



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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Minutes of the Full Council Meeting held on Tuesday 12th April 2022 at 7.00pm held at Beacon Hall, French Close, Peasedown St John

Present:

Councillors:

Barbara Bailey; John Bailey; Mandy Clarke; Richard Clarke; Adi Davis; Jo Davis; Audrey Gillard-Sprake; Gavin Heathcote; Samantha Heathcote; Simon Kidd; Andy Larcombe; Ray Love; Jonathan Rich (Chair); Les Sprake; Kathy Thomas (Vice-Chair).

In attendance:

Tanya West – Parish Clerk

The Chair asked if any persons were recording the meeting. Cllr Gavin Heathcote advised that he was. There were no objections from the members of the public present at the meeting.

Public Session

There were eight members of the public present at the meeting. The following issues were raised:

Regarding agenda **item C254** and the planning application for 36 Naishes Avenue (21/05622/FUL) – a resident spoke on behalf of three others giving the view that the development is far too big for size of the plot. It would cause a loss of private garden space, making the end of the cul-de-sac feel cramped, and would result in a loss of light to No. 38. Parking on the application has never met the requirements of the Highways Department. An e-mail would be sent with their full objections detailed.

Regarding agenda **item C262** – proposed Traffic Regulation Orders. A group of residents from Ashgrove attended regarding the proposed parking restriction at the end of Ashgrove. A wider group of residents had put together an open letter to B&NES Council raising the issue that of 52 houses in Ashgrove, 26 have private driveways and 26 don't. There are only 9 on-street parking spaces, two of which are on the chicane. Given that parking is already inadequate, putting parking restrictions around the chicane will make matters worse, and doesn't do any harm at the moment. Speeding is also a problem in Ashgrove, because the speed bump is not slowing traffic. This also causes problems with noise because the speed limit goes from 50mph straight to 20mph just before the chicane. Residents are keen to know what provision is likely to be made in the near future for electric car parking. Ashgrove might be the ideal spot to put local electric vehicle parking points.

Councillors responded to say that anyone interested in Community Speedwatch should contact the local PCSOs. It was noted that Avon & Somerset Police currently have only 1 speed-check motorbike, so are looking for people to establish Community Speedwatch groups.

Nick Young, Manager of Peasedown Miners Football Club, regarding **item C261** speaking in support of a Tea Hut and Toilet Unit at the Recreation Ground. He commented that there always used to be a tea hut on the Recreation Ground, but it was demolished in the 1990s and was never replaced. Currently there are no facilities to provide refreshments, unlike many other clubs in the league who do have these facilities. It would be a real benefit. They currently have to provide a flask for the referee.

Another benefit will be the provision of an additional toilet, because there is currently no toilet in the Referee's Changing Room. The club had recently had a grading on the ground from the FA and although the report was really good on the pitch, but they commented that there is no toilet in the

referee's changing room. They have been approached to start a ladies team to play at the Recreation Ground on a Sunday, and if they have female referee, then the additional toilet will definitely help.

C249 – 12/04/2022	Attendance Roll Call and Declarations of Interest
An attendance roll call was undertaken and those present are detailed above. No further interests to those already disclosed to the Monitoring Officer were declared.	
C250 – 12/04/2022	Attendance and Apologies for Absence
Apologies for absence had been received from Cllr Conor Ogilvie-Davidson due to work commitments. This apology was duly noted. Cllr Andrew Fraser was absent with no apologies received.	
C251 – 12/04/2022	Minutes
<ul style="list-style-type: none"> i. The minutes of the Full Council meeting held on 15th February 2022 had been circulated in advance of the meeting; it was resolved that they be accepted as a true and correct record of that meeting and will be signed by the Chair accordingly. ii. The minutes of the Full Council meeting held on 15th March 2022 had been circulated in advance of the meeting; but not in sufficient time for them to be reviewed by all councillors. It was therefore agreed their approval should be rolled over to the next meeting. iii. The minutes of the Burial Committee meeting held on 22nd June 2021 had not been circulated. Their approval to be rolled over to the next meeting. 	
C252 – 12/04/2022	Clerk's Report
The Clerk reported that Planner continued to be updated and clearing any older actions. The report and roadmap for the Council to achieve the General Power of Competence had not been circulated as pre-reading but would be included on the agenda for the Annual Council meeting in May.	
C253 – 12/04/2022	Items for Urgent Report
There were no items for urgent report.	
C254 – 12/04/2022	Planning Related Matters
<p>A. Councillors reviewed the plans, alongside any feedback provided by public or members, and determined the Parish Council's official response regarding the following planning applications:</p> <ul style="list-style-type: none"> i. Reference: <u>21/05622/FUL</u> Address: 36 Naishes Avenue, Peasedown St. John, Bath, BA2 8TW. Proposal: Erection of a two-storey side extension and single storey rear extension (Resubmission). Revised plans. Applicant: Mr Daniel Hillier. There were three public comments listed on the B&NES Council website objecting to this revised application. The revised plans were reviewed, and it was resolved to object to this application. It was felt that the design is not altered sufficiently enough to address the concerns that the Parish Council made and so the objections previously submitted still stand. ii. Reference: <u>22/01322/TEL</u> Address: Street Record, Wellow Lane, Peasedown St John, Bath. Proposal: Telecommunications installation of a 15.0m Phase 9 Super Slimline Monopole and associated ancillary works. Applicant: CK Hutchison Networks (UK) Ltd. There were no public comments listed on the B&NES Council website relating to this application. It was commented that increasing the speed and availability of digital communications increases the desirability of an area both for residential and business investment and so it was considered this application will be of benefit to the parish. Councillors did not raise any concerns regarding the application and so it was resolved that it be supported. <p>B. Councillors received, for information, a report on the following (appendix C254i refers):</p> <ul style="list-style-type: none"> i. Planning decisions issued by B&NES Council. ii. Planning enforcement matters. iii. Planning applications not invited to comment / appeals / pending applications / applications from neighbouring parishes. iv. Progress on the Greenlands Road development of 89 dwellings. <p>C. Public Rights of Way</p>	

Councillors received an update regarding the change to the Public Rights of Way (PROW) network in respect of Public Footpath BA19/22, at Skylark Farm, in the Parish of Peasedown St John. It was noted that the objections to this proposed PROW diversion were from the owners/potential users of the nearby menage. Concerns had been raised those users of the PROW may scare/impact the horses. The application is now at appeal. Any further updates will be reported at future meetings.

In view of the members of the public at the meeting, it was **resolved** to amend the order of the meeting and bring forward agenda item **C262 – 12/04/2022**, all in accordance with Standing Order 10.a.vi.

C262 – 12/04/2022 Correspondence, Complaints & Issues

Councillors had the opportunity to review any new queries, issues and complaints raised since the last meeting as they had been logged on the relevant online Planner Board. Items of significance brought to the Council's attention included:

- Update on the 4 proposed **Traffic Regulation Orders (TROs)** on Ashgrove, Camvale and Old England Way for which comments previously discussed and submitted (minute C196 – 18/01/2022 refers).

Councillors discussed the plans and **resolved** to submit the following as their formal comments:

Plan 2 – Ashgrove, Peasedown St John (No Parking at Any Time) - It was agreed to **strongly object** to this proposal.

The reasons raised in the course of discussion were:

- i. Ashgrove is a really difficult area to park in. As the current arrangement doesn't cause any issues to anyone it is ridiculous to put in double yellow lines. The road is perfectly navigable and there is not an issue with visibility. There is no reason whatsoever to make residents' lives more difficult.
- ii. Currently the parking in Ashgrove acts as a speed deterrent. It almost acts as a traffic calming in itself, with drivers having to slow down to give way to oncoming vehicles.
- iii. Consideration should be given to getting rid of the speed humps/build outs to create more parking in this area for residents which would naturally slow the traffic down, rather than spending money on doing unnecessary superficial work.
- iv. Parking should be looked at as a holistic thing rather than just individual areas, which means the problem just ends up being moved from one place to another.
- v. Councillors were also aware of comments from local residents regarding parking in the area. Parking is already wholly inadequate, and the changes will make it worse. Concerns were also raised regarding the fact that the speed bump in this location is so shallow that it no longer slows traffic down. Many local residents are concerned about speeding, including the associated noise of cars slowing down because the speed limit goes from 50mph straight to 20mph just before the chicane.

Plan 3 – Ashgrove, Peasedown St John – It was agreed to **object** to this proposal. It was considered that this proposal is putting parking restrictions on a section of road in front of a property that has converted their garden into a driveway, although the conversion has not been actioned officially as there is not any dropped kerb installed at this location.

Plan 11 – Old England Way – It was agreed to **support** this proposal.

Plan 19 – Knightstone Close/Church Road - It was agreed to **object** to this proposal. From consultation with local residents, it was thought that the majority felt the change was not necessary, as there are no parking issues at this location. This section of Church Road is single carriageway anyway, so it was thought that it was not possible to park there without blocking the entire road.

- A report from the owner of the **Old Quarry Site**, requesting feedback from the Parish Council on their proposals for **relocation of the vehicular access**, had been circulated to councillors as re-reading. Concerns were raised regarding potential damage to the property of the Trust and the proximity to the pedestrian entrance to the Recreation Ground. Also, it was not certain that moving the gateway would resolve the issue of fly tipping on the site.

The Clerk to obtain some additional information and answers from the owner to provide an update at the next meeting.

C255 – 12/04/2022 Memorial Trees and Benches Policy

The draft Memorial Trees and Benches Policy had been circulated to councillors as pre-reading. It was reviewed and the following agreed:

It was **resolved** to formally adopt the Memorial Trees and Benches Policy as written in the pre-reading and for either Full Council or the relevant Committee to consider the application (depending on the site the tree or bench is requested to be located).

The request for a memorial tree to be located on the Recreation Ground was considered. It was queried as to whether the type of tree requested would be suitable to put in the triangle of land between the pathways without the tree roots damaging the new pathway in the future. The Clerk to contact the tree suppliers to determine an answer on this. It was resolved to accept the application, subject to confirmation there is unlikely to be any root damage to the pathway. If there is a potential problem, then an alternative location at the Recreation Ground can be determined.

It was subsequently noted that the policy states that trees cannot be planted until November and concerns were raised about making the applicant wait until November as the sign off of the policy had already been delayed.

It was therefore **resolved** to temporarily suspend Standing Order 7a and 7b (six-month rule) to allow the following tree planting item to be discussed, all in accordance with Standing Order 10a.xv.

It was **resolved** to allow the planting of this memorial tree on the Recreation Ground during the 'banned' period on the policy due to the application having been pending for a while.

It was **resolved** to reinstate Standing Order 7a and 7b.

C256 – 12/04/2022 Financial Matters & Schedule of Payments

i. Councillors reviewed the schedule of payments raised since the Full Council meeting on 15th March 2022 in relation to the accounts for year ending 31st March 2022 (appendix C256i refers).

It was **resolved** that the invoice for £518.85+VAT to PHS Group for the hand drier and sanitary bin service contract be paid [it being over the Clerk's sign-off level and above the allocated budget although within the operational cost centre budget].

It was **resolved** to ratify all the other payments on this schedule.

ii. Councillors reviewed the schedule of payments raised since the Full Council meeting on 15th March 2022 in relation to the accounts for year ending 31st March 2023 (appendix C256ii refers).

It was **resolved** to ratify all the payments on this schedule.

iii. Councillors reviewed the summary of General and Ear Marked Reserves and Committed Expenditure. No comments were raised.

iv. Councillors considered any budgets which require to be carried forward. It was **resolved** to carry forward the remaining budget allocated to Community Grants from the 2021/22 financial year to the 2022/23 financial year.

C257 – 12/04/2022 Community Grants

Councillors received an update on the Community Grant awards for 2021/22 and considered the application from Peasedown Scouts for shelving units, as previously discussed under minutes C122 – 19/10/2021; F&A054 – 04/01/2022 and C192 – 18/01/2022.

It was **resolved** to award a community grant of £500 to 1st Peasedown St John Scout Group to purchase new shelving for their garage storage facility on the Recreation Ground with the funding to be allocated from the remaining Community Grant budget from the 2021/22 financial year.

C258 – 12/04/2022 Order of Known Business, Project Budgets and EMR

Councillors reviewed progress and the expenditure in relation to the Order of Known Business projects for the 2021-22 council year, also, of the previously agreed larger operational projects.

All projects are progressing via their respective Advisory Panels and there will be a thorough review of the projects and associated finances at the Finance & Amenities Committee meeting scheduled for later in the month.

C259 – 12/04/2022 Council Committee Updates

Two meetings had been held since the last Full Council meeting, updates from them are detailed below.

Burial Committee – Advisory Panel meeting held on 17th March 2022. It was noted that the permanent signs in relation to items on cremated remains memorial slabs have not yet been erected.

Cllrs Audrey Gillard-Sprake and Les Sprake reported they had been removing the bindweed from around the saplings in the 'nursery' section at the cemetery.

Personnel Committee – Committee Meeting held on 22nd March 2022. The minutes of this meeting have been published. The main focus of the meeting was Caretaking staff contracts and hours.

8.20pm – It was resolved to adjourn the meeting for a comfort break.

Cllr Ray Love left the meeting.

8.28pm – It was resolved to reconvene the meeting.

C260 – 12/04/2022 Advisory Panel Updates

A. Councillors received reports and considered recommendations from the following Advisory Panels which have met since the last Full Council meeting:

- i. **Civic Events Advisory Panel** – Meeting held on Thursday 31st March 2022 at 7.30pm. The notes from this meeting as an update on the planning of the events to celebrate the Queen's Platinum Jubilee on 2nd June 2022 was circulated as pre-reading.
- ii. **Clerk Liaison Panel** – Meeting held on Wednesday 6th April 2022 at 6.00pm. The CLP continue to work with the Clerk on managing the current workload and staff training. It was also reported that the local neighbourhood policing team will be using the hall/office for a base from time to time to access wifi and power source etc.
- iii. **Executive Committee Advisory Panel** – Meeting held on Tuesday 5th April 2022 at 7.00pm. The notes from the meeting had been circulated as pre-reading. It was **resolved** to approve the recommendations regarding projects and workload priorities as follows:
The priorities for this month:
- Finalise all Persimmon land transfer documentation to go to solicitor.
 - Continue with the Jubilee Garden project.
 - Continue with the planning of the Jubilee Event.
 - Delegate microphones for council meetings.
 - Complete the Recreation Ground improvements works.
 - Continue with the plan for caretaking staff and outside works & associated amending & reissuing of contracts.
 - Complete the signage works from the Football Club Liaison Advisory Panel as agreed by Full Council.
 - Complete works from the Football Club Liaison Advisory Panel regarding the 'Tea Hut'.
 - Complete all outstanding minutes.
 - Update Council on agreed actions and deadlines regarding the removal etc trinkets at the cemetery.
 - Complete the work on the budget – including the advice of the internal auditor on accruals to enable to year to be closed and the budgets loaded.

Councillors also considered the following **motion**:

*To **resolve** to instruct the Clerk that after detailed discussions at both Finance & Amenities, & Full Council meetings the following amounts are moved from the Committed Expenditure into General Reserves:*

1. £1000.00 from the Asset Signage Project.
2. £1000.00 from the Refurbishment of the Telephone Kiosks.
3. £4000.00 from the Recreation Ground Improvements.

Proposed by: Cllr Andy Larcombe

Seconded by: Cllr Jo Davis

This motion was voted upon and **agreed**. The Clerk to action the necessary journal entries on Sage.

- v. **Jubilee Garden Advisory Panel** – A site meeting with contractor was held on Wednesday 16th March 2022 at which the following was agreed with the contractor:
- A likely start date of Tuesday, 19th April 2022, and a likely completion date of Tuesday 3rd May. There is some flexibility to run over by a week or so, in the event of bad weather, providing we have at least two weeks to plant-up the garden prior to opening on Thursday 2nd June. If they are available and want to start the works before this date, they will let us know one week in advance.
 - Site storage and welfare facilities would be located at the back of Beacon Hall car park.
 - The Parish Office will advise hirers of Beacon Hall that the works will be taking place and will letter-drop surrounding properties.
 - Works are likely to finish by 5pm each day and will not take place at weekends.
 - The contractor will be issued with a key for Beacon Hall car park gate for the duration of the works.

