



## **PEASEDOWN ST JOHN PARISH COUNCIL**

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### **Minutes of the Finance & Amenities Committee held on Tuesday 27<sup>th</sup> April 2021 at 7.00pm** **Held Remotely via MS Teams**

#### **Present:**

**Councillors:** Jo Davis (Vice-Chair); Andrew Fraser; Simon Kidd; Andrew Larcombe (Chair); Conor Ogilvie-Davidson

Cllrs. Jonathan Rich and Kathy Thomas were also present at the meeting, in their capacity as Chair and Vice-Chair of Full Council. As the Committee was quorate, they did not utilise their voting rights.

#### **In attendance:**

Tanya West – Parish Clerk.

#### **Public Session**

There were no members of the public present at the meeting.

#### **F&A134 – 27/04/2021                      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.

#### **F&A135 – 27/04/2021                      Apologies for Absence**

Cllr. Gavin Heathcote was absent from the meeting with no apologies received.

#### **F&A136 – 27/04/2021                      Minutes & Actions**

- i. The minutes of the Finance & Amenities Committee meeting held on 5<sup>th</sup> January 2021 had been circulated in advance of the meeting. It was **resolved** they be accepted as a true and correct record of the meeting and were signed by the Chair accordingly.
- ii. The Clerk provided updates on the outstanding actions from previous meetings and Planner was amended accordingly. Points of note were as follows:
  - a. The VAT claim for the period 01/04/2019-31/03/2020 has now been paid.
  - b. The VAT claim for the period 01/10/2020 - 31/03/2021 can be submitted early next week, once confirmation has been received regarding the staff salaries invoice.
  - c. The insurance claim for business interruption needs to be updated by the Clerk.
  - d. The materials for the repairs to the football pitch fence posts need to be ordered before the Caretakers can undertake the repairs.
  - e. The Clerk to arrange a meeting with Cllr Ogilvie-Davidson to work on the sign design for the Changing Rooms.
  - f. The minutes on the website action needs to be updated to reflect those that have now been uploaded.

#### **F&A137 – 27/04/2021                      Items for Urgent Report**

There were no items for urgent report.

#### **F&A138 – 27/04/2021                      Community Grants**

A summary document of all the Community Grant, Village Event and Community Covid Recovery Fund applications received by the Parish Office had been circulated as pre-reading.

Cllr. Andy Larcombe reminded the Committee that a budget of £2,500 had been allocated for Village Events and £2,500 for Community Grants for the 2021/22 financial year. Also, this year it had been agreed to carry forward any remaining balance of the Community Grants budget from the 2020/21 financial year and allocate it to the Community Covid Recovery Fund, which would be in the region of £2,000.

The councillors considered all the grant applications individually and after lengthy discussion selected those they felt should be awarded a grant along with any outlines for any terms and conditions to be applied. It was noted that the release of all grants is subject to receipt of the grant applicants confirming that the events/activities can proceed under any Coronavirus regulations applicable at the time.

The following motion was raised to be voted on at the next Full Council meeting:

*To resolve to award the following grants [subject to any conditions specified]:*

*£1,000 – Village Events [village firework display]*

*£ 107 – Community Covid Recovery Fund [Brownies & Guides]*

*£1,814 – General Community Grants [Braysdown Allotments Committee; The Hive; Line Dance with ME; Mini Police; Peasedown Social & Wellbeing Group; Southside]*

*Also, that £1,000 of the remaining budget allocated to community grants, be ring-fenced for Bath Area Play Project to be used for an event run in conjunction with the Parish Council. The balance of the remaining budget be used for a second phase of 'general' community grant awards planned for September 2021.*

*Proposed by: Cllr Andy Larcombe*

*Seconded by: Cllr Andrew Fraser*

**8.25pm – It was resolved to adjourn the meeting for a comfort break.**

**8.32pm – It was resolved to reconvene the meeting.**

#### **F&A139 – 27/04/2021      Review of Current Finances 2020/21**

A Balance Sheet; a breakdown of the Reserves and a report on income and expenditure against budget for the 2020/21 financial year had been published to councillors for information.

