in general.** Please be aware that if matters are raised not related to this agenda, they cannot be further discussed by the Council at this meeting but may be considered at a later meeting. Once the meeting has been opened, then only members of the Council may speak, unless officially adjourned for specific reason.

Members of the public are welcome to stay and observe the rest of the meeting (apart from those items which state they will be discussed in closed session).

David Barr joined us and he is interested in being a parish councillor

C038 - 26/08/2025 Attendance Roll Call and Declarations of Interest To action the attendance register, and to receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer. Members are reminded of their obligation to declare any interest they may have in any issues arising at the meeting, which might conflict with the business of the council and how these interests' impact on their involvement with discussions and voting. Mandy, Tex, Audrey, Les, Simon, Andy, Jo, Kathy, Fiona, Gavin declared BANES WARD COUNCILLOR and organiser of Party in the Park	1 min 7.11pm
C039 - 26/08/2025 Attendance and Apologies for Absence To note the update on councillor meeting attendance throughout the 2025-26 Council year. To receive and note any apologies of absence for this meeting. Conor due to work commitments	2 min 7.13pm
C040 - 26/08/2025 Minutes i. To resolve to approve the minutes of the Full Council meeting, held on 24th th of June 2025. ii. To sign the above listed minutes. Accept minutes as a true reflection of the minutes Majority acceptance	2 min 7.15pm
C041 - 26/08/2025 Items for Urgent Report Items which have been brought to the attention of the Chair, prior to the meeting, and that, in their opinion, should be reported as a matter of urgency.	5min 7:20pm
C042 - 26/08/2025 Ratification of new postholders – RFO – Katie Rees-Williams noted	2 min 7.22pm
C043 - 26/08/2025 Council Committee Updates To receive updates and make associated decisions on any recommendations raised at the following meetings, which have met since the last Full Council meeting. To also provide opportunities for councillors to raise questions and comments to the Chairs of the Standing	15 min 7.37pm

Committees:

Amenities & Facilities – Meeting held on 22nd of July 2025

- Award of Tree Survey Contract
- Signage for Heritage Walk
- Wildlife Pond
- Lower Cemetery Work
- Allotments

£6000 allocated for Facilities tools – need to keep an eye on this budget line and unspent monies

£148.31 proposed to confirm appointment of Aboracadabra at the increased fee for traffic management on the proviso that it remains within the budget constraints of A&F committee **carried unanimously**

Westbury View – still waiting on third quote

Asked Facilities manager to plan how he will attend to hedges during winter. Expect works to come in under or to budget.

Working on Cleaning contract – still waiting for 3 quotes

Allotments waiting list – **January – office expects all plots to be rented as there is a waiting list for plots**

Problems with planning for Echwiche Green

Challenge: is there a point where we discuss whether this is going to work?

Resolution: Committee to be mindful of timeliness of project moving forward.

Signage for Heritage Walk – **boards have been uploaded for review – Clerk, and Chair of Staffing and Chair of Amenities and Facilities to prepare a document with instructions of how to edit for completion and return by end of September.**

Finance & Governance Committee – Meeting held on Tuesday 19th of August 2025

- Community Grant. **Close end of September & will review applications in October F&G**
- Bank Mandates **Clerk done**. Next will be to put the incoming RFO's name on and remove the outgoing RFO name from the accounts.
- AGAR return status update. **With the external auditor; couple of minor enquires RFO has replied to them.**
- Risk register update following H&S / Fire Site Visit

Finance and Governance instructed clerk to ensure we are compliant with H&S and Fire Safety regulations

This is a transit period for dealing with F&G items but by the end of September incoming RFO should be up to speed.

Planning Committee – Meetings held on Tuesday 12th of July and Tuesday 12th of August 2025.

- To receive an **update** regarding planning decisions.

No questions raised

Staffing Committee – No meeting held but Sub-Committee Meeting held 15th July 2025

- To receive an **update** regarding Staff recruitment, appraisals and training.
- Review spending line on HR provider change.

Appraisals for direct reports complete

No questions raised

To note the forthcoming Standing Committee meetings:

- **Amenities & Facilities Committee** – Meeting scheduled to be held on 16th of September 2025.
- **Finance & Governance Committee** – Meeting scheduled to be held on 21st of October 2025.
- **Planning Committee** – Meeting scheduled to be held on 9th of September 2025.
- **Staffing Committee** – Meeting scheduled to be held on 2nd of September 2025.