Since this meeting, letters have been delivered to all the neighbouring properties in French Close and Naishes Avenue that may be impacted by the works. Also, following the article in the newsletter, some residents have volunteered to assist with the planting up of the garden.

Cllr Ogilvie-Davidson, the Caretaker, and the Administration Officer had met earlier in the day to mark out the layout of the plan, in preparation for the contractors. As the tender document had not included a scale drawing, just an indicative plan, an alternative plan layout had been suggested. This was not agreed by Council and the original scheme, as detailed in the tender document, is to be used.

vi. **Persimmon Land Transfer Advisory Panel** – No meeting held; the Clerk is continuing with the marking up of the maps and updating the spreadsheet with all the relevant titles. All councillors will be informed when the email containing all this information is sent to Persimmon.

vii. **Recreation Ground Improvements Advisory Panel** – No meeting held but since the last Full Council meeting the following update was provided:

- Northavon were contacted about the outstanding works and advised they would get someone to visit site to check the ground and then advise us of a date for them to come in and finish everything off.
- Regarding the bramble patch – the site supervisor reported that his recollection was that this was discussed as being part of the work for the concrete pad, rather than the footpaths. When the Scouts went elsewhere for the concrete pad, he checked with the office about whether it was included in the original quote and was told that it wasn't. When it was raised that this could be part of the area where the grass matting should go, so perhaps should have been included, he agreed to check on what's included and what should be extra and will report back on his return from holiday.

B. The scheduled forthcoming meetings for the following Advisory Panels were noted:

- iv. **Civic Events Advisory Panel** – Thursday 5th May 2022 at 7.30pm.
- v. **Clerk Liaison Panel** – Wednesday 4th May 2022 at 6.00pm.
- vi. **Digital Transformation Strategy Advisory Panel** – Tuesday 19th April 2022 at 7.00pm.
- vii. **Executive Committee Advisory Panel** – Tuesday 3rd May 2022 at 7.00pm.

C261 – 12/04/2022 Tea Hut and Toilet Unit at the Recreation Ground

Councillors received a report on proposals for the installation of a tea hut and toilet unit at the Recreation Ground, following discussions at meetings of the Football Club Liaison Advisory Panel and the Finance & Amenities Advisory Panel.

Councillors gave their comments on the proposals, some of which were in favour and some against.

Comments **in favour** of the proposals were:

- The facilities will enhance the lives of residents in the parish.
- An additional toilet was needed anyway for the Referees changing room and this will fulfil that need. It is also good that it will be an accessible toilet.
- It will be good to support the football clubs and for them to have an area for a hot drink.
- The facilities can be used by other people/organisations as well as the Parish Council.
- The Parish Council needs to do something constructive with the money that it holds.
- It would be better for the Parish Council to be responsible for the facilities and to run them and hire them out.
- Providing good facilities outside the home is important and would encourage more people to be out of doors, using the Recreation Ground.

Comments **against** the proposals were:

- Managing the project will put an additional burden on Parish Council staff and running the facilities will also increase their workload.
- Not all residents will benefit from the facilities because they will probably only be used for football matches. This should not be the priority in the middle of a cost-of-living crisis

After lengthy discussion, Councillors consider the following **motion**:

*To **resolve** that Peasedown St John Parish Council undertakes the erection of a tea hut and Equality Act compliant toilet unit at the Miners' Welfare Recreation Ground under the following requirements:*

- *The units to be run in accordance with the conditions of the Charity Commission Scheme Document (Charity Trust minute CT019 – 15/02/2022 refers).*

- That the funding of this project is deducted from General Reserve (using the underspend from the 2021/22 financial year) up to an overall cost of £29,000 net.
- That the units are purchased from Portable Space Ltd.
- That the appointment of the groundworks/utility works, and ramps are delegated to the Clerk in conjunction with the Football Club Liaison Advisory Panel members.
- That the units are installed, if possible, under planning permission ref. 21/04993/FUL, otherwise appropriate amended/alternative planning to be obtained.

Proposed by: Cllr Andy Larcombe

Seconded by: Cllr Kathy Thomas

It was **resolved** to accept this motion, with a recorded vote taken as follows:

Councillor	For	Against	Abstain
Barbara Bailey		✓	
John Bailey		✓	
Mandy Clarke	✓		
Richard Clarke	✓		
Adi Davis	✓		
Jo Davis	✓		
Audrey Gillard-Sprake		✓	
Gavin Heathcote		✓	
Sam Heathcote		✓	
Simon Kidd	✓		
Andrew Larcombe	✓		
Jonathan Rich	✓		
Les Sprake		✓	
Kathy Thomas	✓		

The Clerk was instructed to place an order for the units the following day, as the quotation is only valid until tomorrow.

The colour of the units is to be confirmed; the Clerk to obtain details on the options available and report back for decision.

C263 – 12/04/2022 Snow Warden Scheme

Pre-reading provided a report on the current status of the Snow Warden Scheme and issues encountered with running the scheme. The current Head Snow Warden, Cllr Kathy Thomas, advised there had not been any significant snow fall in the past two years and suggested the scheme should be reviewed and other options in providing a winter support service to the parish be explored.

It was **resolved** to disband the current Snow Warden Scheme with a view to establishing a new scheme, for Council to review and approve in order for it to be put in place prior to October 2022.

C264 – 12/04/2022 Mowing Contracts

Councillors received a report on the mowing contracts for Beacon Field and the Recreation Ground.

It was **resolved** to appoint B&NES Council to mow Beacon Field and surrounding areas for a total cost of £1,730.14 + VAT.

It was **resolved** to appoint Greensward to mow the Recreation Ground, including the football pitch, for a total cost of no more than £4,000+VAT (based on 25 cuts per year; weather dependent).

C265 – 12/04/2022 Calendar of Meetings for the 2022-23 Council Year

Councillors reviewed the draft of the proposed calendar of council meetings in preparation for adoption at the Annual Meeting of the Full Council in May 2022. The following comments were raised:

- The Finance & Amenities Committee meeting on 11th April may be an issue as being held too early in the new financial year.
- The Finance & Amenities Committee meeting on 13th September requested to be moved by Cllr Larcombe (in the event he is elected as Chair to this Committee).
- The Full Council meeting dates to be reviewed to make them more consistent with the number of weeks in between each meeting.
- The calendar could also include the publishing/delivery dates of the Parish Council newsletter.

C266 – 12/04/2022 Annual Parish Council Meeting

An update was provided on the preparations for the Annual Meeting of the Parish Council due to be held on Tuesday 17th May 2022. Councillors were advised the Clerk would be sending out a link to an online 'Expression of Interest' form; all councillors to update this form before the next meeting, with their preferences for which standing committees and outside bodies etc. they wish to serve on in order to aid the streamlining the meeting.

C267 – 12/04/2022 Annual Village Meeting

The draft minutes of the **Annual Village Meeting** held on 29th March 2022 had been circulated in advance of the meeting; it was **resolved** that they be accepted as a true and correct record of that meeting and will be signed by the Chair accordingly.

C268 – 12/04/2022 Outside Bodies

Councillors received an update on meetings attended since the last Full Council meeting, as follows:

Parishes Liaison Group – Representatives: Clerk and Cllrs Audrey Gillard-Sprake; Ray Love; Jonathan Rich; Kathy Thomas. The Chair and Clerk to have the voting rights.

Last meeting – Wednesday 23rd March 2022 – attended by Cllrs Jonathan Rich and Kathy Thomas and the Clerk. Notes from the meeting had been circulated to councillors as pre-reading.

Next meeting – Wednesday 13th July 2022.

Avon Local Councils Association (B&NES ALCA Area Group & County Meetings) -

Representatives: Clerk and Cllrs Conor Ogilvie-Davidson; Kathy Thomas

Last meeting (B&NES Area Group) – Wednesday 19th January 2022 at 7.30pm via Zoom – attended by Cllr Kathy Thomas and the Clerk. The minutes of the meeting had been circulated to councillors as pre-reading.

Next meeting (B&NES Area Group) – Wednesday 8th June 2022.

Somer Valley Forum – Representatives: Cllrs Mandy Clarke; Richard Clarke; Ray Love; Jonathan Rich; Kathy Thomas (first two councillors in attendance at the meeting to receive the voting rights).

Last meeting – Wednesday 3rd March 2022. Attended by Cllrs Mandy and Richard Clarke. Notes from the meeting had been circulated to councillors as pre-reading.

Next meeting – Wednesday 15th June at 6pm via Zoom.

Community Centre Network – Representatives: Cllr Kathy Thomas

Last meeting – Not met since the last Full Council meeting.

Next meeting – Tuesday 10th May at 12.00 noon. Location to be determined.

Peasedown Environment Group – Representatives: Cllrs Ray Love; Conor Ogilvie-Davidson

Last meeting – Friday 25 March at 7.30p.m. at the Methodist Church. Attended by Cllr Ray Love. There were no notes from the meeting, but Cllr Love reported about a request for bicycle racks at Beacon Hall.

Next meeting – No meetings currently scheduled.

C269 – 12/04/2022 Ashgrove Cemetery

Since the last Full Council meeting there had been one interment application which was currently being processed. The Burial Committee will be holding an Advisory Panel meeting on 21st April 2022.

C270 – 12/04/2022 Future Agenda Items & Cllr Questions

Councillors raised the following queries or requests for future agenda items:

- Parish Council newsletter to be included on the next agenda with proposed plans to resolve the recent issues with delivery.
- A date for when the signs for the Recreation Ground changing rooms are being installed was requested. It was replied an update will be provided at the Finance & Amenities Committee meeting later in the month.

C271 – 12/04/2022 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.

C272 – 12/04/2022 Date and Time of Next Meeting

The next Full Council meeting will be the Annual Meeting of Council and is scheduled to be held on Tuesday 17th May 2022 at 7pm at Beacon Hall.

The meeting closed at 9.30pm.

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



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Minutes of the Annual Full Council Meeting held on Tuesday 17th May 2022 at 7.00pm held at Beacon Hall, French Close, Peasedown St John

Present:

Councillors:

Barbara Bailey; John Bailey; Mandy Clarke; Richard Clarke; Andrew Fraser; Gavin Heathcote; Simon Kidd; Andy Larcombe; Ray Love; Jonathan Rich (Chair); Kathy Thomas (Vice-Chair).

In attendance:

Tanya West – Parish Clerk

Public Session

A group of four residents from Ashgrove were present at the meeting, speaking on behalf of a wider group of residents, to express their frustration regarding B&NES Council's recent consultation on proposed changes to Traffic Regulation Orders in Ashgrove.

They felt that the issues they had raised at the April Full Council meeting had been ignored, because the changes they were objecting to had already been actioned. They had not realised until that evening that the Clerk had submitted the Parish Council's objections on this matter to B&NES Council. In addition to the Parish Council's comments, a number of residents had raised objections to the changes but had not received a response.

They now proposed submitting a Freedom of Information request to B&NES Council to ask out how many people had requested that the double yellow lines be put in place. The Clerk advised that B&NES Council has a specific email address for FOI requests.

They also wished to form a residents' group to move the issue forward and requested support from the Parish Council in forming the group and taking any necessary action. It was their view that under the Local Authority Traffic Management Act 2004, B&NES Council are obliged to follow a full and transparent process for any road changes, and they wished to pursue this, with reference to the changes in Ashgrove. Cllrs Andy Larcombe and Ray Love offered to be points of contact for the group. The group could also look at the issue of parking across the village as a whole.

The Chair asked if any persons were recording the meeting. Cllr Gavin Heathcote advised that he was. The Chair reminded Cllr Heathcote, that in line with Parish Council Policy, he should inform the Clerk or the Chair of the meeting at the beginning of the meeting if he wishes to record future meetings.

C001 – 17/05/2022

Election of Chair and Vice-Chair

One written and signed nomination for the position of Chair had been received; no further nominations were forthcoming at the meeting and so it was **resolved** to elect Cllr Jonathan Rich as Chair. The Declaration of Office was signed accordingly.

One written and signed nomination for the position of Vice-Chair had been received; no further nominations were forthcoming at the meeting and so it was **resolved** to elect Cllr Kathy Thomas as Vice-Chair. The Declaration of Office was signed accordingly.

C002 – 17/05/2022

Attendance Roll Call and Declarations of Interest

An attendance roll call was undertaken and those present are detailed above.

In the interests of transparency councillors raised the following non-pecuniary interests:
Cllrs Mandy Clarke and Richard Clarke - Community Grant application from Peasedown Residents Association (C015 – 17/05/2022 refers) as both are members of the organisation.
Cllrs Mandy Clarke, Richard Clarke, and Andrew Fraser - Planning application ref. 22/01803/FUL as the applicant is known to them.

C003 – 17/05/2022 Attendance and Apologies for Absence

Apologies for absence had been received from Cllrs Adi Davis and Conor Ogilvie-Davidson due to work commitments; from Cllrs Jo Davis; Audrey Gillard-Sprake and Les Sprake due to being away; from Cllr Sam Heathcote due to childcare. These apologies were duly noted.

C004 – 17/05/2022 Minutes

- i. The minutes of the **Full Council** meeting held on 15th March 2022 had been circulated in advance of the meeting; it was **resolved** that they be accepted as a true and correct record of that meeting and will be signed by the Chair accordingly.
- ii. The minutes of the **Full Council** meeting held on 12th April 2022 had been circulated in advance of the meeting; but not in sufficient time for them to be reviewed by all councillors. It was therefore agreed their approval should be rolled over to the next meeting.
- iii. The minutes of the **Burial Committee** meeting held on 22nd June 2021 had not been circulated. Their approval to be rolled over to the next meeting.

C005 – 17/05/2022 Items for Urgent Report

There were no items for urgent report.

C006 – 17/05/2022 Standing Orders & Financial Regulations

- i. It was **resolved** that for the council year 2022-23 councillors agree to receive meeting summonses by email in accordance with Standing Order 15.b.i.
- ii. A copy of the Standing Orders had been circulated as pre-reading. It was noted there had not been any changes to them in the last council year. It was **resolved** to adopt the Standing Orders.
- iii. A copy of the Financial Regulations had been circulated as pre-reading. It was noted they were last amended in February 2022. It was **resolved** to adopt the Financial Regulations.

C007 – 17/05/2022 Council Committees & Delegations

- i. It was **resolved** to adopt the Terms of Reference and Delegations to the Standing Committees, Sub-Committees, employees, and other local authorities. Including the Council's Committee structure and member numbers. This document was amended during the past year in order to incorporate the reinstatement of the Planning Committee, the change in name of the Burial Committee to Cemetery Committee and removal of the Executive Committee, for which the Terms of Reference have now been transferred to an Advisory Panel.
- ii. Members were appointed, and Chairs were elected to the Standing Committees as follows:
 - **Cemetery Committee** – Seven councillors indicated that they would like to serve on this committee and, as a result of a vote, the following six councillors were appointed:
 - Mandy Clarke
 - Richard Clarke
 - Audrey Gillard-Sprake – Elected as **Chair**
 - Andrew Larcombe
 - Conor Ogilvie-Davidson
 - Les Sprake
 - **Finance & Amenities Committee** – Nine councillors indicated that they would like to serve on this Committee and, as a result of a vote, the following six councillors were appointed:
 - John Bailey
 - Jo Davis
 - Simon Kidd
 - Andrew Larcombe – Elected as **Chair**
 - Ray Love
 - Conor Ogilvie-Davidson
 - **Personnel Committee** – Nine councillors indicated that they would like to serve on this Committee and, as a result of a vote, the following six councillors were appointed:
 - Barbara Bailey
 - Richard Clarke

- Simon Kidd – Elected as **Chair**
- Ray Love
- Conor Ogilvie-Davidson
- Les Sprake

- **Planning Committee** – Ten councillors initially indicated that they would like to serve on this Committee, three of which withdrew their request at the meeting and, as a result of a vote, the following six councillors were appointed:

- Barbara Bailey
- Mandy Clarke
- Adi Davis
- Audrey Gillard-Sprake
- Les Sprake
- Kathy Thomas – Elected as **Chair**

C008 – 17/05/2022 Outside Bodies

- i. Councillors received an update on meetings attended since the last Full Council meeting, as follows:

Parishes Liaison Group

Last meeting – Not met since the last Full Council meeting but email from B&NES Council Connecting Communities Team regarding the Parish Charter Review; Mapping Climate Data; and Community Emergency Plans was circulated as pre-reading.

