



## PEASEDOWN ST JOHN PARISH COUNCIL

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### Minutes of the Meeting of Full Council Held at Beacon Hall on the 25<sup>th</sup> of November 2025 at 6:30pm for the purpose of Co-opting three new Councillors to the Parish Council. Full Council Meeting to begin at 7pm.

**Present Cllrs, Larcombe, Kidd, Davis, Heathcote, Carr, Thomas, Gilliard-Sprake, Sprake, Ogilvie-Davidson**

#### Co-Option of three residents to the Parish Council

**6:30pm**

<b>C062 – 25/11/2025</b>	<b>Parish Councillor Vacancies</b>	<b>5 min</b>
i. To receive update and clarification from clerk regarding process for co-option. ii. To undertake co-option voting for the current casual vacancies.		6:30pm
<b>C058 – 25/11/2025</b>	<b>Resolution Relating to Confidential Nature</b>	<b>2 min</b>
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.		6.35pm
<b>C059 – 25/11/2025</b>	<b>Casual Vacancy</b>	<b>4 min</b>
To receive an update on the current casual vacancies and to make any associated decisions regarding candidate interviews and the process for co-option.		6.37pm
<b>C060 – 25/11/2025</b>	<b>Parish Councillor Vacancies</b>	<b>20 min</b>
To undertake individual dialogue sessions with those candidates available to attend. Copies of candidates' personal profiles already circulated to Councillors. Hazel Champion, Hazel Farrow and Thomas Corbett were the successful candidates		6.41pm
<b>C061 – 25/11/2025</b>	<b>Resolution to Revert to Public Session</b>	<b>2 min</b>
To pass a resolution that the meeting is put back into public session.		7.03pm

#### Meeting of the Full Council

**7:31pm**

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).

<p><b>C055 – 25/11/2025 Attendance Roll Call and Declarations of Interest</b>  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.  <b>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.</b></p>	<p><b>1 min</b>  7:04pm</p>
<p><b>C056 – 25/11/2025 Attendance and Apologies for Absence</b>  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.</p>	<p><b>2 min</b>  7:05pm</p>
<p><b>C057 – 25/11/2025 Items for Urgent Report</b>  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.</p>	<p><b>2 min</b>  7:07pm</p>
<p><b>C063 – 25/11/2025 Minutes</b>  i. To <b>resolve</b> to approve the minutes of the <b>Full Council</b> meeting held on 30<sup>th</sup> September 2025. <b>Unanimous</b>  ii. To sign the above listed minutes.</p>	<p><b>4 min</b>  7:11pm</p>
<p><b>C064 – 25/11/2025 Council Committee Updates</b>  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:  <b>Finance and Governance Committee – Meeting Held on Tuesday 28<sup>th</sup> October 2025</b>  1. To vote on the following <b>motion</b> raised after discussion at the Finance and Governance Meeting held on 28<sup>th</sup> October 2025: to resolve to receive the application from Bath All Starz Cheerleading and to grant £600 from funds available in the community grants budget. The application had been received by Peasedown St John Parish Council prior to the closing date in September 2025 but not presented to the Finance and Governance at the meeting on the 28<sup>th</sup> of October.   Proposed by Cllr Kathy Thomas  Seconded by Cllr Andy Larcombe  <b>Unanimous</b>   2. Full Council to note the awarded grants as follows:  2nd Peasedown St John Brownies and 1st Peasedown St John Guides – The committee resolved to fund the purchase of small interest badge books to the value of £130.  St Joseph's RC Church / Churches Together – The committee resolved to fund the purchase of a microwave to the value of £80.  Miners Carnival Club – The committee resolved to fund materials up to the value of £400 for named and invoiced items.  The Hive Community Centre / Family Hub – The committee resolved to fund toys and play equipment up to the value of £400 for named and invoiced items  Avon &amp; Somerset Police / PSJ School Mini Police – The committee resolved to fund the cost of coach transport to the value of £245. <b>Noted</b>  Bank reconciliation done and signed by RFO and Chair of F&amp;G - <b>Noted</b>   <b>Amenities &amp; Facilities Committee – Meeting held on 18<sup>th</sup> November 2025.</b>  1. Report back to Full Council on the observed changes in ear-marked reserves presented to A&amp;F on the 18<sup>th</sup> of November 2025 Clerk fed back that the discrepancies have been looked into and the chair of F&amp;G will be meeting with RFO and Clerk to review process. <b>noted</b>  2. Recommend Clerk proceeds to cost training courses for two full-time staff members to maintain play equipment and bring to Full Council from this committee. <b>noted</b>  3. To agree the cost of no more than £6000 for the refurbishment of lino flooring throughout Beacon Hall ground floor and to agree to bid for this in the 2026/27 budget setting. Clerk to proceed to get three quotes to bring to Full Council to allow a recommendation to be made to</p>	<p><b>15 min</b>  7:26pm</p>