Noted

C044 - 26/08/2025 Financial Matters & Schedule of Payments

In accordance with the Financial Regulations:

- To review and **resolve** to approve the schedule of payments and ratify those already made in relation to the accounts for year ending 31st March 2026.

3 min
7.40pm

<p>ii. To review the report on General and Ear Marked Reserves and Committed Expenditure.</p> <p>iii. Financial reports</p> <p>Last ratification end of May there will be pile that will need ratification</p> <p>Unanimous to accept the invoice for Pat testing carried out as a legal requirement</p> <p>Grant given to support signage project. This monies went into general reserve and proposal to move the sum of £4477 from general reserve to committed expenditure for the signage project</p> <p>unanimous</p>	
<p>C045 - 26/08/2025 Order of Known Business</p> <p>To note the report on progress and the expenditure in relation to the Order of Known Business for the 2025-26 council year and acknowledge what has been carried forward to the 2026-27 council year.</p> <p>No questions raised</p>	<p>10 min 7.50pm</p>
<p>C046 - 26/08/2025 Projects To receive a progress update on the projects (potential and agreed). To include:</p> <ul style="list-style-type: none"> ➤ Wildlife Pond at Ecewiche Green – update on contractor start date and planning progress. Leaflet drop volunteers. ➤ War Memorial – planning application progress ➤ Footpath around Beacon Field – Tender is live, and two companies have arranged to come to site, to price up the job, to date. Predicted start time for works is March 2026 and time taken to complete will be approximately 3 weeks. During this time half of Beacon field would be inaccessible to residents for H&S purposes. ➤ Roundabout Signs <ol style="list-style-type: none"> 1. Somer Farm Discussions have been held with Somer Farm regarding size of logo on images. A resolution has been reached, and new signs are being created to be re-sited and at that point the 18-month agreed advertising period will begin. 2. Proposal from Cllr Thomas regarding second roundabout signage. <p>Propose up to £1500 be made available to planning committee from infrequent operational expenditure for four promotional signs and the associated planning application to go on the Mercedes Roundabout - unanimous</p>	<p>10 min 8.00pm</p>
<p>C047 - 26/08/2025 Advisory Panel Updates</p> <p>A. To receive the schedule of appointed Advisory Panels and to resolve to disband or reaffirm any appointed by Full Council or previous Standing Committees. To include consideration of any new members to be appointed to the Advisory Panels.</p> <p>B. To note the summary report of Advisory Panel meetings held in the last Council year along with attendance numbers. None</p> <p>C. To note the reports from the following Advisory Panels - any recommendations or motions raised requiring resolution are specified below:</p> <ol style="list-style-type: none"> i. Civic Events Advisory Panel – No meeting held. ii. Football Club Liaison Advisory Panel – Tuesday 13/07/2025 to receive an update on signed User Agreements (including Scouts). All user agreements have been issued and signed. Note invoices should have gone out at the beginning of August - this was completed late this year. iii. Parish Map and Signage Advisory Panel – Meeting held Monday 21st July 2025. Heritage Information Boards – Planning approved - Meetings held on 21st July 2025. iv. Land Transfer Advisory Panel – No meeting held. Taylor Wimpey are keen to proceed – payment suggested is around £20,000, based on formulas used for Persimmon Land. Delegation from Taylor Wimpey to visit sites indicated for transfer of rights to obtain accurate assessment of costs required to maintain. 	<p>15min 8:15pm</p>
<p>C048 - 26/08/2025 Redesignation of Radstock Conservation Area inc. new character appraisal Decision: Comment formulated, if any, on the invitation to provide feedback on the proposed designation to include Braysdown Allotments and some land adjacent to the bypass going towards Radstock– see map</p> <p>Propose to suggest that allotment area that should be included in the Radstock plan is only the original section of allotments. Carried by majority</p>	<p>2 min 8:17pm</p>
<p>C049 - 26/08/2025 Discussion: Hiring the Public Space - Terms and Conditions</p>	<p>10min</p>