The importance of the **Parish Charter review** was explained, and the four questions requested to be answered as part of the first of three surveys is due to be completed by 17th June 2022. The Clerk to: a) create a MS Form and share with councillors so they can provide their comments; b) amalgamate the feedback and include on the agenda in order to sign off at the June Full Council meeting; c) obtain an extension on the deadline for comment submission from the Connecting Communities Tea at B&NES Council.

Next meeting – Wednesday 13th July 2022.

Avon Local Councils Association (B&NES ALCA Area Group & County Meetings) -

Last meeting (B&NES Area Group) – Not met since the last Full Council meeting.

Next meeting (B&NES Area Group) – Wednesday 8th June 2022.

Somer Valley Forum

Last meeting – Not met since the last Full Council meeting but email from B&NES Council Connecting Communities Team regarding Somer Valley Enterprise Zone Update, Consultation and Webinar on 19 May 2022 was circulated as pre-reading. Any councillor wishing to attend to please advise the Clerk.

Next meeting – Wednesday 15th June at 6pm via Zoom.

Community Centre Network

Last meeting – Tuesday 10th May at 12.00 noon – no representatives from PSJPC attended.

Next meeting – Thursday 25th August 2022 at 12.00 noon at the new Batheaston Village Hall.

- ii. Councillors reviewed the volunteers for representatives with external bodies and the arrangements for reporting back. It was **resolved** to approve the representatives with external bodies as detailed below and the arrangements for reporting back as per the pre-reading.

Parishes Liaison Group – Representatives: Clerk and Cllrs Audrey Gillard-Sprake; Jonathan Rich; Les Sprake; Kathy Thomas. The Chair and Clerk to have the voting rights.

Avon Local Councils Association (B&NES ALCA Area Group & County Meetings) -

Representatives: Clerk and Cllrs Jonathan Rich; Kathy Thomas.

Somer Valley Forum – Representatives: Cllrs Mandy Clarke; Richard Clarke; Ray Love; Jonathan Rich (first two councillors in attendance at the meeting to receive the voting rights).

Local Flood Representative – Representatives: Cllr Jonathan Rich.

Community Centre Network – Representatives: Cllr Kathy Thomas.

Peasedown Environment Group – Representatives: Cllrs Adi Davis; Audrey Gillard-Sprake; Ray Love; Les Sprake.

Somer Valley Rediscovered – Representatives: Cllr Kathy Thomas.

C009 – 17/05/2022	Local Authority Agency Agreements
Councillors reviewed the arrangements, including any charters, with other local authorities and reviewed contributions made to expenditure incurred by other local authorities.	
i. It was resolved that the Standing Agency Agreement between B&NES Council and the Parish Council for Public Rights of Way vegetation clearance should continue for the 2022-23 council year. ii. It was resolved that the Standing Agency Agreement between B&NES Council and the Parish Council for the School Crossing Patrol Service should continue for the 2022-23 council year in accordance with minute C045 – 18/06/2019.	
C010 – 17/05/2022	Subscriptions and Memberships
Councillors reviewed the Council's and/or employees' memberships to other bodies.	
It was resolved to ratify the decision made under minute C235-15/03/2022 approving the annual membership subscriptions for Avon Local Councils' Association/National Association of Local Councils; Bath Community Transport; Institute of Cemetery and Crematorium Management; and the Society of Local Council Clerks for the 2022-23 council year.	
C011 – 17/05/2022	Calendar of Meetings for the 2022-23 Council Year
Councillors reviewed the revised draft of the proposed calendar of council meetings. The Clerk advised the newsletter publishing/delivery dates would be added to the document after the discussions held under item C021 – 17/05/2022. A concern was raised about the dates of the councillor surgeries as it was felt those dates should be able to be flexible. It was suggested that Tuesday evenings, when there is not a council meeting could be utilised. It was also suggested they could sometimes be held at the new tea hut on the Recreation Ground once erected.	
It was resolved to adopt the proposed calendar of scheduled ordinary meetings for the 2022-23 council year with the exception of the councillor surgery dates which will be reviewed throughout the year.	
C012 – 17/05/2022	Assets & Insurance
i. There were no end-of-life assets at a value over the Clerk's sign off that required to be disposed of. ii. The inventory of land and assets including buildings and office equipment had not been published as pre-reading prior to the meeting and as several additions were required to this document, it was agreed to defer this item until the June Full Council meeting. iii. It was resolved to confirm the current arrangements for insurance cover in respect of all insured risks. It was further noted that investigation work for a new term policy would commence at the next Finance & Amenities Committee meeting to report back to Full Council in due course.	
C013 – 17/05/2022	Policies & Strategic Documentation
It was resolved to affirm the Parish Council's Policies and Strategic Documents which are reviewed as part of the Annual Governance Cycle. The Clerk to ensure these documents on the website are fully up to date.	
C014 – 17/05/2022	Council Committee Updates
Two meetings had been held since the last Full Council meeting, updates from them are detailed below.	
Burial Committee – Advisory Panel meeting held on 27 th April 2022 at the Cemetery. Points raised for further action or investigation will be discussed at the next Committee meeting in July 2022.	
Finance & Amenities Committee – Committee meeting held on 26 th April 2022. The minutes of this meeting have been published. The main focus of the meeting was the Community Grants – See item C015 – 17/05/2022 for the recommendations from the committee.	
C015 – 17/05/2022	Community Grants
Councillors received an update regarding the Parish Council Community Grant Scheme and considered the recommendations raised at the Finance & Amenities Committee to award £3,100 in Community Grants (minute F&A066 – 26/04/2022 refers).	
It was resolved to approve the recommendations from the Finance & Amenities Committee for the community grant awards. A summary of the grant applications and subsequent awards can be found as appendix C015i.	
It was noted that a remaining balance of £900 is available for a second round of grants later in the year. Further details to be included in the summer Parish Council newsletter.	
C016 – 17/05/2022	Financial Matters & Schedule of Payments
i. Councillors reviewed those operational-related payments which arise on a regular basis throughout the year (appendix C016i refers). It was resolved to approve this list of regular expenditure and for payments to be made without having to bring each invoice back to council/committee for prior approval, in accordance with Financial Regulation 5.8.	

- ii. It was **resolved** to reaffirm that payments for utility supplies, business rates, fuel card, credit card, data protection fee, accounts software subscription all continue to be paid by direct debit and the annual allotment rent continues to be paid by Standing Order all in accordance with the Financial Regulations.
- iii. The report of the Council's expenditure incurred under s.137 of the Local Government Act 1972 for the accounts for year ending 31st March 2022 will be presented at the June Full Council meeting as part of the end of year accounts summary.
- iv. The report of the Council's expenditure incurred under s.106 of the Section 106 of the Town and Country Planning Act 1990 and under the Community Infrastructure Levy for the accounts for year ending 31st March 2022 will be presented at the June Full Council meeting as part of the end of year accounts summary.
- v. Councillors reviewed the schedule of payments raised since the Full Council meeting on 12th April 2022 in relation to the accounts for year ending 31st March 2022 (appendix C016ii refers).
It was **resolved** to ratify all the payments on this schedule.
- vi. Councillors reviewed the schedule of payments raised since the Full Council meeting on 12th April 2022 in relation to the accounts for year ending 31st March 2023 (appendix C016iii refers).
It was **resolved** to ratify all the payments on this schedule.
- vii. Councillors reviewed the summary of General and Ear Marked Reserves and Committed Expenditure. No comments were raised.

C017 – 17/05/2022 Order of Known Business

It was **resolved** to reaffirm the Order of Known Business document for the 2022-23 council year. Progress and the expenditure in relation to the Order of Known Business for the 2021-22 council year was noted.

C018 – 17/05/2022 Planning Related Matters

It was noted that now a Planning Committee has been established, planning applications will mostly be considered at Committee meetings, rather than at Full Council.

- A. Councillors reviewed the plans, alongside any feedback provided by public or members, and determined the Parish Council's official response regarding the following planning applications:
 - i. Reference: **22/01466/FUL**
Address: **Skylark Farm, Braysdown Lane**, Peasedown St John, Bath, BA2 8NL.
Proposal: Use of land for the siting of timber cabin for ten years for an agricultural worker.
Applicant: Parton Poulets Ltd.
There were no public comments listed on the B&NES Council website relating to this application. It was noted that a public right of way goes near to the corner of this proposed development. Councillors did not raise any concerns regarding the application and so it was **resolved** that it be supported.
 - ii. Reference: **22/01233/FUL**
Address: **14 Carlingcott**, Carlingcott, Bath, BA2 8AN.
Description of Proposal: Construction of timber garden room for use as an office and treatment room for own business use.
Applicant: Paul Huckin.
There were no public comments listed on the B&NES Council website relating to this application. It was noted that the proposed development is to accommodate the transfer of an existing treatment room that is located within the house and so although this is a new development, it will not have any additional impact on parking/vehicle movement etc. as it is no different to the current set up. It was therefore **resolved** to support the application.
 - iii. Reference: **22/01642/FUL**
Address: **Mercedes Benz of Bath, Bath Business Park**, Foxcote Avenue, Peasedown St John, Bath, BA2 8SF.
Proposal: Proposed development to form new cosmetic repair and dry valeting land adjacent Mercedes Benz of Bath.
Applicant: Mr Jason Biggadike
There were no public comments listed on the B&NES Council website relating to this application. It was suggested that any external lighting on the proposed development be of a type to keep light pollution to a minimum, also that timings of use are restricted to help reduce the impact on

the environment/wildlife and the neighbouring properties on the other side of the bypass. It was **resolved** to support the application.

iv. Reference: **22/01756/VAR**

Address: **1 Keel's Hill**, Peasedown St John, Bath, BA2 8EW.

Proposal: Variation of condition 3 (Plans) of application 20/01624/FUL (Demolition of existing side extension and replacement with two-storey extension.).

Applicant: Mr Stuart Seviour

There were no public comments listed on the B&NES Council website relating to this application. Councillors did not raise any concerns regarding the application and so it was **resolved** that it be supported.

v. Reference: **22/01803/FUL**

Address: **36 Underleaf Way**, Peasedown St John, Bath, BA2 8SY.

Proposal: Internal alterations and new windows and doors.

Applicant: Nico Webb.

There were no public comments listed on the B&NES Council website relating to this application. It was commented that the existing double garage is being converted to increase the living area of the property. It was not certain whether the garage is currently being used for parking of vehicles or what other parking provision there is currently available at the property. It was resolved neither to support nor object to the application but to submit comments only in that the parking provision needs to be clarified to ensure that it is adequate for the proposed development.

vi. Reference: **22/01754/FUL**

Address: **Camerton and Peasedown Croquet Club, Whitebrook Lane**, Peasedown St John, Bath

Proposal: Replacement of existing wooden club house with new more sustainable structured club house (amendment to application 20/03162/FUL).

Applicant: Camerton & Peasedown Croquet Club.

There were four public comments listed on the B&NES Council website in support of this application.

Councillors did not raise any concerns regarding the application and so it was **resolved** that it be supported.

vii. Reference: **22/01827/FUL**

Address: **101 Faulkland View**, Peasedown St John, Bath, BA2 8TP.

Proposal: Loft conversion

Applicant: Mr Ollie Hayes

There were no public comments listed on the B&NES Council website relating to this application. Councillors did not raise any concerns regarding the application and so it was **resolved** that it be supported.

B. Councillors received, for information, a report on the following (appendix C018i refers):

- i. Planning decisions issued by B&NES Council.
- ii. Planning enforcement matters.
- iii. Planning applications not invited to comment / appeals / pending applications / applications from neighbouring parishes. It was reported that planning application ref. 21/05622/FUL will be considered by B&NES Council Planning Committee at their meeting on 1st June 2022. Clerk to circulate details and councillors to advise the Clerk if they wish to attend the meeting.
- iv. Progress on the Greenlands Road development of 89 dwellings.

C. **Street Naming Consultation** – A pre-reading report provided councillors with an update on the current system for street naming and the proposed amendments to this legislation. Councillors were asked to provide the Clerk with any comments or feedback they have in relation to this consultation in order that they can be amalgamated and submit them on behalf of the Parish Council by the consultation deadline of 22nd May 2022. Alternatively, councillors may wish to respond directly to the consultation in a personal capacity.

- D. **Local Planning Policy** – Councillors received notification on B&NES Council's consultations on the **Draft Planning Obligations** Supplementary Planning Document and the **Draft Sustainable Construction Checklist** Supplementary Planning Document. Any comments to be submitted to the Clerk in order that they be included for consideration by the Planning Committee at their first meeting on 7th June. The Committee to establish a formal response on behalf of the Parish Council to submit before the consultation deadline of 17th June 2022.

C019 – 17/05/2022 Correspondence, Complaints & Issues

Councillors had the opportunity to review any new queries, issues and complaints raised since the last meeting as they had been logged on the relevant online Planner Board. Items of significance brought to the Council's attention included:

➤ **Traffic Regulation Orders:**

- An update was provided on the four proposed TROs on **Ashgrove, Camvale and Old England Way**, for which comments agreed at the last Full Council meeting had been submitted to B&NES Council. The objections raised were being followed up, but appear to have been ignored, because some of the proposed works had already been actioned. The Clerk was following this up and will report back.
The suggestion from the residents to undertake a holistic review of the parking arrangements across the village was endorsed by councillors and it was agreed that this should be included on the agenda for the next Planning Committee.
- **Resurfacing of A367 – THTTC2873.** It was noted these works will be undertaken at some point from 30th May 2022 onwards and will last for a maximum of five days. The Clerk was requested to send an email to the Highways Department at B&NES Council asking if they could try to resolve the problem with the drainage/flooding on parts of the A367 whilst they are undertaking the resurfacing works.
- **Carlingcott** temporary prohibition of use by vehicles for **Queen's Jubilee Street Party** - THTSC749. It was noted that the road will be temporarily closed on Sunday 5th June 2022 between 8am and 8pm due to a street party to celebrate the Queen's Platinum Jubilee.

➤ Councillors received an update on queries raised at the last meeting from the owner of the **Old Quarry Site**, requesting feedback from the Parish Council on their proposals for **relocation of the vehicular access**.

The Clerk outlined the responses she had received; the owner was not minded to move the proposed new access from where it is detailed in the plans, due to the dropped kerb already being in place in the location identified. Consequently, councillors still had concerns regarding the proximity of the proposed vehicular access to the pedestrian entrance to the Recreation Ground, and the potential hazard to pedestrians, particularly as they would not expect to have cars accessing/existing the site in this location. The Clerk was asked to contact the landowner to reiterate the Council's concerns and to remind the landowner they will need to speak with B&NES Council Highways and Planning Departments regarding the proposals.

➤ Councillors considered **issues with areas of land near Bath Road/Huddox Hill** with a view to providing Cllrs Larcombe and Rich permission to liaise with residents and other required parties. It was noted that continuing complaints had been received from residents regarding this matter, relating to a property on Bath Road, near the entrance to Belle Vue Close.
Although some councillors objected to spending more time on this issue because they felt it to be outside the remit of a Parish Council, it was agreed to grant permission for Cllrs Andy Larcombe and Jonathan Rich to liaise with local residents and other required parties (including B&NES Council) to investigate the situation and provide signposting for residents to help them understand if and how they are able to move things forward.

C020 – 17/05/2022 Advisory Panel Updates

- A. Councillors received the schedule of appointed Advisory Panels. It was **resolved** to disband the following Advisory Panels, them having either served their purpose or been superseded by another Advisory Panel:

Advisory Panel Name	Minute Established
Beacon Hall Covid Secure Advisory Panel	C398 – 21/07/2020
Council Structure Review Advisory Panel	C168 – 14/12/2021

Planning Advisory Panel	C010 – 14/05/2019
VE Day Celebrations Advisory Panel	C132 – 10/09/2019

It was **resolved** to reaffirm the appointment of the ten Advisory Panels reporting to Full Council (as listed below) in line with their Terms of Reference documents.