<p>release the ear-marked reserve. <b>Delegate to the Clerk supported by A&amp;F to refurbish the lino up to a cost of up to no more than £6000 pounds and for the money to be moved from ear-marked reserves to committed expenditure under Beacon Hall Improvements. unanimous</b></p> <p>4. <b>Recommend</b> to Full Council that we proceed with Radcliffe recommendations to upgrade the fire alarm system at a cost of £4131.62 and take over managed fire and security having reviewed the three quotes and to <b>recommend</b> that Full Council take the funding from infrequent operational expenditure. A&amp;F would like Council to fund this from infrequent operational expenditure at a cost of £4131.62. <b>Council resolved to move funds from Infrequent Operational Expenditure to fund the cost of Fire Alarm Upgrade by Ratcliffe at Beacon Hall. unanimous</b></p> <p>6. <b>Propose</b> Council accept quotation from RJSurfacing to improve the pathway at Beacon Field with concrete edging at a cost of £32, 282.71 and <b>recommend</b> to Full Council that cost is taken from General Reserve and Beacon Pathway Ear-marked Reserve. <b>Resolve to move £32,282.71 from ear-marked reserves to committed expenditure to proceed with this project. Unanimously carried</b></p> <p>7. <b>Recommend</b> that the sourcing of granite slabs is delegated to the Clerk with the support of this committee to find three quotes to purchase 15 slabs and bring pricing to Full Council for agreement of where funding comes from. Cllr Davis noted that we cannot keep having discussions at full council about spending that has not been properly costed or have budget lines – She would like to see better budgeting for 2026/27. <b>Resolve to go ahead and purchase 15 slabs coming from infrequent operational expenditure up to £3,500. unanimous</b></p> <p>8. <b>Propose</b> the signing and witnessing of the Eckweek Lane Bridleway dedication <b>unanimous</b></p> <p>9. <b>Consider</b> the suggested increase in payments for services at Ashgrove Cemetery <b>Ratification to occur once costings have been agreed by A&amp;F committee</b></p> <p>10. <b>Consider</b> the suggested table of increase in payments for Braysdown Allotments <b>Resolved to accept increased charges for yearly payment of Allotments unanimous</b></p> <p><b>Planning Committee</b> –Meeting held on Tuesday 11<sup>th</sup> November 2025. Propose to use advert information from newsletter to go on Mercedes Roundabout signs. Chair of Planning will book time with parish staff through teams to create artwork ready for submission to BANES planning, once Full Council has approved <b>Noted</b></p> <p><b>Staffing Committee</b> – Meeting held on Tuesday 2<sup>nd</sup> September 2025. <b>Noted</b></p> <p>To note the forthcoming Standing Committee meetings:</p> <ul style="list-style-type: none"> <li>➤ <b>Amenities &amp; Facilities Committee</b> – Meeting scheduled to be held on Tuesday 06<sup>th</sup> January 2026.</li> <li>➤ <b>Finance &amp; Governance Committee</b> – Meeting scheduled to be held on Tuesday 20<sup>th</sup> January 2026</li> <li>➤ <b>Planning Committee</b> – Meetings scheduled to be held on Tuesday 9<sup>th</sup> December and the 13<sup>th</sup> of January 2026.</li> <li>➤ <b>Staffing Committee</b> – Meeting scheduled to be held on 2<sup>nd</sup> December 2025.</li> </ul>	
<p><b>C065 – 25/11/2025 Financial Matters &amp; Schedule of Payments</b></p> <p>In accordance with the Financial Regulations:</p> <ul style="list-style-type: none"> <li>i. To note movement from Sage to Xero. <b>Noted</b></li> <li>ii. To review and <b>resolve</b> to approve the schedule of payments and ratify those already made in relation to the accounts for year ending 31<sup>st</sup> March 2026. <b>Resolve to agree the payments as per pre-reading unanimous</b></li> <li>iii. 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. <b>Noted</b></li> </ul> <p><b>8:20 Cllr Champion left meeting</b></p>	<p><b>10 min</b> <b>7.36pm</b></p>