The documents were reviewed and discussed, and the following points were raised:

- i. Beacon Hall income is approximately £17,000 short in achieving the estimated budget.
- ii. The income from Ashgrove Cemetery was approximately £4,000 over the estimated budget.
- iii. There is an outstanding issue with the invoice for the final quarter of the year for staff salaries/pension etc. If this is not resolved it will result in an underspend of approximately £27,000, which will need to be carried forward.
- iv. General Admin and Media budgets were underspent by approximately £10,000 due to Coronavirus impacting on training, conferences, and a reduction in meeting costs by having to hold meetings remotely.
- v. The Amenities budgets were on target as outdoor works/activities were mainly able to continue.
- vi. The Streetlighting budget was underspent by approximately £12,000 due to a substantial refund on the electricity charges following the rates not being correctly applied when the lights had been upgraded to LED.
- vii. Beacon Hall expenditure underspend was mainly due to the Business Rates being credited.

Once finalised, the end of year accounts will be presented to Full Council for approval.

#### **F&A140 – 27/04/2021      Review of Committed Expenditure and Ear Marked Reserves**

Councillors reviewed the report of the Committed Expenditure and the Ear Marked Reserves (EMR) for the agreed, but uncompleted projects and non-operational activities. It was noted that the following costs would be transferred from the 2020-21 financial year into Committed Expenditure for the 2021-22 financial year as part of the accounts end of year close down. The existing Committed Expenditure value of £22,445.23 would also carry forward.

£2,000.00 – Refurbishment of the telephone kiosks – Minute C499 – 15/12/2020 refers.

£2,863.25 – Composite doors for the Rec. Ground Changing Rooms – Minute F&A125 - 05/01/2021 refers.

£500.00 – Ecewiche Green bypass fence repairs – Minute C546 – 16/02/2021 refers.

£2,500.00 – Braysdown Allotments boundary fence repairs – Minute C546 – 16/02/2021 refers.

£1,045.92 – Streetlight spares 3x Philips Iridium Gen3 LED lanterns – Minute C574 – 16/03/2021 refers.  
£1,645.00 – Additional planters for Orchard Way – Minute C574 – 16/03/2021 refers.

#### **F&A141 – 27/04/2021 Carrying Forward of Remaining Budget Balances**

Councillors considered recommendations regarding the carrying forward of specific budget balances from the 2020-21 to the 2021-22 financial years.

The following motions were raised to be voted on at the next Full Council meeting:

*To resolve to carry forward £27,000 of the remaining operational budgets for 'Staff Costs' from the 2020-21 to the 2021-22 financial years to cover the salary costs for January to March 2021 inclusive.*

*Proposed by: Cllr Conor Ogilvie-Davidson*

*Seconded by: Cllr Simon Kidd*

*To resolve to move from General Reserve:*

*£76,000 to Ear Marked Reserves for the Recreation Ground Improvements Project.*

*£ 6,000 to Ear Marked Reserves for the Beacon Philosophers Area Project.*

*£ 4,000 to Ear Marked Reserves for additional streetlights at Hillcrest & Eckweek Gardens.*

*£12,000 to Ear Marked Reserves for Beacon Hall Audio Visual Equipment*

*Proposed by: Cllr Andy Larcombe*

*Seconded by: Cllr Jo Davis*

#### **F&A142 – 27/04/2021 Mowing and Watering Contracts**

As not all quotations for the watering and the mowing contracts had been received and some of them were still only verbal and not written, councillors had not had sufficient time to review the information and so it was agreed that this item would be considered at an Advisory Panel meeting in order to make recommendations to Full Council for approval at the annual meeting in May.

#### **F&A143 – 27/04/2021 Play Inspection Works & Play Surfaces**

Pre-reading provided a report on works to the play equipment carried out since the last meeting as identified on the annual independent play inspection. The reported detailed new issues with the various play surfaces on Beacon Field.

It was noted that the rips on the play equipment carpet surfaces had been repaired the previous week, but that in the longer term a new replacement rubber crumb surface would likely be required. Quotations will be obtained and reported back to a future meeting.