Advisory Panel Name	Minute Established
Christmas Lights Advisory Panel	C010 – 14/05/2019
Civic Events Advisory Panel	C168 – 14/12/2021
Climate & Environment Advisory Panel	C568 – 16/03/2021
Digital Transformation Strategy Advisory Panel	C123 – 10/09/2019
Jubilee Garden Advisory Panel	C547 – 16/02/2021
Operation London Bridge Advisory Panel	C133 – 10/09/2019
Parish Map and Signage Project Advisory Panel	C372 – 16/06/2020
Persimmon Land Transfer Advisory Panel	C010 – 14/05/2019
Recreation Ground Improvements Advisory Panel	C547 – 16/02/2021
Streetlighting Advisory Panel	C280 – 18/02/2020

It was **resolved** to appoint an Executive Advisory Panel reporting to Full Council in line with the updated Terms of Reference document.

- B. A report on the attendance to Advisory Panel meetings will be published monthly going forward.
- C. Councillors received reports and considered recommendations from the following Advisory Panels which have met since the last Full Council meeting:
- Civic Events Advisory Panel** – Meeting held on Thursday 5th May 2022 at 7.30pm. The notes from this meeting provided an update on the planning of the events to celebrate the Queen's Platinum Jubilee on 2nd June 2022 and were circulated as pre-reading. Councillors were each provided with some invitations to the event to hand out to friends and neighbours.
 - Clerk Liaison Panel** – Meeting held on Wednesday 4th May 2022 at 6.00pm. The CLP continue to work with the Clerk on managing the current workload and staff. An update from the last meeting was emailed to all councillors under confidential cover.
 - Digital Transformation Strategy Advisory Panel** – Meeting held on Tuesday 19th April 2022 at 7.00pm. The notes from this meeting were circulated as pre-reading. The Clerk is arranging an online meeting with the company that had recently provided a quotation for some audio-visual equipment for Beacon Hall.
 - Executive Committee Advisory Panel** – Meeting held on Tuesday 3rd May 2022 at 7.00pm. The notes from the meeting had been circulated as pre-reading. The recommendations regarding projects and workload priorities for this month were noted as follows:
 - Chase Persimmon land transfer for update & arrange meeting with our Solicitor.
 - Complete the Jubilee Garden project once final decisions have been made by the Advisory Panel.
 - Continue with the planning of the Jubilee Event in conjunction with the Advisory Panel.
 - Delegate microphones for council meetings – To arrange the 'Teams' meeting AV Audio as agreed by the Digital Transformation Advisory Panel.
 - Complete the Recreation Ground improvements works – Work with Northavon to arrange for the installation of the grass matting and any remaining works to be completed.
 - Install the signage to the 'Dug Outs'.
 - Order the changing room sign as agreed by Finance & Amenities Committee & Full Council.
 - Complete works for the 'Tea Hut' as agreed by Full Council. Additional quote required for the concrete base and submit a Variation application to the Planning Permission as discussed.
 - Arrange a football changing room inspection.
 - Amend the Football User Agreements for 2022/23 to include the use of the 'Tea Hut' etc.
 - Complete all outstanding Minutes and check all minutes have been uploaded to the website.
 - Update Council on agreed actions and deadlines regarding the removal etc of trinkets at the cemetery – request a delivery date for the signage from the suppliers & report back.
 - Complete the work on the budget – including the advice of the internal auditor on accruals to enable to year to be closed and the budgets loaded by the agreed deadline of 13th May.

<p>n. Prepare all necessary documents and review the terms of references for committees and advisory panel for the Annual meeting of the Parish Council.</p> <p>v. Jubilee Garden Advisory Panel – Meeting held on Wednesday 4th May 2022 at 7.15pm. Since the last meeting the contractor commenced and finished the groundworks including the installation of the pathways. The Caretakers have erected the pergola and the benches. The bulk of the garden was planted up earlier in the day, with the Mini Police undertaking some additional planting tomorrow.</p> <p>vi. Parish Map and Signage Advisory Panel – Meeting held on Monday 25th May 2022 at 7.00pm. Councillors considered the recommendation regarding a suggested change to the location of one of the interpretation boards. It was agreed that the board detailing information about Braysdown Pit be located at the junction of the parish boundary with the Sustrans 24 route (disused Somerset and Dorset Railway) rather than at Braysdown Allotments.</p> <p>D. The scheduled forthcoming meetings for the following Advisory Panels were noted:</p> <p>i. Civic Events Advisory Panel – Thursday 26th May 2022 at 7.30pm.</p> <p>ii. Clerk Liaison Panel – Wednesday 1st June 2022 at 6.00pm.</p> <p>iii. Executive Advisory Panel – Tuesday 7th June 2022 at 7.30pm.</p>	
<p>C021 – 17/05/2022 Parish Council Newsletter</p> <p>Councillors reviewed the pre-reading report on proposed arrangements of the Parish Council newsletter for publishing, printing, and distribution.</p> <p>The report provided details on the Royal Mail Door-to-Door service. This is cheaper than the current delivery service but results in an additional 549 copies of the newsletter being required, because some of the BA2 8 area lies outside the parish boundary. This means that properties in Wellow, Shoscombe etc. would also receive a copy of the Parish Council newsletter. The additional printing cost would be covered by the cost saving on the delivery.</p> <p>It was suggested to consider appointing a private marketing company to undertake all the Parish Council's promotional activities. The idea to be discussed at the next Personnel Committee to determine whether this is a feasible option.</p> <p>It was acknowledged that changes are required in the short term and so it was resolved to use the Royal Mail Door-to-Door service for the Summer 2022 newsletter delivery on a trial basis, at a cost of £226.76+VAT, noting the additional printing costs required, to accommodate the need for delivery of those properties outside of the parish boundary, that are under the same postcode sector.</p>	
<p>C022 – 17/05/2022 Outside Tap at Beacon Hall</p> <p>Councillors reviewed the pre-reading report and considered the expenditure in relation to the installation of an outside tap at Beacon Hall in order to water the plants within the Jubilee Garden.</p> <p>It was resolved to allocate a sum of up to £610+VAT, to be taken from Infrequent Operational Expenditure, and to authorise the Clerk to arrange the installation with the supplier providing the most cost-effective quote.</p>	
<p>C023 – 17/05/2022 Community Equipment</p> <p><i>To review and approve the designated form and process for the lending of Parish Council equipment to local organisations and residents/members of the community.</i></p> <p>This item was not discussed, as it was necessary to conclude the meeting to avoid being in breach of Standing Order 3(q), which states that meetings shall not exceed a period of 2½ hours. The item will therefore be included on the June Full Council agenda.</p>	
<p>C024 – 17/05/2022 General Power of Competence</p> <p><i>To consider eligibility and to receive report and roadmap for the Council to achieve the General Power of Competence.</i></p> <p>This item was not discussed, due to the lack of pre-reading and that it was necessary to conclude the meeting to avoid being in breach of Standing Order 3(q), which states that meetings shall not exceed a period of 2½ hours. The item will therefore be included on the June Full Council agenda.</p>	
<p>C025 – 17/05/2022 Future Agenda Items & Cllr Questions</p> <p>Councillors were provided with an opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda. None were raised.</p>	
<p>C026 – 17/05/2022 Review of New Actions</p> <p>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.</p>	

C027 – 17/05/2022

Date and Time of Next Meeting

The next meeting of the Full Council is scheduled to be held on Tuesday 28th June 2022 at 7pm at Beacon Hall.

The meeting closed at 9.30pm.

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

DRAFT

Appendix C015i – A summary of the community grant applications and subsequent awards

Project Name	Organisation	Funding to be Used For	Number of Peasedown Residents to benefit	Total cost of project	Value of grant applied for	Percentage of application vs. total cost	How much already raised	Comment
Village Firework Display	Peasedown St. John Cricket Club	For firework display on 4th November 2022. The funding would be used to give all children at PSJ primary school a free pass to attend. Also, to help keep prices down to benefit all those who attend.	Approx. 500 PSJ school children and their families	£2,808	£1,000	36%	£1,000	To award £1,000 on the condition a free ticket is issued to all the children of Peasedown St. John Primary School.
Peasedown St John Play Day	Bath Area Play Project	The funding will be used to go towards the cost of running a family play day on Beacon Field during the school summer holidays. This will provide a range of play opportunities facilitated by play workers for children, parents/carers to enjoy together including den building, water play, construction and creative play as well as lots of physical play including an inflatable.	Approx. 300 children and their parents/carers	£1,908	£1,000	52.4%	£830 for staff costs	To award £1,000 - and for the event to be promoted as a PSJPC and BAPP play day. These events are usually very well attended and very much enjoyed by those who attend.
Hive Community Café	Swallow	To be able to buy a countertop chiller for the café, it would help us keep food fresh and sell more cakes and other items.	100+ customers and 20 swallow members	£540	£400	74.1%	£140	Not to award for this application. Against using tax payers money to provide equipment to produce a profit although wish the best for the charity and the good work that they do.
Blankets and scarves for Ukraine and homeless in Bath area Creative courses	Peasedown Social & Wellbeing Group	Funding will be used for wool and craft materials throughout the year. Refreshments for future meetings The group arrange a summer outing to somewhere interesting for all our members A Christmas meal is also arranged but not necessarily funded from this request. Creative Courses - learning new skills. Storage boxes	15+	£450	£200.00	44.4%	£0	To award £200 - PSJPC would prefer for the blankets and scarves to be used for the homeless in local area, rather than for Ukraine (as they are now requesting funding to obtain the items they need).

Project Name	Organisation	Funding to be Used For	Number of Peasedown Residents to benefit	Total cost of project	Value of grant applied for	Percentage of application vs. total cost	How much already raised	Comment
Children's Activities	Peasedown Indian Community	Children's activities. Group meets once a month at Beacon Hall	40	100 per month	*£50 per month	50.0%	£0	Not to award for this application. As an alternative, it was resolved for the Peasedown Indian Community group to be offered a 3-month discount on their hire of Beacon Hall, in line with other previous first-time regular hirers as an aid to get the group established.
Avon & Somerset Mini Police	Avon & Somerset Police	Bushnell RADAR gun	20 children this year, and 20 children every year, ongoing	£179.00	£179.00	100.0%	£0	Not to award for this application. As an alternative, it was resolved for the Parish Council to purchase a radar gun and 11 small litter pickers and 10 pairs of gardening gloves, to be owned by the Parish Council, but to be available to use, on loan, by local groups/organisations that want to use them.
Avon & Somerset Mini Police	Avon & Somerset Police	For the purchase of 11x litter pickers and 10x pairs garden gloves.	20 children this year, and 20 children every year, ongoing	£258.91 (includes £43.15 VAT) for children's litter pickers and £37.00 for gloves.	£295.91	100.0%	£0	Not to award - see reasons listed above.
Summer Activities & Big Breakfast	Peasedown Residents Association	Equipment for summer activities during school holidays. Kitchen equipment for big breakfast.	All local children and families in Peasedown St John	£220	£220	100.0%	None	To award £220 - PSJPC to purchase the games and reclaim the VAT. The items being asked for can be reused many times. Appreciate that the group is getting back on their feet, but in future would like to see them raising some of their own funds rather than asking for 100% of the costs.

Project Name	Organisation	Funding to be Used For	Number of Peasedown Residents to benefit	Total cost of project	Value of grant applied for	Percentage of application vs. total cost	How much already raised	Comment
Peasedown Community Hub Group Summer Beach Trip	Southside Family Project	<p>Summer trip to the beach in August 2022 for Southside's Peasedown St John Community Hub Group. The group meets each week at Beacon Hall - a 'grown up space for adults with a fantastic children's group'.</p> <p>Families meet and support each other, share experiences and take part in activities. The group would love to go on a trip to the seaside in Dorset together, as they did in 2019, thanks to your support. This would be a great opportunity to spend time together, 'escape' the pressures of everyday life for a day at this difficult time, and have a great day out, building family and group memories.</p>	40 (of all ages, intergenerational)	£700 (£550 coach hire, £150 lunch/refreshments)	£650	92.9%	£50	To award £280 - Would like to see more fundraising done by this group towards this trip. PSJPC prepared to pay half the hire of the coach, up to £280 subject to them getting other funding for the trip to go ahead.
Afternoon Tea Dance	Line Dance with ME	<p>2 Afternoon Tea Dances between Oct & Dec 2022</p> <p>Cost breakdown: Room hire £45x 2 £90; Afternoon tea £75x 2 £150; Travel £10x 2 £20; Fee & equipment £50 2 £100; Admin £50 2 £100; Volunteer expenses £20 2 £40; Dance demonstrations £000</p> <p>Funding this activity will benefit the wellbeing of the community, enhancing a sense of purpose and self-esteem, improving happiness and satisfaction. Intervention may help many unemployed in the area who have suffered from depression. My vision and drive is to enable the community to share opportunities to meet new people, enjoy and have a fun time in a safe and relaxing atmosphere.</p>	Approx. 30	£500	£500.00	100.0%	None	<p>Not to award for this application. Do not think this is value for money for the PC as not certain it actually encourages those individuals who do not already attend class/event. There is also a lack of self-funding/contribution; if the PC are being asked to fund, then why is the organiser not providing their time for free etc.</p>

Project Name	Organisation	Funding to be Used For	Number of Peasedown Residents to benefit	Total cost of project	Value of grant applied for	Percentage of application vs. total cost	How much already raised	Comment
Hosting a country singer for an afternoon tea dance	Line Dance with ME	<p>General Running costs to host a country singer for an afternoon tea dance between Jan & Mar 2023 Cost breakdown: Room hire £60; Singer £300; Sandwiches & cakes £75; Beverages £10; Travel £10; Fee & equipment £50; Admin £75; Volunteer expenses £50; Dance demonstrations £000</p> <p>Funding this activity will benefit the wellbeing of the community, enhancing a sense of purpose and self-esteem, improving happiness and satisfaction. Intervention may help many unemployed in the area who have suffered from depression. My vision and drive is to enable the community to share opportunities to meet new people, enjoy and have a fun time in a safe and relaxing atmosphere.</p>	30 - 50	£630	£630.00	100.0%	None	<p>Not to award for this application. Do not think this is value for money for the PC as not certain it actually encourages those individuals who do not already attend class/event. There is also a lack of self-funding/contribution; if the PC are being asked to fund, then why is the organiser not providing their time for free etc.</p>
Allotment Holders' Barbeque	Braysdown Allotments Committee	To provide food for the BBQ an annual event held in July for all allotment holders, councillors and families. A great time to celebrate what we have grown and get to know each other better. A real community event.	60+	£100	£100.00	100.0%	None	To award £100 - Support this event as it helps to build community - physical and mental improvements for all allotment holders.
End of Year Party	SJ's Little Ones	To hire a bouncy castle for the end of year party on the 1st July 2022	60 - 80	£150	£80	53.3%	None	<p>Not to award for this application. The Anglican Church has a £9.2billion investment fund. St John's Church is already funding other organisations and events within the village so believe they have money to spend and are therefore able to fund this event themselves.</p>

Project Name	Organisation	Funding to be Used For	Number of Peasedown Residents to benefit	Total cost of project	Value of grant applied for	Percentage of application vs. total cost	How much already raised	Comment
Electrical installation work for new garage store	1st Peasedown St John Scout Group	To undertake electrical installation work within the new equipment store building located on the Rec. Any surplus from the electrical work will be utilised for purchasing of additional equipment, for example, camping equipment and flag carrying equipment for civic duties etc.	70 members currently but strong links with the school so indirectly a wider number of community members would benefit	£1,560	£1,300	83.3%	None as construction of garage was more than expected due to increasing costs from Covid/Brexit etc.	To award £300 - On the basis the grant is for camping and flag carrying equipment and they raise their own money for the electrical installation).