<ul style="list-style-type: none"> <li>iv. To <b>agree</b> to adopt the Reserves Policy provided in pre-reading <b>unanimous</b></li> <li>v. To <b>note</b> the report from the internal auditor following her visit on 07/11/2025 <b>Noted</b></li> <li>vi. To <b>agree</b> the additional visit of the internal auditor due to the newness and experience levels of Clerk and RFO Propose that the Council agree with the recommendation from the internal auditor to have an extra visit at £420 pounds. <b>Unanimous</b></li> <li>vii. <b>Chair of F&amp;G informed Council that they had noticed that there is an anomaly in process when using the credit card as a method of payment when paying over £500</b> <b>Noted</b></li> </ul>	
<p><b>C067 – 25/11/2025      Project Proposals</b></p> <p>To receive a progress update on the projects (potential and agreed) and make any associated decisions. To include:</p> <ul style="list-style-type: none"> <li>➤ <b>Wildlife Pond at Ecewiche Green</b> – Resolve to agree the purchase of trees for Beacon Field (see quote in pre-reading) and release funding for pond construction so deposit can be paid up to the value in the budget of £26,000. <b>Noted.</b></li> <li>➤ <b>Beacon Park Footpaths</b> - update on number of tenders submitted for consideration, potential cost and timings <b>Already discussed</b></li> <li>➤ <b>New War Memorial to be located at the Recreation Ground</b> – update on plans going forward to construction <b>Noted</b></li> <li>➤ <b>Agree</b> to appoint Solicitors to deal with the Transfer of Land from Taylor Wimpey to Peasedown St John Parish Council (see quotes in pre-reading) <b>Resolved to appoint Thatcher and Hallam to deal with the legal work in obtaining land from Taylor Wimpey</b></li> <li>➤ Video for Promotion of Parish Council Work To agree to appoint Helena Midgeley to create a new video of the Councils work ready for annual village meeting and new website. Last year it was £1,100. <b>In principle Council would like to explore a new video. Resolve to ask office in coordination with Chair of F&amp;G to investigate a video for end of financial year up to a cost of £1,200. unanimous</b></li> </ul> <p>To review the list of other potential projects councillors previously indicated their support for and to receive any associated updates.</p>	<p><b>20 min</b> <b>7:56pm</b></p>
<p><b>C068 – 25/11/2025      Advisory Panel Updates</b></p> <p>A. To consider any new members to be appointed to the existing Advisory Panels.</p> <p>B. To note the summary report of Advisory Panel meetings held in the last Council year along with attendance numbers.</p> <p>C. To note the reports from the following Advisory Panels - any recommendations or motions raised requiring resolution are specified below:</p> <ul style="list-style-type: none"> <li>i. <b>Football Club Liaison Advisory Panel</b> – No meeting held.</li> <li>ii. <b>Parish Map &amp; Signage Advisory Panel</b> – Meeting held on <b>21<sup>st</sup> August 2025</b>. To receive a progress update on this project and make any associated decisions.</li> <li>iii. <b>Land Transfer Advisory Panel</b> – No meeting held but to receive an update on progress and make any associated decisions on the land transfer and associated works.</li> <li>iv. <b>Advisory Panel for Hire Agreement Beacon Field</b> Panel convened as part of F&amp;G meeting on <b>28<sup>th</sup> October 2025</b>. Panel consists of F&amp;G members only, no other Councillors wished to be part of the committee. Discussed regulations in regard to BANES (as the Unitary Council) hire of public spaces and two key questions for Peasedown St John Parish Council</li> </ul> <p>D. To note the scheduled forthcoming meetings for the following Advisory Panels:</p> <ul style="list-style-type: none"> <li>i. <b>Parish Map and Signage Advisory Panel</b> – No meeting held</li> </ul>	<p><b>15 min</b> <b>8.11pm</b></p>
<p><b>C070 – 25/11/2025 Correspondence, Complaints &amp; Issues</b></p>	<p><b>5 min</b> <b>8.16pm</b></p>

<p>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:</p> <p>Trip hazard on Orchard Way pavement – ignored by Unitary Council as not bad enough to require work – several residents have tripped on this, and one has ended up with broken arm requiring the need for ongoing treatment. <b>Council expressed their concern regarding resident however, reiterated that this was a matter for BANES Council who had already responded.</b></p> <p>Shoscombe Parish Council has contacted the Council with a Query – Council to decide a response</p> <p>Simon Freear is to go and seek what would be involved and what the potential cost should be</p> <p><b>Unanimous</b></p>	
<p><b>C071 – 25/11/2025                      Future Agenda Items &amp; Cllr Questions</b></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>Can we look at the spaces on committees as Councillor Larcombe would like to resign from A&amp;F because he is already on two other committees as would Cllr Heathcote</p> <p>Can anyone tell me why we cancelled Christmas Party</p> <p>It is in minutes.</p> <p>How can we</p>	<p><b>2 min</b> 8.18pm</p>
<p><b>C072 – 25/11/2025                      Date and Time of Next Meeting</b></p> <p>The next meeting of the Full Council is scheduled to be held on Tuesday 27<sup>th</sup> January 2026 at 7pm at the Beacon Hall.</p>	<p><b>1 min</b> 8.19pm</p>