



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN

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Meeting of Peasedown St John Parish Council Full Council **on 30th September 2025** **at 6:30pm**

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].

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).

Meeting started 6:35pm

Present: Cllrs Larcombe, Davis, Kidd, Carr, Heathcote and Rich (chair)
present no declarations of interest

Absent with Apologies: Cllrs Mand R Clarke

C055 – 30/09/2025	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 interests 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.	1 min 6.31pm
C056 – 30/09/2025	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 for absence for this meeting. Cllrs Clarke sent apologies due to illness Noted	2 min 6.33pm
C057 – 30/09/2025	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 on as a matter of urgency. None	2 min 6.35pm
C058 – 30/09/2025	Resolution Relating to Confidential Nature To pass a resolution that in accordance with Standing Order 3c in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw. unanimous	2 min 6.37pm
C061 – 30/09/2025	Resolution to Revert to Public Session To pass a resolution that the meeting is put back into public session. unanimous	2 min 6.53pm

C062 – 30/09/2025 Parish Councillor Vacancies i. To receive updates and clarifications from clerk regarding process for co-option. ii. To undertake co-option voting for the current casual vacancies. David Barr was interviewed for a position of Co-Opted Councillor – carried unanimously to co-opt Two more requests have been received, and they will be invited to the next Full Council.	10 min 7.03pm
C063 – 30/09/2025 Minutes i. To resolve to approve the minutes of the Full Council meeting to be held on 26th June 2025. ii. To sign the above listed minutes. One query re. people present – minutes to be adjusted to reflect people present carried unanimously	4 min 7.07pm
C064 – 30/09/2025 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 committees: Amenities & Facilities Committee – Meeting held on 16th September 2025. No comments Planning Committee – Meeting held on Tuesday 9th September 2025. Chair of Planning noted to add to next planning meeting minute to discuss changes to signage on Mercedes roundabout Comments: Local Plan: Parish Council to hold a roadshow on 18th October between 10:00am and 2pm and it would be good to get councillors there to listen to the comments of the residents. Local Plan option roadshows at Peasedown – can we make sure a Parish Councillor is there throughout the whole day to get feedback from residents. 9th October 2025, 08:00 – 10:00am. Council to request Clerk to write to planning_policy@bathnes.gov.uk and request for a longer consultation time and later in the consultation period with timing not around school drop-off etc... Staffing Committee – Meeting held on Tuesday 2nd September 2025. Restructuring office space due to office staffing increase and the use of flexible working. Sam has also been directed to introduce a booking system for members of council to use when they wish to speak with the office and meet with the staff. Purpose to ensure staff's work life balance is protected and work priorities are maintained. Councillors unanimous in agreement To note the forthcoming Standing Committee meetings: ➤ Amenities & Facilities Committee – Meeting scheduled to be held on Tuesday 18th November 2025. ➤ Finance & Governance Committee – Meeting scheduled to be held on Tuesday 21st October 2025 (proposed change to Tuesday 28th October 2025) This meeting has been rescheduled to 28th October by full agreement with the committee Proposed meeting date is changed from 21st to 28th October unanimous ➤ Planning Committee – Meetings scheduled to be held on Tuesday 14th October and the 11th of November 2025. ➤ Staffing Committee – Meeting scheduled to be held on Tuesday 2nd December 2025.	15 min 7.22pm
C065 – 30/09/2025 Financial Matters & Schedule of Payments In accordance with the Financial Regulations: i. To agree updated Financial Regulations –discussed changes Clarification that Council now have an RFO and a Clerk and so wording changed. Absence of the Clerk should be capital C on both sentences. Document has been made clear that RFO or Clerk deputise for each other. Should both be off decision would be chair and vice chair of F&G committee are only ones to make payments. 5.9 smaller purchases RFO and or Clerk will seek best value 6.1 Bank Mandates F&G have always dealt with bank mandates, but they should be approved by Full Council. F&G will discuss and make recommendations of approval to Full Council.	10 min 7.32pm

Under 6.8 All councillors must be aware that they cannot go to admin staff and ask them to purchase anything it must go through the RFO or Clerk up to £500 or in an emergency up to £3000. Nobody else can be asked to place an order and councillors should not be asking any other staff to do this.

5.14 Change to wording; it states Clerk and should say Clerk and/or RFO.

Chair of F&G asked that council accept the updated financial recommendations with stated changes

Agreement of Full Council unanimous. Note: thanks to Cllr Larcombe for work completed to ensure our compliance.

Mandates

Unity Trust and NAT WEST

Nat West: Action Online and Mandate requests. There can be separate people named on these for NAT West. No Mandate request has been sent to NAT WEST to add Katie to NAT WEST Account, so this has been rectified.

Signatories for both are currently S. Nash, K. Rees-Williams, T. Edge, Cllrs. Larcombe, Rich, Kidd, Davis, Thomas and C. Olgivie-Davidson

Councillor questioned when T West will be removed and when will J Luxton be removed. Why have we got three signatures from office? Response: Legacy from when we had a combined RFO and Clerk

Mandate says one member of the office staff and two Cllrs. must sign

Councillors request amendment to proposal to be: Signatories be limited to Dr Nash, Mrs Rees-Williams and Cllrs Rich, Kidd, Larcombe, Davis, Thomas and C. Olgivie-Davidson on Mandate, now that we have a settled RFO and Clerk, to ensure integrity, Councillors have requested only two members of office be signatories and therefore request that T Edge is removed. Council stipulated that this was in no way a reflection on T Edge but purely to ensure integrity with mandate signatory. Changes delegated to RFO on this occasion via Finance Committee.

This would mean on this occasion the changes are F&G and RFO, but all future proposals would come back to full council. Unanimous. Propose that the credit card name be changed from previous clerk to current clerk name. Unanimous.