Appendix C016i - Schedule of operational-related payments which arise on a regular basis throughout the year, in accordance with Financial Regulation 5.8.

Frequency of Payment	Details for Period Apr. 2022 to Mar. 2023	Annual Amount (if known)	Nominal Code	NC Annual Budget
Monthly	Telephone & Broadband - Parish Office	Usage Dependent	502004	£800.00
Ad-hoc	Stationery, Printing & Postage	Usage Dependent	502005	£1,250.00
Quarterly	Printing of Newsletter	Size Dependent	503001	£1,000.00
Quarterly	Delivery of Newsletter	Size Dependent	503001	£1,000.00
Monthly	Petrol & Oil	Usage Dependent	602009	£500.00
Monthly	Street Lighting Energy Supply	Rate Dependent	603001	£2,500.00
Ad-hoc	Waste collection & disposal - General Waste	Usage Dependent	604006	£2,000.00
Monthly	Business Rates - Ashgrove Cemetery	£2,495.00	605001	£2,600.00
Quarterly	Electricity Supply - Ashgrove Cemetery	Usage Dependent	605002	£250.00
6-monthly	Water Supply - Ashgrove Cemetery	Usage Dependent	605002	£250.00
6-monthly	Waste collection & disposal - Ashgrove Cemetery - General Bin	£759.20	605003	£760.00
6-monthly	Waste collection & disposal - Ashgrove Cemetery - Skip/Tip	Usage Dependent	605003	£740.00
Monthly	Electricity Supply - Changing Rooms	Usage Dependent	606002	£1,000.00
6-monthly	Water Supply - Changing Rooms	Usage Dependent	606002	£250.00
Monthly	Business Rates - Beacon Hall	£3,443.10	607002	£3,600.00
Quarterly	Gas Supply - Beacon Hall	Usage Dependent	607004	£1,800.00
Quarterly	Electricity Supply - Beacon Hall	Usage Dependent	607005	£2,400.00
6-monthly	Water Supply - Beacon Hall	Usage Dependent	607006	£500.00
Monthly	Telephone & Broadband - Beacon Hall	Usage Dependent	607007	£820.00
6-monthly	Waste collection & disposal - Beacon Hall - General Bin & Recycling Bags	£479.00	607014	£500.00
Monthly	Staff Salaries, Staff Mileage, Employers NI, Employers Pension	£117,354.00	Various	£117,354.00

Appendix C016ii - Schedule of payments made since the Full Council meeting on 12th April 2022 in relation to the accounts for the year ending 31st March 2022.

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
29/03/2022	Office Right Business Solutions Ltd.	Shredding of confidential waste	Fin. Regs. 4.1	£90.00	£18.00	BACS
31/03/2022	A Withey Industrial Packaging	2000x Heavy Duty Refuse Sacks	Fin. Regs. 4.1	£216.90	£43.38	BACS
31/03/2022	Softcat Plc	MS Office 365, Conf Call, Visio & Exchange Online - Feb 2022	C166 - 14/12/2021	£385.40	£77.08	BACS
31/03/2022	PSJ Parish Council	Bank Transfer - Chq 004621 - Petty Cash Top Up	Fin. Regs. 6.21	£168.47	£0.00	Cheque
				£860.77	£138.46	

Appendix C016iii - Schedule of payments made since the Full Council meeting on 12th April 2022 in relation to the accounts for the year ending 31st March 2023.

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
01/04/2022	Apollo Technology Solutions Ltd.	ICT Support - Apr to Jun 2022	Fin. Regs. 4.1	£159.24	£31.85	BACS
01/04/2022	Bath & North East Somerset Council	BH Business Rates - Apr 2022	C016 - 17/05/2022	£286.10	£0.00	Direct Debit
01/04/2022	Bath & North East Somerset Council	AC Business Rates - Apr 2022	C016 - 17/05/2022	£207.00	£0.00	Direct Debit
01/04/2022	Sage (UK) Limited	Online Subscription to Sage50 Accounts - April 2022	Fin. Regs. 4.1	£41.00	£8.20	Direct Debit
04/04/2022	SWALEC / SSE	Streetlighting Electric - 02/03/22 to 01/04/22	C016 - 17/05/2022	£329.16	£16.45	Direct Debit
07/04/2022	SWALEC / SSE	AC Electricity - 22/12/21 to 06/04/22	C016 - 17/05/2022	£110.07	£5.50	BACS
07/04/2022	SWALEC / SSE	BH Electricity - 05/12/21 to 06/04/22	C016 - 17/05/2022	£867.23	£43.36	Direct Debit
11/04/2022	Screwfix Direct Ltd. & B&Q	Hazard tape and cloth tape general purpose for outdoor use	Fin. Regs. 4.1	£8.98	£1.79	BACS
13/04/2022	Bath & North East Somerset Council	BH Waste Collection & Disposal 01/04/22 to 30/09/22	C016 - 17/05/2022	£219.70	£0.00	BACS
13/04/2022	Bath & North East Somerset Council	AC Waste Collection & Disposal 01/04/22 to 30/09/22	C016 - 17/05/2022	£379.60	£0.00	BACS
14/04/2022	Greensward Sports Consultancy Ltd.	5x Mow of Football Pitch only out of season cuts	Fin. Regs. 4.1	£325.00	£65.00	BACS
14/04/2022	Screwfix Direct Ltd. & B&Q	Light bulb for changing rooms toilet	Fin. Regs. 4.1	£2.49	£0.50	BACS
15/04/2022	BT Payment Services Ltd.	Mobile Phone Costs - Apr 22 to May 22	C016 - 18/05/2021	£7.00	£1.40	Direct Debit
18/04/2022	J Murtagh Tree Services	Clear and chip fallen tree at back of Beacon Hall car park	Fin. Regs. 4.1	£85.00	£0.00	BACS
19/04/2022	Hemsley Fraser Group Ltd.	Effective Delegation Training Course	PC075 - 22/02/2022	£500.00	£100.00	BACS
25/04/2022	Screwfix Direct Ltd. & B&Q	Replacement tap and toilet seat to replace broken	Fin. Regs. 4.1	£81.63	£16.32	BACS
26/04/2022	Gompels Healthcare Ltd	First aid items to update first aid kits at Beacon Hall	Fin. Regs. 4.1	£24.64	£4.93	BACS
26/04/2022	Gompels Healthcare Ltd	Soap cartridges, blue roll, paper hand towels, cleaning cloth	Fin. Regs. 4.1	£107.03	£21.40	BACS
26/04/2022	Gompels Healthcare Ltd	Cleaning cloths	Fin. Regs. 4.1	£1.85	£0.37	BACS
27/04/2022	Unique Signs	Home, Away, Ref signs for Changing Rooms & Dugouts	Fin. Regs. 4.1	£37.56	£7.51	BACS
29/04/2022	Gompels Healthcare Ltd	Finger dressings for first aid kits at Beacon Hall	Fin. Regs. 4.1	£3.00	£0.60	BACS
29/04/2022	Gompels Healthcare Ltd	Handwash dispenser to replace broken one at Beacon Hall	Fin. Regs. 4.1	£7.50	£1.50	BACS
29/04/2022	Gompels Healthcare Ltd	Toilet rolls	Fin. Regs. 4.1	£40.50	£8.10	BACS
29/04/2022	Screwfix Direct Ltd. & B&Q	Fixings for bench seats in Jubilee Garden	C218 - 15/02/2022	£64.89	£12.97	BACS
30/04/2022	C & S Cleaning Services (Radstock) Ltd.	General Clean of Beacon Hall - April 2022	Fin. Regs. 4.1	£221.90	£44.38	BACS
01/05/2022	Bath & North East Somerset Council	BH Business Rates - May 2022	C016 - 17/05/2022	£287.00	£0.00	Direct Debit
01/05/2022	Bath & North East Somerset Council	AC Business Rates - May 2022	C016 - 17/05/2022	£208.00	£0.00	Direct Debit
01/05/2022	Vision ICT	S.SL Certificate Renewal Jun 2022 to May 2023	Fin. Regs. 4.1	£50.00	£10.00	BACS
04/05/2022	SWALEC / SSE	Streetlighting Electric - 02/04/22 to 03/05/22	C016 - 17/05/2022	£338.47	£16.92	Direct Debit
05/05/2022	E.On Next	Electricity at Changing Rooms	C016 - 17/05/2022	£125.23	£6.26	BACS

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
06/05/2022	A J Champion & Sons Ltd	Plum slate, weed membrane and postcrete for Jubilee Garden	C218 - 15/02/2022	£430.00	£86.00	BACS
10/05/2022	H.S. Jackson & Son (Fencing) Ltd.	Pergola for Jubilee Garden	C218 - 15/02/2022	£316.28	£63.26	BACS
10/05/2022	H.S. Jackson & Son (Fencing) Ltd.	Bollards/Verge Protectors with reflectors	Fin. Regs. 4.1	£84.00	£16.80	BACS
				£5,957.05	£591.37	

Appendix C018i – Planning Related Matters

Purpose

To receive a report and make any associated decisions on the following planning related matters:

Planning Decisions Issued by B&NES Council (for information only)

Since the Full Council meeting on 12th April 2022, decisions have been received from B&NES Council on the following applications:

- i. Reference: **22/00849/FUL**
Address: **76 Frederick Avenue**, Peasedown St John, Bath, BA2 8JA
Proposal: Construction of driveway to front of dwelling.
Applicant: Mrs Jolanta Zahora.
Permitted subject to the usual standard conditions.
- ii. Reference: **22/00904/FUL**
Address: **17 Wellow Lane**, Peasedown St John, Bath, BA2 8JQ
Proposal: Erection of single storey orangery
Applicant: Mr Jones.
Permitted subject to the usual standard conditions.
- iii. Reference: **22/01322/TEL**
Address: **Street Record, Wellow Lane**, Peasedown St John, Bath.
Proposal: Telecommunications installation of a 15.0m Phase 9 Super Slimline Monopole and associated ancillary works.
Applicant: CK Hutchison Networks (UK) Ltd
Prior Approval is required and in this instance is GIVEN for the siting and appearance of the proposed development.

Planning Enforcement

Since the Full Council meeting on 12th April 2022, the following enforcement matters are still in progress. Updates are being pursued by the Clerk and copied to Communities Team as potential breach of the Parish Charter:

- i. **14/00806/UNAUTH** - Land behind site of Peasedown Community Farm, Dunkerton Hill, Bath – Unauthorised use/activity. No further updates have been received since the last correspondence received from the Team Manager of Planning & Enforcement dated 11/03/2022 (see April 2022 Full Council minutes for details).

Planning Applications Not Invited to Comment (for information only)

Since the Full Council meeting on 12th April 2022, applications validated by B&NES Council upon which the Parish Council is not invited to comment are as follows:

- i. Reference: **22/01857/COND**
Address: Football Ground, **Recreation Ground**, Church Road, Peasedown St John, Bath, BA2 8AA
Proposal: Discharge of conditions 4 (Container to be painted green (Compliance)) and 5 (Plans List (Compliance)) of application 21/04993/FUL (Siting of 10m x 7m concrete slab and the erection of 10m x 4m Anti-Vandal container comprising a small kitchen with electrics and plumbing and a disabled toilet).
Applicant: Peasedown St John Parish Council

Since the Full Council meeting on 12th April 2022, applications determined by B&NES Council upon which the Parish Council is not invited to comment are as follows:

- i. None.

Since the Full Council meeting on 12th April 2022, applications pending determination by B&NES Council upon which the Parish Council was not invited to comment are as follows:

- i. Reference: **22/00524/COND**
Address: **Land Between Stowborough Cottages And Highfield Road**, Greenlands Road, Peasedown St John, Bath.
Proposal: Discharge of conditions 6, 7 and 10 of application 21/01428/FUL (Erection of a pair of semi-detached bungalows)
Applicant: Mrs Allison Gould.

ii. Reference: **22/01107/COND**

Address: **28 Church Road**, Peasedown St John, Bath, BA2 8AA

Proposal: Discharge of conditions 2 (Soft Landscaping) and 10 (Materials) of application 20/04576/FUL (Erection 1no. four bed dwelling with double garage, following demolition of existing bungalow with single garage.)

Applicant: Mr R Elsip.

Planning Appeals (for information only)

Since the Full Council meeting on 12th April 2022, the following appeals were lodged/determined:

- i. None.

Since the Full Council meeting on 12th April 2022, the following appeals are in progress:

- i. None.

Planning Applications Pending Decision (for information only)

The following applications are still awaiting a decision by B&NES Council:

i. Reference: **21/05039/FUL**

Address: **Sakura, Eckweek Lane**, Peasedown St. John, Bath, BA2 8PH

Proposal: Erection of 4 bedroom detached dwelling and garage.

Applicant: Mr and Mrs Andrew Sales.

ii. Reference: **21/05622/FUL**

Address: **36 Naishes Avenue**, Peasedown St. John, Bath, BA2 8TW.

Proposal: Erection of a two-storey side extension and single storey rear extension (Resubmission).

Applicant: Mr Daniel Hillier. An email had been received from the Case Officer stating:

'I am emailing with an update on this application. It has been recommended by officers for approval, and given the objection from Peasedown St John Parish Council has been referred to the Chair of Committee. She has decided that it will be debated at the Committee on 1st June.'

Planning Applications for Neighbouring Parishes

Since the Full Council meeting on 12th April 2022 the following application from a neighbouring parish has been identified as potentially having an impact on Peasedown St John:

None yet specified – the weekly lists of all applications within B&NES can now be accessed by councillors via MS Teams.

It is suggested that councillors use the map function on the B&NES Council website to determine if there are any relevant applications outside the parish, which could have an impact on Peasedown St John and so thus require consideration.

Progress update on the Greenlands Road development of 89 Dwellings

Last update received in December 2021 stated:

I have checked with the team and we don't yet have a date for a start on site at Greenlands Road. As soon as this changes I will let you know and as mentioned before, we aim to give at least 2 weeks' notice to the wider community as well.



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

Minutes of the Planning Committee held on Tuesday 7th June 2022 at 8.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Mandy Clarke; Adi Davis; Audrey Gillard-Sprake; Andrew Larcombe (nominated substitute for Barbara Bailey); Les Sprake; Kathy Thomas (Chair).

Cllrs. Jonathan Rich was also present at the meeting, in his capacity as Chair of Full Council. As the Committee was quorate, he did not utilise his voting rights.

In attendance:

Tanya West – Parish Clerk.

Public Session

There was one member of the public present at the meeting, who was also a Peasedown St John Parish Councillor, Richard Clarke. He did not wish to raise any matters.

PL001 – 07/06/2022 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.

PL002 – 07/06/2022 Apologies for Absence

Apologies for absence were received from Cllr Barbara Bailey due to being away, which was why Cllr Andy Larcombe was in attendance as her nominated substitute.

PL003 – 07/06/2022 Election of Vice-Chair

One written and signed nomination for the position of Vice-Chair had been received and so it was **resolved** to elect Cllr. Barbara Bailey as the Vice-Chair.

PL004 – 07/06/2022 Actions

A new Planner board for the Planning Committee had been created by the Clerk. Any applications pending decision will be copied from the Full Council Planner board, however, as the commenting history of the application tasks does not transfer between the boards, they will also remain on a closed status on the Full Council board as an archive.

Any new actions created for the Planning Committee will be assigned to all committee members.

PL005 – 07/06/2022 Items for Urgent Report

A planning application for 15 Greenlands Road (reference number: 22/02124/FUL) had been received the day after the agenda for this meeting had been published. The deadline for comments on this application is 23rd June 2022, however, the Case Officer has granted the Parish Council an extension until the day after the July Planning Committee meeting.

PL006 – 07/06/2022 Terms of Reference and Delegations

The Planning Committee's Terms of Reference and Delegations was circulated as pre-reading. It was noted that it includes the process to be followed when dealing with urgent planning applications where an

extension on the comment deadline has not been granted. Cllr Thomas asked the committee members to familiarise themselves with the document and any relating processes.

Site visits for applications were also discussed; councillors to check if they still have their identification badges/lanyards; if they need replacing or updating, they should contact the Clerk. Identification must be worn when undertaken site visits.