<p>Terms and conditions for the use of the park and the hiring hall Full Council agree to form an advisory panel to look at terms and conditions of hire for Beacon Field and Hall that reports into F&G. Unanimous. Everyone on F&G can attend the advisory Panel and Chair of F&G will chair. Unanimous</p>	<p>8:27pm</p>
<p>C050 - 26/08/2025 Correspondence, Complaints & Issues To review items of significant correspondence, complaints and issues.</p> <p>1. Decision: Hear request passed by the Trustees of the Miners Recreation Ground for Coleford Football Men's First Team to use the football facilities for the period not exceeding one season. Coleford have clarified that they do not have another choice should the Rec not be available and do not have an option to play on a non-grass surface should a grass one not be available.</p> <p>Proposed to accept the recommendation of the Facilities Manager to refuse the request due to the damage which will be caused to the pitch from having another team play. Majority decision</p> <p>2. Discussion: Information raised by Ward Councillors on 17th of August following complaints to them from police and parishioners.</p> <p>Office to gain costs to close the gaps in hedging near Wellow Lane with the support of the A&F committee</p> <p>To pass a resolution 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: unanimous decision</p> <p>3. Decision: Following complaints regarding the closure of the vehicular access to Ashgrove Cemetery and toilet closure; council to discuss under Standing Orders 7a resolution of Amenities and Facilities May 27th, 2025, minute: A&F105-27052025</p> <p><i>i. It was resolved that for a trial period of three months from 19th July the main gates to remain locked at Ashgrove Cemetery other than for funerals and council purposes as long as the cemetery is accessible, which will be confirmed by Cllr F Carr. Carried Unanimously</i></p> <p><i>ii. It was agreed that the toilet at Ashgrove Cemetery is to be accessed by council staff, volunteers and members of the public attending internments and for no other purpose. At all other times it remains locked. Carried Unanimously</i></p> <p>Staff to open weekdays and volunteer councillors to open and close at weekends – Cllr Davis to organize weekend rota and cover. unanimous</p> <p>Toilet to be cleaned by maintenance team and will be locked at night both during the week and at weekends unanimous</p> <p>To pass a resolution to reinstate Standing Order 7a and 7b (six-month rule). Unanimous</p> <p>4. Agree spend for legally required annual pat testing of £502.80 completed 11/08/2025 – unanimous</p> <p>5. Note cost of extractor fan sensor replacement at the Rec Ground changing rooms of £178.22 (£213.86 inclusive of VAT) Noted</p> <p>6. Agree to spend £270 + VAT to comply with annually required T19 ductwork cleaning of professional kitchen extractor fan to meet fire safety compliance.70 from cleaning budget to provide cleaning of professional</p> <p>Proposed to agree the spend of £270 plus VAT to allow the annual T19 ductwork cleaning to be carried out. Unanimous.</p> <p>7. Co-option request to join the council has been received by Clerk – Council to consider the application and decide on acceptance.</p> <p>Council agreed to hold Co-Option meeting prior to the beginning of the next Full Council meeting, to be held on Tuesday 30th September 2025, in order to consider the co-option of new member onto Council.</p>	<p>10mins 8:37pm</p>
<p>C051 - 26/08/ Agree the winter planting proposal – to be submitted for purchase</p> <p>imminently and has not been included in previous A&G agenda.</p> <p>Council proposed to spend monies up to the total monies left in A&F Floral Displays budget on winter planting floral displays and delegate the responsibility of that to the Clerk. Unanimous</p>	<p>3mins 8:40pm</p>

<p>C052 Decision: Due to requirement of extra newsletter and flooding people's homes with Council newsletters - proposal to create an Autumn / Winter newsletter this year.</p> <p>Each Newsletter takes a month's planning – week of office time, week for councillors to review, week with printer and then 10 days to get to distribution ready for disbursement. Propose Autumn / Winter newsletter hits people's doorstep on 11th of November. This will follow the extra issue that is due for distribution on the 15th of September.</p> <p>Therefore, request Council resolve to agree that the scheduled newsletter be a combined Autumn and Winter newsletter rather than two separate issues.</p> <p>Proposed to create a combined newsletter to be delivered as early as possible – End of October, if possible, with a winter newsletter sent out January / February - majority vote</p>	<p>3mins 8:43pm</p>
<p>C053 - 26/08/2025 Future Agenda Items & Cllr Questions</p> <p>Opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda.</p> <p>Sound system for meetings including purchasing microphones</p>	<p>2 min 8:45pm</p>
<p>C054 - 26/08/2025 Date and Time of Next Meeting</p> <p>The next meeting of the Full Council is scheduled to be held on Tuesday 30th September at 7pm in Beacon Hall. Meeting to be preceded by co-option meeting</p>	<p>1 min 8.46pm</p>