The fault on the MUGA play surface was being dealt with by the contractor, who had confirmed earlier in the day that they had liaised with their sub-contractor who had stated they believed the small hole has been caused by damage, as the surrounding tarmac is sound and in good condition. The sub-contractor had quoted £300+VAT to send an operative to carry out the repair. The contractor had agreed to pay for this as a gesture of goodwill and to get the job done quicker. The contractor had also advised that the Terms and Conditions suggests weed killing up to four times a year as when the grass is mowed often grass and seeds can get trapped in the tarmac pores and begin to grow particularly around the perimeter of the court. This information will be passed to the Caretakers.

Photographs of the issues with the rubber crumb surface under the Kompan play equipment had been provided in the pre-reading. The contractor had been contacted to establish if such issues are still covered by any warranty. If not, quotations for a longer-term fix will be obtained for consideration at a future meeting.

#### **F&A144 – 27/04/2021 Budget for 2021/22**

The pre-reading update on the operational budget figures for the 2021/22 financial year, the 'Infrequent Operational Expenditure' budget and the reallocation of budget from Staff Salaries to other amenity operational budgets had not been circulated in advance of the meeting. The discussion on this item was therefore deferred to an Advisory Panel meeting in order to make recommendations to Full Council for approval at the annual meeting in May.

#### **F&A145 – 27/04/2021 Internal Audit & External Audit**

Pre-reading provided a summary for the completion of the Annual Governance and Accountability Return (AGAR) as produced by Avon Local Councils Association. It was noted that the deadline for the submission of the AGAR to the External Auditor is 30<sup>th</sup> June 2021.

The Parish Council's Internal Audit is scheduled to take place on Friday 4<sup>th</sup> June 2021 and so the AGAR will be considered for sign off at the Full Council meeting on 15<sup>th</sup> June 2021.

#### **F&A146 – 27/04/2021 Finance & Amenities Advisory Panel**

The reports from the Finance & Amenities Advisory Panel meetings held on 9<sup>th</sup> February and 2<sup>nd</sup> March 2021 had been made available. The February meeting had focused on changes to the precept leaflet and the March meeting had focused on changes to the Community Grant Scheme, planters on Orchard Way, and new tables at Beacon Hall – all recommendations from which had been subsequently considered at the March Full Council meeting. No further decisions were required from these Advisory Panel meetings.

#### **F&A147 – 27/04/2021 Braysdown Allotments Advisory Panel**

A report from the Braysdown Allotments Advisory Panel following their meeting on 18<sup>th</sup> March 2021 had been issued to councillors as pre-reading and the following points were discussed:

- i. **Update on plot inspections.**
  - a. Three plot holders were sent a letter asking them to either remove non-plant related items; action queries relating to path widths; respond to queries with water butts.
  - b. All allotment holders were contacted asking them not to dump plant waste in the far corner of the car park.
  - c. A request to apply scalplings to fill the potholes and level the ground at the gateway to the car park will be actioned by the Caretakers.
- ii. **Update on Accessible Allotment plots.**
  - a. There are two single plots still vacant. Two people have been allocated a double plot.
  - b. The guttering has been fitted to the communal shed and connected to the shared water butt.
  - c. The broken felt on the shed roof has been replaced.
  - d. The labelling of the shelves in the shed linking them to the plot numbers is still to be actioned.
- iii. **Agreement to take part in 'Crop Drop' again this year.**

It was **resolved** to take part in the 'Crop Drop' scheme again this year. Cllr Andrew Fraser will co-ordinate with the Food Bank and the Office Administrator will liaise with the organisers once produce is being harvested.
- iv. **Request to include repair of gaps in the hedge bordering Colliery Lane in the replacement fencing works.**

Gaps in hedge bordering Colliery Lane were discussed, one of which was being used as an unofficial entrance. It was suggested by the Advisory Panel that the repair of these gaps could be included with the other replacement fencing works.

It was **resolved** to include the repair of gaps in the hedge bordering Colliery Lane in the specification for the quotations for the previously agreed replacement fencing works to the rear and opposite side of the allotment site.
- v. **Recommendation not to proceed with additional land opposite Railway Terrace due to the possibility that increased demand for allotments is only temporary.**

Consideration had been given to an additional strip of land in Shoscombe, offered for allotment use by a local farmer. It was noted that the land needed to be cleared before use and would generate about 10 quarter plots. The view of the Committee was that the additional work and expense involved might not be justified because the recent increased interest in allotments due to the Coronavirus lockdown may not persist once lockdown is over.