The Clerk to post on the Planning Committee Teams channel when an application has been received asking for volunteers to undertake a site visit. The Clerk to also reissue the checklist of things that should be looked at when undertaking site visits. Any photographs taken at the site to be shared via Teams.

The minutes of all committee meetings will be available as pre-reading for Full Council meetings. There will also be an agenda item for councillors to question any of the Standing Committee chairs on these minutes and the activities of the committee etc.

PL007 – 07/06/2022 Advisory Panels

The Planning Advisory Panel Terms of Reference had been circulated as pre-reading and were reviewed at the meeting. It was suggested that some of the Advisory Panels should be open to all councillors to attend, particularly when discussing planning policy etc. It was therefore **resolved** that the membership of the Advisory Panel, as listed in the Terms of Reference, be amended to:

All members of the Committee, along with Ex-Officio members of the Chair and Vice-Chair of Full Council, and all other parish councillors at the discretion of the Chair.

It was resolved to appoint a **Planning Advisory Panel** to investigate specific projects/matters and make recommendations in accordance with the agreed revised Terms of Reference.

PL008 – 07/06/2022 Planning Applications

A. Councillors reviewed the plans, alongside any feedback provided by public or members, and determined the Parish Council's official response regarding the following planning applications:

i. Reference: **22/02018/FUL**

Address: **7 Eckweek Lane**, Peasedown St John, Bath, BA2 8PH

Proposal: Erection of a single storey and first floor rear extension.

Applicant: Baker.

There was one public comment listed on the B&NES Council website which was in support of this application.

Councillors did not raise any concerns regarding the application and so it was **resolved** that it be supported.

ii. Reference: **22/02082/FUL**

Address: **Spring Farm, 36 Carlingcott**, Bath, BA2 8AP

Proposal: Change of use of land to equestrian, creation of outdoor riding arena 20m x 40m, repair of existing barn for provision of stabling.

Applicant: Dr A Jellicoe.

There were no public comments listed on the B&NES Council website relating to this application.

It was noted that the proposed development is detailed on the application as being for personal use only and so although this is a new development, it should not have any additional impact on parking/vehicle movement etc. It was therefore **resolved** to support the application.

B. Councillors received, for information, a report on the following (appendix PL008i refers):

i. Planning decisions issued by B&NES Council.

ii. Planning enforcement matters.

iii. Planning applications not invited to comment / appeals / pending applications / applications from neighbouring parishes. It was reported that planning application ref. 21/05622/FUL was considered and approved by B&NES Council Planning Committee at their meeting on 1st June 2022. As the meeting was during the day, unfortunately, due to work commitments etc. parish councillors were not able to attend and represent the Parish Council at this meeting, although the Council's objections had been included in the report issued to B&NES Councillors.

iv. Progress on the Greenlands Road development of 89 dwellings.

- C. Progress on the planning application for the canteen and toilet on the Recreation Ground was raised as under the planning decisions it was noted that the application ref. 22/01857/COND for conditions had been withdrawn. It was reported that due to incorrect advice being provided, the Clerk had withdrawn this application and resubmitted the same information as a condition variation, which the Case Officer had advised would be fast tracked due to the issues encountered.

It was **resolved** to instruct the Clerk to follow up with the Case Officer on the resubmitted application that it is still on target to be determined by 22nd June 2022 and to post the response from the Case Officer on teams along with any subsequent updates.

PL009 – 07/06/2022 Local Planning Policy

Councillors received an update on the Local Plan and pre-reading provided a copy of the documents relating to B&NES Council's consultations on the **Draft Planning Obligations** Supplementary Planning Document and the **Draft Sustainable Construction Checklist** Supplementary Planning Document. Most councillors had not read these documents and it was suggested such consultations would be better dealt with in the future at an Advisory Panel meeting. However, due to the timescales involved, it was **resolved** that, on behalf of the Committee, Cllr Kathy Thomas reviews the consultation documents and drafts a response, which is shared with the Clerk and Committee members prior to being submitted by the deadline of 17th June 2022.

PL010 – 07/06/2022 Planning Related Policies

It was noted there are currently not any Parish Council strategic documents or policies that have been allocated to the Planning Committee.

It was raised that the Parish Council should reconsider whether it wishes to undertake a Neighbourhood Plan. It was commented they are very labour intensive and will likely cost in the region of £25,000 or more and so needs to be carefully considered as to whether it would be cost effective. It was suggested to invite B&NES Council's Community Engagement Officer, Alison Wells, to attend an Advisory Panel meeting, to which all councillors are invited, to provide the Council with details on the process and work involved in creating a Neighbourhood Plan, the benefits generated by one etc. The Clerk to arrange.

PL011 – 07/06/2022 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.

PL012 – 07/06/2022 Date and Time of Next Meeting & Future Agenda Items

The next meeting of the Planning Committee is scheduled to be held on Tuesday 5th July 2022 at 8pm at Beacon Hall. Suggestions for future agenda items included:

- A full list of all the future committee meeting dates.
- Parking review project.
- Training. ALCA run some planning training courses; it was suggested it may be better if the trainer could attend in person to provide the training, rather than being held online. Cllr Thomas to make some enquiries on the possibility of face-to-face training.

The meeting closed at 9.16pm

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

Appendix PL008i – Planning Application Updates

Purpose

To receive a report and make any associated decisions on the following planning related matters:

Planning Decisions Issued by B&NES Council (for information only)

Since the Full Council meeting on 17th May 2022, decisions have been received from B&NES Council on the following applications:

i. Reference: **21/05622/FUL**

Address: **36 Naishes Avenue**, Peasedown St. John, Bath, BA2 8TW.

Proposal: Erection of a two-storey side extension and single storey rear extension (Resubmission).

Applicant: Mr Daniel Hillier.

Application **Permitted** subject to the usual standard conditions and that the garage in the proposed development be retained for the garaging of private motor vehicles associated with the dwelling and ancillary domestic storage and for no other purpose, to ensure adequate off-street parking provision is retained in accordance with Policy ST7 of the Bath and North East Somerset Placemaking Plan.

This application was considered by B&NES Council Planning Committee. If you wish to view the discussion at the meeting it can be accessed from the page weblink below. The discussion is approximately 2hr 20m in.

<https://democracy.bathnes.gov.uk/ieListDocuments.aspx?CId=638&MId=6217>

Planning Enforcement

Since the Full Council meeting on 17th May 2022, the following enforcement matters are still in progress.

Updates are being pursued by the Clerk and copied to Communities Team as potential breach of the Parish Charter:

i. **14/00806/UNAUTH** - Land behind site of Peasedown Community Farm, Dunkerton Hill, Bath –

Unauthorised use/activity. No further updates have been received since the last correspondence received from the Team Manager of Planning & Enforcement dated 11/03/2022 (see April 2022 Full Council minutes for details).

Planning Applications Not Invited to Comment (for information only)

Since the Full Council meeting on 17th May 2022, applications validated by B&NES Council upon which the Parish Council is not invited to comment are as follows:

i. None.

Since the Full Council meeting on 17th May 2022, applications determined by B&NES Council upon which the Parish Council is not invited to comment are as follows:

i. Reference: **22/01107/COND**

Address: **28 Church Road**, Peasedown St John, Bath, BA2 8AA

Proposal: Discharge of conditions 2 (Soft Landscaping) and 10 (Materials) of application 20/04576/FUL (Erection 1no. four bed dwelling with double garage, following demolition of existing bungalow with single garage.)

Applicant: Mr R Elsip.

Conditions **discharged**.

ii. Reference: **22/01857/COND**

Address: Football Ground, **Recreation Ground**, Church Road, Peasedown St John, Bath, BA2 8AA

Proposal: Discharge of conditions 4 (Container to be painted green (Compliance)) and 5 (Plans List (Compliance)) of application 21/04993/FUL (Siting of 10m x 7m concrete slab and the erection of 10m x 4m Anti-Vandal container comprising a small kitchen with electrics and plumbing and a disabled toilet).

Applicant: Peasedown St John Parish Council.

Application **Withdrawn**.

Since the Full Council meeting on 17th May 2022, applications pending determination by B&NES Council upon which the Parish Council was not invited to comment are as follows:

i. Reference: **22/00524/COND**

Address: **Land Between Stowborough Cottages And Highfield Road**, Greenlands Road, Peasedown St John, Bath.

Proposal: Discharge of conditions 6, 7 and 10 of application 21/01428/FUL (Erection of a pair of semi-detached bungalows)
Applicant: Mrs Allison Gould.

Planning Appeals (for information only)

Since the Full Council meeting on 17th May 2022, the following appeals were lodged/determined:

- i. None.

Since the Full Council meeting on 17th May 2022, the following appeals are in progress:

- i. None.

Planning Applications Pending Decision (for information only)

The following applications are still awaiting a decision by B&NES Council:

- i. Reference: **21/05039/FUL**
Address: **Sakura, Eckweek Lane**, Peasedown St. John, Bath, BA2 8PH
Proposal: Erection of 4 bedroom detached dwelling and garage.
Applicant: Mr and Mrs Andrew Sales.
- ii. Reference: **22/01233/FUL**
Address: **14 Carlingcott**, Carlingcott, Bath, BA2 8AN.
Description of Proposal: Construction of timber garden room for use as an office and treatment room for own business use.
Applicant: Paul Huckin.
- iii. Reference: **22/01466/FUL**
Address: **Skylark Farm, Braysdown Lane**, Peasedown St John, Bath, BA2 8NL.
Proposal: Use of land for the siting of timber cabin for ten years for an agricultural worker.
Applicant: Parton Poulets Ltd.
- iv. Reference: **22/01642/FUL**
Address: **Mercedes Benz of Bath, Bath Business Park**, Foxcote Avenue, Peasedown St John, Bath, BA2 8SF.
Proposal: Proposed development to form new cosmetic repair and dry valeting land adjacent Mercedes Benz of Bath.
Applicant: Mr Jason Biggadike
- v. Reference: **22/01754/FUL**
Address: **Camerton and Peasedown Croquet Club, Whitebrook Lane**, Peasedown St John, Bath.
Proposal: Replacement of existing wooden club house with new more sustainable structured club house (amendment to application 20/03162/FUL).
Applicant: Camerton & Peasedown Croquet Club.
- vi. Reference: **22/01756/VAR**
Address: **1 Keel's Hill**, Peasedown St John, Bath, BA2 8EW.
Proposal: Variation of condition 3 (Plans) of application 20/01624/FUL (Demolition of existing side extension and replacement with two-storey extension.).
Applicant: Mr Stuart Seviour.
- vii. Reference: **22/01803/FUL**
Address: **36 Underleaf Way**, Peasedown St John, Bath, BA2 8SY.
Proposal: Internal alterations and new windows and doors.
Applicant: Nico Webb.
- viii. Reference: **22/01827/FUL**
Address: **101 Faulkland View**, Peasedown St John, Bath, BA2 8TP.
Proposal: Loft conversion.
Applicant: Mr Ollie Hayes.

Planning Applications for Neighbouring Parishes

Since the Full Council meeting on 17th May 2022 no applications from a neighbouring parish have been identified as potentially having an impact on Peasedown St John. The weekly lists of all applications within B&NES can be accessed by councillors via MS Teams.

Progress update on the Greenlands Road development of 89 Dwellings

No further updates since the last Full Council meeting.

Category/Item	Quantity	Date Acquired	Method of Valuation	Comments	Annual Return Valuation 2021/22
Allotments	1	2015; 2020	Purchase Cost	Compostable toilet; Accessible Allotment Plots with Shed	£ 7,898.59
Bench Seats	27	1999 to 2021 inclusive	Purchase Cost	Various locations around the village incl. Beacon Field, Ecewiche Green, Ashgrove Cemetery	£ 17,161.07
Buildings	2	1955 Est	Replacement Cost	Cemetery buildings are the only ones owned by PSJPC Incl. CCTV and LED lights	£ 63,248.55
Caretaking Equipment	19	2013 to 2019 inclusive; 2020; 2021	Purchase Cost	Mowers, strimmers, larger tools, etc.	£ 14,126.10
Catering	8	2015 to 2018 inclusive; 2021	Purchase Cost	Cooker; fridges; microwave; warming cupboard; washing machine etc.	£ 4,360.36
Ceremonial	2	Pre-2011 (1); 2017 (1); 2021 (3)	Purchase Cost	Chairman's Chain; Flagpole; 3x Tommy Soldier statues	£ 1,614.81
Gates & Fences	15	2014 to 2019 inclusive	Purchase Cost	Equality Act Gates; Fence at Cemetery Lower Car Park etc.	£ 14,594.94
ICT	7	2013 to 2018 inclusive; 2020	Purchase Cost	Items various incl. printer, projector, camera, speakers etc. Laptops for councillors	£ 3,949.94
Formal Gardens on Land	2	2021	Purchase Cost	Garden of Remembrance Phase 2; Jubilee Garden	£ 3,041.04
Land	4	1955 Est	Survey Value	Village Greens - Carlingcott Tump & Prince of Wales; Ecewiche Green; Ashgrove Cemetery	£ 120,000.00
Notice Boards	6	2013 (1); 2015 (2); 2016 (2); 2017 (1)	Purchase Cost	Various locations around the village	£ 5,678.62
Open Access Defibrillator	2	2017 (1); 2019 (1)	Purchase Cost	Beacon Hall and PSJ Co-op	£ 3,046.20
Other	1	2015 & 2021	Purchase Cost	Pop-up gazebo, telephone kiosks	£ 1,093.36
Planters	66	Pre-2009 & 2021	Replacement Cost	Original purchase invoices were not available so costings based on 2019 purchase price. Plus 2x coal mi	£ 15,088.08
Play Equipment	27	2012 to 2019 inclusive	Purchase Cost	All located on Beacon Field	£ 179,550.99
Signage	44	1999 to 2019 inclusive	Purchase Cost	Various signs around the parish incl. village entrance signs, commemorative stone signs etc.	£ 2,789.71
Streetlighting	126	Pre-2009 & 2021	Replacement Cost	Estimated replacement price - lighting stock upgraded to LED in 2018-19, plus last 5x in 2021	£ 191,405.29
Waste Bins	16	2015 (13); 2019 (3)	Purchase Cost	Various locations around the village	£ 2,383.40
Winter Support	21	2012 to 2017 inclusive; 2020 (3)	Replacement Cost	Items various incl. grit bins (19), manual grit spreading machine (2), grit stores (5)	£ 5,005.99
					£ 656,037.04

A full breakdown of the items listed under each category can be provided.

Nothing on the Recreation Ground is included on the above as this land is held in trust and so a separate Asset Register is kept for the Charity.

Any items under £250 in value are included on an inventory which is managed by the Clerk.