Propose that council accepts all mandates to accept named individuals.

- ii. **To consider moving from Sage to Xero as financial software and make any associated decisions.**

Councillors discussed and noted recommendations of Xero from a variety of sources. Prices of Sage have increased significantly over the course of the year, and Xero is a quarter of the cost now. Xero is simpler and more flexible – check there is not a 90-day notice of termination on the contract. RFO has checked this and has been informed we can renew it monthly until ready to move. Need to ensure we can access last seven-year data easily from Sage – read only access?

Unanimous; commended RFO on Business plan submitted

Propose to upgrade to Xero at earliest opportunity- Unanimous

- iii. **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.**

Propose they be accepted. Unanimous

- iv. **To review the report on General and Ear Marked Reserves and Committed Expenditure as part of the Order of Known Business for the 2025-26 council year.**

We confirm that bank reconciliation was completed by Cllrs Larcombe and Davis and Mrs Luxton as in pre-reading on 9th July. Unanimous

FINAL RECONCILIATION DUE TO BE COMPLETED October

- v. **To receive update on utility rates and services. No comment / nothing to report.**

- vi. **To receive an update on the External Audit and submission of the AGAR for 2024-25.**

There was a variance of £1 in two boxes which was related to automatic rounding in one box and did not stop the audit completion – invoice BDO £1260 - propose to accept invoice as detailed in pre-reading unanimous

F&G minutes to be signed at next meeting Budget timeline has been shared with new RFO – Budget leads need to have met with RFO and present budget spend for proposed projects by 5th December. 9th January is when everything needs to be finalised to allow precept to be agreed on 27th January. <i>Business Continuity - Ensure committee meetings that have budgets have meetings at the beginning of October to ensure they can consult with RFO in a timely manner.</i>	
C066 – 30/09/2025 Insurance Policy and Schedule To review and approve the insurance policy and schedule for Peasedown St John Parish Council & Peasedown St John Recreation & Childrens Playground Charities for 2025-26. To pass a resolution to pay the associated invoice. Unanimous To review and approve the insurance of Peasedown St John Parish Council Street Lighting Agree to delegate to the Clerk the maintenance of the streetlights up to a value of £5000 pounds to come from streetlighting with extra funding to come from infrequent operational expenditure subject to Clerk sending confirmation email to all councillors unanimous	6 min 7.40pm
C067 – 30/09/2025 Project Proposals To receive a progress update on the projects (potential and agreed) and make any associated decisions. To include: ➤ Wildlife Pond at Ecewiche Green – Update on planning application and potential of project going forward. Planning agreed permitted development can go ahead and cut tree down and we do not have to re-plant. Contractor to re-quote and is looking to begin project March / April. Cllr Heathcote to request funding back from Planning ➤ Beacon Park Footpaths - update on number of tenders submitted for consideration, potential cost 3 quotes have been submitted Office have been tasked with considering the quotes and reporting back to A&F in November. ➤ New War Memorial to be located at the Recreation Ground – update on plans going forward to construction Members of Memorial Group attended A&F to report back on progress towards completion of build. Noted discussions To review the list of other potential projects councillors previously indicated their support for and to receive any associated updates.	20 min 8.00pm
C068 – 30/09/2025 Advisory Panel Updates A. To consider any new members to be appointed to the existing Advisory Panels. None B. To note the summary report of Advisory Panel meetings held in the last Council year along with attendance numbers. Deferred C. To note the reports from the following Advisory Panels - any recommendations or motions raised requiring resolution are specified below: i. Football Club Liaison Advisory Panel – No meeting held. ii. Parish Map & Signage Advisory Panel – Meeting held on 21st August 2025. To receive a progress update on this project and make any associated decisions. Documents were made available for councillors to consider changes to text, and no changes were made. Total cost for stands is less than £7000. Propose order and purchase the stands one abstention majority agreed. iii. Land Transfer Advisory Panel – No meeting held but to receive an update on progress and make any associated decisions on the land transfer and associated works.	15 min 8.15pm

Taylor Wimpey has offered £12,000.00 to take over their strips of land. Propose full council agree to office with support of advisory group to meet face to face with Taylor Wimpey to secure land plots and agree takeover of land. Solicitors' costs will not be included. unanimous D. To note the scheduled forthcoming meetings for the following Advisory Panels: Parish Map and Signage Advisory Panel Advisory Panel for hire agreement Beacon Field / outside space – Date to be confirmed	
C069 – 30/09/2025 Christmas Tea Party for Senior Residents To agree any arrangements for the Christmas Tea Party for Senior Residents including production of a calendar, preparations for the tea party and advertising for the event. Propose not to hold the Tea party this year. Unanimously carried. Monies from tea party to be used to produce calendars unanimous. No Christmas cards to be sent this year unanimous	5 min 8.20pm
C070 – 30/09/2025 Correspondence, Complaints & Issues To review 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. To include: - Questions raised by residents about small group of trees behind 36 Morgan Way – belonged to Beazer homes but does not appear to have been part of land transferred by Persimmon Homes. Several homes have complained about the size of these trees. - Would councillors consider the application from a dog training group to hold regular sessions at Beacon Hall – should there be availability. No this would not be allowed majority vote	5 min 8.25pm
C071 – 30/09/2025 Future Agenda Items & Cllr Questions Opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda.	2 min 8.27pm
C072 – 30/09/2025 Date and Time of Next Meeting The next meeting of the Full Council is scheduled to be held on Tuesday 25th November 2025 at 7pm at the Beacon Hall. To include co-option meeting half – hour before start of meeting 6:30pm	1 min 8.29pm

Meeting finished at 8:30pm