It was therefore **resolved** not to proceed with additional land opposite Railway Terrace due to the possibility that increased demand for allotments is only temporary.
- vi. **Amendment to the allotment rules to give priority to non-plot-holders on the allotment waiting list.**

Increased interest in allotments amongst local residents has resulted in a high number on the waiting list. With this in mind, it was agreed to recommend a change to the rules to give priority on the waiting list to non-plot-holders over those requesting additional space.

It was **resolved** to agree to the recommendation that the allotment rules are amended to give priority to non-plot-holders on the allotment waiting list.
- vii. **Update on the proposed annual allotments BBQ for 2021.**

The annual allotments barbeque will be held on Friday 2<sup>nd</sup> July 2021, Coronavirus restrictions and weather permitting.

viii. **Update on allotment break-ins and to consider suggestions for preventative measures.**

A number of allotment shed break-ins that happened during the early hours of 19th April 2021.

Although some images were captured by a wildlife camera and were sent to the Police, they were not clear enough for identification purposes. Fortunately, not many allotment holders have had equipment taken, but those that did have been logged with the Police. An email has been sent to remind plot-holders not to keep anything of value at the site. A suggestion has been made to put wire fencing on the roadside of the second entrance to prevent the possibility of a van parking there, also to install gates of a greater height to make access more difficult.

**F&A148 – 27/04/2021 Football Club Liaison Advisory Panel**

Although they had not recently met, a report from the **Football Club Liaison Advisory Panel** had been issued to councillors as pre-reading and the following points were discussed:

i. **Inspections of the changing rooms and improvements to facilities.**

The previously agreed replacement external doors have been ordered. They are currently being manufactured and are due to be fitted in May/June.

Other improvements to the changing rooms will be addressed as part of the usual 'closed-season' works.

ii. **End of season pitch improvement works.**

Councillors considered quotations for the suggested 'End of Season' pitch improvement works. It was noted that as the pitch had not been used very much over the past year, it was in significantly much better shape than previous years.

It was therefore **resolved** that at the end of the season (which, this year, the Football Association has extended into June) the verti-draining of the pitch is actioned, but the rest of the pitch improvement works are not actioned at this time, but deferred until considered needed.

iii. **Update on fixtures for the 2020/21 season and how this will impact on potential donations from the football clubs, to cover consideration of any roll-over of remaining budget balances to compensate.**

It was noted that Peasedown Albion Youth U16s Team have played two matches at the Recreation Ground and so a refund or carry over of £60.00 would be due to them.

Peasedown Miners Welfare Team have played three friendlies, five matches and at present have a further three matches booked. The refund or carry overdue is likely to be £360.

iv. **Update on the instructions/use of the changing rooms under Coronavirus regulations.**

The changing rooms had been marked out and appropriate signage displayed in respect of social distancing requirements in readiness for use. However, due to problems encountered with the legionella testing the showers were currently unable to be used. This matter is being followed up by the office staff and the football teams being updated accordingly. The relevant sanitisation stocks and facilities have been provided in each room.

**F&A149 – 27/04/2021 Beacon Hall Bookings**

There were no additional updates regarding Beacon Hall bookings following the report provided at the April Full Council meeting in relation to the Covid-secure re-opening of Beacon Hall.

**F&A150 – 27/04/2021 Tree Survey and Tree Works**

The Ash die-back survey is scheduled for May/June. The actual date will be dependent on how far the trees are in leaf. The results of this survey will be presented to the Finance & Amenities Committee in July 2021.

**F&A151 – 27/04/2021 Review of New Actions**

The Clerk provided a summary of the new actions generated from the meeting and advised they would be captured on the Actions Register in Planner after the meeting.

**F&A152 – 27/04/2021 Date and Time of Next Meeting & Future Agenda Items**

The date of the next Finance & Amenities Committee meeting is to be determined.

The date of the next Finance & Amenities Advisory Panel meeting is scheduled to be held on Tuesday 11<sup>th</sup> May 2021 at 6.30pm. This meeting will also include the consideration of the alternative planters for Orchard Way as raised at the April Full Council meeting [minute C585 - 22/04/2021 refers].

The meeting closed at 9.31pm

Signed..... Date.....

DRAFT