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
08/04/2022	BT Payment Services Ltd.	PO Telephone & Broadband 01/04/22 to 30/04/22	C016 - 17/05/2022	£53.24	£10.65	Direct Debit
08/04/2022	BT Payment Services Ltd.	BH Telephone & Broadband 01/04/22 to 30/04/22	C016 - 17/05/2022	£53.23	£10.64	Direct Debit
27/04/2022	D. Grist	Weeding at Garden of Remembrance - Contractor	Fin. Regs. 4.1	£188.00	£0.00	BACS
29/04/2022	Softcat Plc	MS Office 365, Conf Call, Visio & Exchange Online - Mar 2022	C166 - 14/12/2021	£385.40	£77.08	BACS
01/06/2022	Bath & North East Somerset Council	BH Business Rates - June 2022	C016 - 17/05/2022	£287.00	£0.00	Direct Debit
01/06/2022	Bath & North East Somerset Council	AC Business Rates - June 2022	C016 - 17/05/2022	£208.00	£0.00	Direct Debit
01/05/2022	Sage (UK) Limited	Online Subscription to Sage50 Accounts - May 2022	Fin. Regs. 4.1	£41.00	£8.20	Direct Debit
08/05/2022	BT Payment Services Ltd.	PO Telephone & Broadband 01/05/22 to 31/05/22	C016 - 17/05/2022	£53.49	£10.70	Direct Debit
08/05/2022	BT Payment Services Ltd.	BH Telephone & Broadband 01/05/22 to 31/05/22	C016 - 17/05/2022	£53.48	£10.69	Direct Debit
12/05/2022	JW Waste Recycling Ltd.	8yd General Mixed Waste Skip for All Bins - Apr to May 2022	Fin. Regs. 4.1	£315.50	£63.10	BACS
16/05/2022	Nu-Landscapes Limited	Groundworks including resin bond pathways - Jubilee Garden	C218 - 15/02/2022	£20,540.00	£4,108.00	BACS
23/05/2022	Fosseway Press	Printing of Invitations for Jubilee Event on 2nd June 2022	C238 - 15/03/2022	£57.60	£0.00	BACS
23/05/2022	JEM Heating Services Ltd	Mechanical Services Contract Changing Rooms Jun 22 to May 23	Fin. Regs. 4.1	£154.50	£30.90	BACS
25/05/2022	Screwfix Direct Ltd. & B&Q	Fixings for steel edging of beds in Jubilee Garden	C218 - 15/02/2022	£35.52	£7.10	BACS
26/05/2022	A.J. Charlton & Sons Ltd.	Trellis for 6x Pergola Posts in the Jubilee Garden	C218 - 15/02/2022	£74.64	£14.93	BACS
26/05/2022	Greensward Sports Consultancy Ltd.	Mowing of the Football Pitch - Weekly April & May 2022	C264 - 12/04/2022	£325.00	£65.00	BACS
26/05/2022	Greensward Sports Consultancy Ltd.	Mowing of the Recreation Ground Outer Area - 25/4, 5/5, 19/5	C264 - 12/04/2022	£270.00	£54.00	BACS
27/05/2022	Gompels Healthcare Ltd	Dishwasher detergent and rinse aid	Fin. Regs. 4.1	£24.89	£4.98	BACS
30/05/2022	A.J. Charlton & Sons Ltd.	Oak and postcrete for plinth for Jubilee Garden sign	C218 - 15/02/2022	£236.55	£47.31	BACS
30/05/2022	KM Steel Fabrications Ltd.	Steel edging for floral beds in Jubilee Garden	C218 - 15/02/2022	£667.50	£133.50	BACS
30/05/2022	KM Steel Fabrications Ltd.	Weld bars to metal crowns for Jubilee decorations in planters	Fin. Regs. 4.1 - Chair Reques	£120.00	£24.00	BACS
31/05/2022	Allstar Business Solutions Ltd.	Fuel Card - May 2022	C016 - 17/05/2022	£2.09	£0.42	Direct Debit
31/05/2022	C & S Cleaning Services (Radstock) Ltd.	General Clean of Beacon Hall - May 2022	Fin. Regs. .4.1	£317.00	£63.40	BACS
31/05/2022	Dorset Hire Services Ltd.	Hire 16x Heras Fencing Panels c/w feet & clips - Jubilee Gdn	C218 - 15/02/2022	£212.00	£42.40	BACS
31/05/2022	Fosseway Press	Printing of Posters for Jubilee Event on 2nd June 2022	C238 - 15/03/2022	£72.92	£14.58	BACS
31/05/2022	Screwfix Direct Ltd. & B&Q	10x Metal cutting discs for angle grinder	Fin. Regs. 4.1	£10.98	£2.20	BACS
31/05/2022	Softcat Plc	MS Office 365, Conf Call, Visio & Exchange Online - Apr 2022	C166 - 14/12/2021	£385.40	£77.08	BACS
01/06/2022	Sage (UK) Limited	Online Subscription to Sage50 Accounts - June 2022	Fin. Regs. 4.1	£41.00	£8.20	Direct Debit
01/06/2022	Screwfix Direct Ltd. & B&Q	Barrier tape	Fin. Regs. 4.1	£12.49	£2.50	BACS
02/06/2022	Screwfix Direct Ltd. & B&Q	10x Fencing pins	Fin. Regs. 4.1	£29.16	£5.83	BACS
02/06/2022	SWALEC / SSE	Streetlighting Electric - 04/05/22 to 01/06/22	C016 - 17/05/2022	£309.52	£15.47	Direct Debit
06/06/2022	E.On Next	Electricity at Changing Rooms	C016 - 17/05/2022	£109.78	£5.49	BACS
06/06/2022	Screwfix Direct Ltd. & B&Q	2x Rolls of strimmer line	Fin. Regs. 4.1	£7.90	£1.58	BACS
07/06/2022	Screwfix Direct Ltd. & B&Q	Pest-Stop Bird Spikes 2x Pk10 for pergola	C218 - 15/02/2022	£44.98	£9.00	BACS
07/06/2022	Screwfix Direct Ltd. & B&Q	2x Thermoplastic Toilet Seats for Beacon Hall	Fin. Regs. 4.1	£14.13	£2.83	BACS
07/06/2022	SWALEC / SSE	BH Gas - 01/05/22 to 31/05/22	C016 - 17/05/2022	£265.44	£13.27	Direct Debit
08/06/2022	A. Davis	Contracted labour to assist with Jubilee gdn&beacon events	C238 - 15/03/2022	£145.00	£0.00	BACS
08/06/2022	A. Davis	Contracted labour to cover Caretaker annual leave	Fin. Regs. 4.1	£145.00	£0.00	BACS

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
08/06/2022	A. Davis	Contracted labour to assist on summer floral planting out	Fin. Regs. 4.1	£145.00	£0.00	BACS
08/06/2022	BT Payment Services Ltd.	PO Telephone & Broadband 01/06/22 to 30/06/22	C016 - 17/05/2022	£53.36	£10.67	Direct Debit
08/06/2022	BT Payment Services Ltd.	BH Telephone & Broadband 01/06/22 to 30/06/22	C016 - 17/05/2022	£53.36	£10.67	Direct Debit
09/06/2022	Water2Business	AC Water Services 30/11/21 to 08/06/22	C016 - 17/05/2022	£77.93	£0.00	Direct Debit
09/06/2022	Water2Business	RG Changing Rooms Water - 01/12/21 to 09/06/22	C016 - 17/05/2022	£24.67	£4.93	Direct Debit
10/06/2022	Screwfix Direct Ltd. & B&Q	Pest-Stop Bird Spikes 1x Pk10 for pergola	C218 - 15/02/2022	£22.49	£4.50	BACS
10/06/2022	Screwfix Direct Ltd. & B&Q	2x Extractor fans & connectors for tap for toilets in B.Hall	Fin. Regs. 4.1	£61.98	£12.39	BACS
11/06/2022	Carpentry Creations	Make solid oak plinth for Jubilee plaque and fix in place	C218 - 15/02/2022	£580.00	£0.00	BACS
12/06/2022	T. Millar	Contracted labour to assist with Jubilee beacon light event	C238 - 15/03/2022	£42.50	£0.00	BACS
12/06/2022	T. Millar	Contracted labour to cover Caretaker annual leave	Fin. Regs. 4.1	£85.00	£0.00	BACS
13/06/2022	Screwfix Direct Ltd. & B&Q	External cover for 2x extractor fans	Fin. Regs. 4.1	-£20.82	-£4.16	BACS
15/06/2022	Unique Signs	A0 ACM sign for Changing Room building on Recreation Ground	F&A077 – 26/04/2022	£75.41	£15.08	BACS
21/06/2022	Shepton Hive	Purple weighted fabric square for Jubilee plinth open event	C238 - 15/03/2022	£14.17	£2.83	BACS
				£27,484.38	£5,001.94	

Suggested Resolution:

To resolve that all payments on this schedule be ratified.

Balance Sheet

From: Month 1, April 2022
 To: Month 12, March 2023

Chart of Accounts:

PSJ Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Trade Debtors	(2,787.40)	2,911.30	
Other Debtors	0.00	(70.00)	
Unity Trust Current Account	67,440.39	149,631.87	
Unity Trust Deposit Account	0.00	80,763.23	
Nat West Current Account	0.00	80,793.37	
Petty Cash	0.00	250.00	
Credit Card (Debtors)	(1,589.00)	(3,014.65)	
VAT Liability	6,340.08	29,360.67	
		69,404.07	340,625.79
Current Liabilities			
Trade Creditors	(15,476.53)	51,554.24	
Other Creditors	(3,577.63)	530.00	
		(19,054.16)	52,084.24
Current Assets less Current Liabilities:		88,458.23	288,541.55
Total Assets less Current Liabilities:		88,458.23	288,541.55
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		88,458.23	288,541.55
Capital & Reserves			
Reserves	0.00	200,083.32	
P & L Account	88,458.23	88,458.23	
		88,458.23	288,541.55

Peasedown St John Parish Council
Category Breakdown Period (Balance Sheet)

Page: 1

From: Month 1, April 2022
To: Month 12, March 2023

Chart of Accounts: PSJ Layout of Accounts

		<u>Period</u>	<u>Year to Date</u>
Capital & Reserves			
Reserves			
3100	General Reserve	(69,000.00)	11,148.97
3101	Contingency Reserves	0.00	65,000.00
3105	EMR - Beacon Hall Improvements	5,000.00	20,000.00
3108	EMR - Street Lighting Upgrade to LED	0.00	4,000.00
3115	EMR - Committed Expenditure	29,000.00	64,934.35
3127	EMR - Ashgrove Cemetery Footpaths	10,000.00	10,000.00
3128	EMR - Beacon Field Play Area Resurfacing	14,000.00	14,000.00
3130	EMR - CiLCA Contingency	2,000.00	2,000.00
3131	EMR - Pension Deficit Planning	4,000.00	4,000.00
3132	EMR - Beacon Hall Boiler Replacement	5,000.00	5,000.00
		<u>0.00</u>	<u>200,083.32</u>

Purpose

To ratify the emergency expenditure on unexpected groundworks at the Recreation Ground

Background

Whilst undertaking the removal of the bramble/soil patch on the Recreation Ground in order to lay the grass matting, the contractors unearthed an area of broken concrete and rubble. It was investigated as to whether it was in a condition that it could be used for the new canteen or anything else. Site inspections advised the following:

it is difficult to think of anything the concrete base could be used for. The main area is about the size of a shed - 3.4m x 1.8m - and has a crack running through it. There is also a concrete base for a post and the remains of old footings (possibly from the old miners welfare hut). The best solution would seem to be to remove it all.

I agree the area under the brambles can't be rescued for any worthwhile use, in fact if left, would provide a H&S hazard, so it seems right to make this area good and use a location for units as per plans. We could never have foreseen what was under the brambles so this should be emergency spend.

A decision had to be made quickly as it was delaying works with the grass matting, so the Clerk went ahead with emergency expenditure. Initially it was thought the rubble could be used elsewhere on Parish Council sites, but this did not prove possible as so further emergency spend was undertaken for the disposal of it.

As per Financial Regulations, any emergency spend must be reported/ratified at the next Council meeting.





Suggested Resolutions for Decision

To **resolve** to ratify emergency expenditure of £2,239.20+VAT, to be deducted from General Reserves, undertaken by the Clerk in accordance with Financial Regulation 4.5. To cover the cost of excavating a buried concrete slab and remains of block walls, found following removal of the brambles and spoil heap next to the Scout garage, actioned as part of the Recreation Ground improvements project.

To **resolve** to ratify emergency expenditure of £987.00+VAT, to be deducted from General Reserves, undertaken by the Clerk in accordance with Financial Regulation 4.5. To cover the cost of loading and disposing of the mixed materials, found following removal of the brambles and spoil heap next to the Scout garage, actioned as part of the Recreation Ground improvements project.

Annual Internal Audit Report 2021/22

Peasedown St John Parish Council

<https://www.peasedownstjohnparishcouncil.gov.uk> WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		✓	
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

04/06/2021

02/03/2022

DD/MM/YYYY

Name of person who carried out the internal audit

Kevin Rose ACMA - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

22/06/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Peasedown St John Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.peasedownstjohnparishcouncil.gov.uk

Section 2 – Accounting Statements 2021/22 for

Peasedown St John Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	161,946	243,366	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	251,452	251,452	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	12,454	24,870	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	92,605	126,102	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	89,881	193,503	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	243,366	200,083	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	226,790	243,998	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	642,845	656,037	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

24/06/2022

I confirm that these Accounting Statements were approved by this authority on this date:

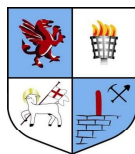
DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

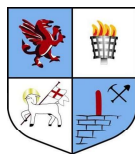
Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



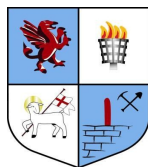
PEASEDOWN ST JOHN PARISH COUNCIL
FINANCIAL YEAR ENDING 31ST MARCH 2022
INCOME AND EXPENDITURE

Centre / Account Number	Item Description	Precept	Other Income	Staff Costs	Other Expenditure
401001	Precept	£ 251,452.00			
401003	Bank Interest Received		£ 48.77		
401004	Donations, Wayleaves & Refunds		£ 2,252.90		
401005	S106 Income		£ -		
401006	C.I.L. Income		£ 1,730.54		
401007	Sale of Assets Income		£ -		
402001	Allotment Rents Received		£ 1,137.00		
403001	Environment		£ 579.70		
404001	Interments Income		£ 2,095.00		
404002	Memorials Income		£ 210.00		
405001	Beacon Hall Receipts		£ 16,816.20		
501001	Admin staff salaries			£ 68,209.04	
501002	Employers NI			£ 5,285.66	
501003	Caretakers Salaries			£ 34,671.54	
501004	Employer Pension Contributions			£ 17,935.29	
501006	Payroll Processing Fees				£ 546.00
502001	Staff Expenses H&S Clothing				£ 1.87
502002	Mileage				£ 508.95
502003	Staff Absence / Annual Leave Cover				£ 289.00
502004	Telephone & Broadband				£ 803.05
502005	Stationery, Printing & Postage				£ 1,291.55
502006	Subscriptions & Publications				£ 1,383.65
502007	Bank Charges				£ 212.50
502008	Insurance {exc. Beacon H&F}				£ 2,779.88
502010	Meeting & Surgery Costs				£ 101.79
502012	Internal & External Audit Fees				£ 1,526.25
502013	Professional Fees				£ -
502014	Staff / Councillors Training				£ 2,785.00
502015	Councillor Expenses				£ -
502016	Health & Safety Audit				£ 1,744.37
502017	IT Software & Hardware				£ 6,842.25
502018	GDPR Audit & Costs				£ 125.00
502019	Covid19 Related Matters				£ 1,091.85
502020	NALC National Conference				£ 107.48
502021	HR Support Service				£ 1,744.37
503001	Newsletters & Advertising				£ 1,821.62
503002	Website & Email				£ 429.50
601001	School Crossing Patrol				£ 3,350.37
601002	Community Grants				£ 2,668.76
601003	Village Events				£ 1,709.54
601004	Senior Residents' Christmas Tea				£ 1,403.91
601005	Chairman's Allowance				£ 300.00
601006	Death of a Snr National/Local Figure				£ 191.11
602001	New Machinery / Tools				£ 546.64
602002	Winter Support				£ 189.00
602003	Ecewiche Green General Tree/Vege Works				£ 553.93
602004	Street Furniture Maintenance				£ 314.70
602005	Christmas Lights & Trees				£ 5,111.61
602006	Allotment Land Rent & Maint.				£ 791.37
602007	Caretaker Incidentals				£ 480.17



PEASEDOWN ST JOHN PARISH COUNCIL
FINANCIAL YEAR ENDING 31ST MARCH 2022
INCOME AND EXPENDITURE

Centre / Account Number	Item Description	Precept	Other Income	Staff Costs	Other Expenditure
602008	Machinery/Tools Service/Repairs				£ 1,289.94
602009	Petrol & Oil				£ 450.55
602900	Infrequent Operational Expenditure - IOE				£ 1,312.13
602902	Capital Projects - Telephone Kiosks				£ 817.58
602903	Capital Projects - Planted Peasedown				£ 6,978.61
602904	Capital Projects - Garden of Remembrance				£ 1,832.04
602908	Capital Projects - Signs & Street Furniture				£ 36.00
602913	Project - Street Light Upgrade to LED				£ 2,405.29
602914	Project - Accessible Allotment Plots				£ 250.80
602916	Project - Allotment Boundary Fence Replacement				£ 3,295.27
603001	Streetlighting Energy Supply				£ 1,699.17
603002	Streetlighting Maintenance & Repairs				£ 1,778.92
603003	Streetlighting New Columns				£ -
604001	Floral Display				£ 2,818.60
604002	General Hedge & Open Space Works				£ 14.32
604003	General Tree Works				£ 1,050.00
604004	Persimmon Land Casual Labour Costs				£ 126.33
604005	Contracted Amenities Works				£ 3,419.01
605001	Cemetery Rates				£ 2,495.00
605002	Cemetery Utilities				£ 429.99
605003	Cemetery Waste Disposal				£ 2,017.60
605005	Cemetery Works				£ 224.98
605006	Cemetery Garden of Remembrance				£ 528.25
606001	Recreation Field - General				£ 4,630.49
606002	Recreation Field - Changing Rooms Utilities				£ 1,356.38
606003	Recreation Field - Football Facilities Related				£ 4,831.51
606906	RG - ResFundProj - Pathways, Gates & Parking Area				£ 82,130.13
607001	Beacon Hall Licensing				£ 180.00
607002	Beacon Hall Business Rates				£ 2,584.68
607003	Beacon Hall Safety Checks				£ 1,578.92
607004	Beacon Hall Gas				£ 2,526.33
607005	Beacon Hall Electricity				£ 1,021.91
607006	Beacon Hall Water				£ 267.80
607007	Beacon Hall Telephone & Broadband				£ 699.77
607008	Beacon Hall Website				£ 71.87
607009	Beacon Hall Building Maintenance				£ 226.38
607010	Beacon Hall Contents Maintenance				£ 197.58
607012	Beacon Hall Cleaning				£ 2,993.96
607013	Beacon Hall Insurance				£ 679.26
607014	Beacon Hall Refuse Bin Collections				£ 2,287.00
607015	Beacon Hall PHS Contract				£ 518.85
607016	Beacon Hall Sundries				£ 15.98
608001	Beacon Field Grass & Hedge Cutting				£ 2,048.60
608002	Beacon Field Other Grounds Maintenance				£ 50.12
608003	Beacon Field Play Equip. Maint.				£ 1,189.70
608004	Beacon Field Insurance				£ 758.38
608902	BF - ResFundProj - Seating and Dog Exercise Area				£ 265.07
608903	BF - ResFundProj - Jubilee Garden				£ 1,375.00
Net		£251,452.00	£24,870.11	£126,101.53	£193,503.09



PEASEDOWN ST JOHN PARISH COUNCIL

FINANCIAL YEAR ENDING 31ST MARCH 2022

BANK RECONCILIATION

	2021-22
Balance per bank statement at 31st March 2022	£244,369.96
Plus Uncleared Deposits (see below)	£380.00
Less Unpresented Cheques (see below)	£751.88
Balance per Cash Book at 31st March 2021 (Box 8 on Annual Return)	£243,998.08

Balance Per Bank Statements

31-Mar-2022	NatWest Current Account	£81,545.25
31-Mar-2022	Unity Trust Current Account	£81,811.48
31-Mar-2022	Unity Trust Reserve Account	£80,763.23
31-Mar-2022	Cash in Hand	£250.00

Sub Total = £244,369.96

Uncleared Deposits

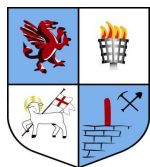
30-Jun-2016	Pay In Book Ref. 000193 - Chq.	£60.00
30-Jun-2016	Pay In Book Ref. 000193 - Chq.	£130.00
21-Mar-2018	Pay In Book Ref. 000284 - Chq.	£7.00
09-Mar-2022	Pay In Book Ref. 000430 - Chq.	£75.00
31-Mar-2022	Cash via card/book - Inv. 2452	£45.00
31-Mar-2022	Key Deposit Payment - Radar	£5.00
31-Mar-2022	Cash via card/book - Inv. 2425	£8.00
31-Mar-2022	Cash via card/book - Inv. 2472	£40.00
31-Mar-2022	Cash via card/book - Inv. 2471	£10.00

Total Un-reconciled Income = £380.00

Unpresented Cheques

30-Nov-2021	Cheque No. 004618	£218.01
31-Dec-2021	Cheque No. 004619	£262.80
28-Feb-2022	Cheque No. 004620	£102.60
31-Mar-2022	Cheque No. 004621	£168.47

Total Un-reconciled Expenditure = £751.88

**PEASEDOWN ST JOHN PARISH COUNCIL**

FINANCIAL YEAR ENDING 31ST MARCH 2022

RECONCILIATION BETWEEN BOXES 7 AND 8 ON THE ANNUAL RETURN

	2021-22
Balance per Cash Book at 31st March 2022 (Box 8 on Annual Return)	£243,998.08
Less Creditors at 31st March 2022 (see below)	£68,976.42
Plus Debtors at 31st March 2022 (see below)	£28,719.29
Balances Carried Forward at 31st March 2022 (Box 7 on Annual Return)	£203,740.95

Creditors Schedule

Key deposits carried forward from 2020/21	£415.00
New key deposits received	£120.00
Key deposits refunded	-£15.00
Creditors Control Account	£67,030.77
Lloyds Corporate Credit Card	£1,425.65
Total Creditors =	£68,976.42

Debtors Schedule

VAT Claim - 2021/22 Qtr. 3 & Qtr. 4	£23,020.59
Debtors Control Account	£5,698.70
Total Debtors =	£28,719.29



	2020-21	2021-22	Variances	As a Percentage	Explanation (Required for any figure with greater than 15% increase/decrease)
Box 1 - Balances Brought Forward	£161,946	£243,366	£81,420	50%	Variance Explanation Not Required for Box 1. The opening balance for 2021-22 agrees to the brought forward balance from 2020-21.
Box 2 - Annual Precept	£251,452	£251,452	£0	0%	Not required.
Box 3 - Total Other Receipts	£12,454	£24,870	£12,416	100%	During 2020/21 the income from the hire of Beacon Hall was approximately £13,900 less than 2021/22 year due to the hall being closed for most of 2020 under Covid-19 restrictions. Furthermore, the income from interments during 2020/21 was approx. £2,800 more than during 2021/22, also a bench seat donation of £1,000 was received in 2020/21 and not in 201/22.
Box 4 - Staff Costs	£92,605	£126,102	£33,497	36%	During 2020/21 the staff wages expenditure was for only three quarters of the year, due to the invoice for the final quarter (approx. £27k) not being received until April 2021, consequently the expenditure during 2021/22 was for five quarters. Also, in 2020/21 a pension deficit payment of approx. £12,00 was made.
Box 5 - Loan Interest/Capital Repayments	£0	£0	£0	~	Not required.
Box 6 - All Other Payments	£89,881	£193,503	£103,622	115%	During 2020/21 there was no significant project work undertaken by the Council, mainly due to limitations of Covid-19. However, during 2021/22 several larger projects were undertaken, which included a pathway improvements project on our Recreation Ground at a cost of approx. £82,000. Several decorative planters were also purchased during 2021/22 at a cost of approximately £7,000, also the boundary fence at the allotments was replaced for approximately £3,000. During 2020/21 a substantial credit was received for previous overcharges on the streetlighting energy costs following their upgrade to LED. This resulted a credit remaining against the nominal code for this item of approximately £4,000, which did not occur in 2021/22.
Box 7 - Balances Carried Forward	£243,366	£200,083	£-43,283	-18%	Variance Explanation Not Required for Box 7.
Box 8 - Total Cash & Short Term Investments	£226,790	£243,998	£17,208	8%	Variance Explanation Not Required for Box 8.
Box 9 - Total Fixed Assets Plus Long Term Investments and Assets	£642,845	£656,037	£13,192	2%	Not required.
Box 10 - Total Borrowings	£0	£0	£0	~	Not required.



Nominal Code	Nominal Description	Actual	Budget	Variance	Variance %
401001	Precept	£251,452.00	£251,452.00	£0.00	0%
401002	B&NES Grant	£0.00	£0.00	£0.00	0%
401003	Bank Interest Received	£48.77	£100.00	-£51.23	-51%
401004	Donations, Wayleaves & Refunds	£2,252.90	£1,000.00	£1,252.90	125%
401005	S106 Income	£0.00	£0.00	£0.00	0%
401006	C.I.L. Income	£1,730.54	£0.00	£1,730.54	0%
401007	Sale of Assets Income	£0.00	£0.00	£0.00	0%
402001	Allotment Rents Received	£1,137.00	£826.00	£311.00	38%
403001	Environment	£579.70	£562.00	£17.70	3%
404001	Interments Income	£2,095.00	£3,260.00	-£1,165.00	-36%
404002	Memorials Income	£210.00	£403.00	-£193.00	-48%
404003	Gdn. of Rem. - Bench Donations	£0.00	£0.00	£0.00	0%
404004	Gdn. of Rem. - Shrub/Tree Donation	£0.00	£0.00	£0.00	0%
405001	Beacon Hall Receipts	£16,816.20	£12,500.00	£4,316.20	35%
Total Income		£276,322.11	£270,103.00	£6,219.11	
501001	Admin staff salaries	£68,209.04	£71,340.00	£3,130.96	4%
501002	Employers NI	£5,285.66	£7,045.00	£1,759.34	25%
501003	Caretakers Salaries	£34,671.54	£37,710.00	£3,038.46	8%
501004	Employer Pension Contributions	£17,935.29	£19,894.00	£1,958.71	10%
501005	Pension Deficit	£0.00	£0.00	£0.00	0%
501006	Payroll Processing Fees	£546.00	£650.00	£104.00	16%
Staff Costs Sub-Total		£126,647.53	£136,639.00	£9,991.47	
502001	Staff Expenses H&S Clothing	£1.87	£330.00	£328.13	99%
502002	Mileage	£508.95	£1,500.00	£991.05	66%
502003	Staff Absence Cover	£289.00	£900.00	£611.00	68%
502004	Telephone & Broadband	£803.05	£800.00	-£3.05	0%
502005	Stationery, Printing & Postage	£1,291.55	£1,500.00	£208.45	14%
502006	Subscriptions & Publications	£1,383.65	£1,400.00	£16.35	1%
502007	Bank Charges	£212.50	£250.00	£37.50	15%
502008	Insurance {exc. Beacon H&F}	£2,779.88	£3,000.00	£220.12	7%
502010	Meeting & Surgery Costs	£101.79	£300.00	£198.21	66%
502012	Internal & External Audit Fees	£1,526.25	£1,500.00	-£26.25	-2%
502013	Professional Fees	£0.00	£0.00	£0.00	0%
502014	Staff / Councillors Training	£2,785.00	£3,675.00	£890.00	24%
502015	Councillor Expenses	£0.00	£200.00	£200.00	100%
502016	Health & Safety Audit	£1,744.37	£1,750.00	£5.63	0%
502017	IT Software & Hardware	£6,842.25	£6,500.00	-£342.25	-5%
502018	GDPR Audit & Costs	£125.00	£500.00	£375.00	75%
502019	Covid19 Related Matters	£1,091.85	£1,091.85	£0.00	0%
502020	NALC National Conference	£107.48	£400.00	£292.52	73%
502021	HR Support Service	£1,744.37	£3,423.24	£1,678.87	49%
General Admin Sub-Total		£23,338.81	£29,020.09	£5,681.28	
503001	Newsletters & Advertising	£1,821.62	£2,500.00	£678.38	27%
503002	Website & Email	£429.50	£500.00	£70.50	14%
Media Sub-Total		£2,251.12	£3,000.00	£748.88	
601001	School Crossing Patrol	£3,350.37	£3,792.50	£442.13	12%
601002	Community Grants	£2,668.76	£2,500.00	-£168.76	-7%
601003	Village Events	£1,709.54	£2,000.00	£290.46	15%



601004	Senior Residents' Christmas Tea	£1,403.91	£1,500.00	£96.09	6%
601005	Chairman's Allowance	£300.00	£300.00	£0.00	0%
601006	Death of a Snr National/Local Figure	£191.11	£500.00	£308.89	62%
Grants Sub-Total		£9,623.69	£10,592.50	£968.81	
602001	New Machinery / Tools	£546.64	£900.00	£353.36	39%
602002	Winter Support	£189.00	£0.00	-£189.00	0%
602003	Ecewiche Green General Tree/Vegetation Works	£553.93	£500.00	-£53.93	-11%
602004	Street Furniture Maintenance	£314.70	£500.00	£185.30	37%
602005	Christmas Lights & Trees	£5,111.61	£4,750.00	-£361.61	-8%
602006	Allotment Land Rent & Maint.	£791.37	£800.00	£8.63	1%
602007	Caretaker Incidentals	£480.17	£230.00	-£250.17	-109%
602008	Machinery/Tools Service/Repairs	£1,289.94	£600.00	-£689.94	-115%
602009	Petrol & Oil	£450.55	£500.00	£49.45	10%
602900	Infrequent Operational Expenditure - IOE	£1,312.13	£3,198.50	£1,886.37	59%
Amenities Sub-Total		£11,040.04	£11,978.50	£938.46	
603001	Energy Supply	£1,699.17	£1,500.00	-£199.17	-13%
603002	Maintenance	£1,778.92	£3,500.00	£1,721.08	49%
603003	Repairs & New Columns	£0.00	£0.00	£0.00	0%
Street Lighting Sub-Total		£3,478.09	£5,000.00	£1,521.91	
604001	Floral Display	£2,818.60	£3,000.00	£181.40	6%
604002	General Hedge & Open Space Works	£14.32	£1,000.00	£985.68	99%
604003	General Tree Works	£1,050.00	£1,000.00	-£50.00	-5%
604004	Persimmon Land Casual Labour Costs	£126.33	£2,400.00	£2,273.67	95%
604005	Contracted Amenities Works	£3,419.01	£4,570.00	£1,150.99	25%
Environment Sub-Total		£7,428.26	£11,970.00	£4,541.74	
605001	Cemetery Rates	£2,495.00	£2,495.00	£0.00	0%
605002	Cemetery Utilities	£429.99	£500.00	£70.01	14%
605003	Cemetery Waste Disposal	£2,017.60	£2,096.00	£78.40	4%
605004	Cemetery Tree/Hedge Works	£0.00	£250.00	£250.00	100%
605005	Cemetery Works	£224.98	£1,300.00	£1,075.02	83%
605006	Cemetery Garden of Remembrance	£528.25	£1,000.00	£471.75	47%
Cemetery Sub-Total		£5,695.82	£7,641.00	£1,945.18	
606001	Recreation Field - General	£4,630.49	£4,500.00	-£130.49	-3%
606002	Recreation Field - Changing Rooms Utilities	£1,356.38	£1,000.00	-£356.38	-36%
606003	Recreation Field - Football Facilities Related	£4,831.51	£7,504.28	£2,672.77	36%
Recreation Ground Sub-Total		£10,818.38	£13,004.28	£2,185.90	
607001	Beacon Hall Licensing	£180.00	£180.00	£0.00	0%
607002	Beacon Hall Business Rates	£2,584.68	£3,440.00	£855.32	25%
607003	Beacon Hall Safety Checks	£1,578.92	£1,300.00	-£278.92	-21%
607004	Beacon Hall Gas	£2,526.33	£1,200.00	-£1,326.33	-111%
607005	Beacon Hall Electricity	£1,021.91	£1,600.00	£578.09	36%
607006	Beacon Hall Water	£267.80	£500.00	£232.20	46%
607007	Beacon Hall Telephone & Broadband	£699.77	£800.00	£100.23	13%
607008	Beacon Hall Website	£71.87	£75.00	£3.13	4%
607009	Beacon Hall Building Maintenance	£226.38	£1,000.00	£773.62	77%
607010	Beacon Hall Contents Maintenance	£197.58	£1,000.00	£802.42	80%
607011	Beacon Hall Advertising	£0.00	£250.00	£250.00	100%
607012	Beacon Hall Cleaning	£2,993.96	£1,000.00	-£1,993.96	-199%
607013	Beacon Hall Insurance	£679.26	£800.00	£120.74	15%

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607014	Beacon Hall Refuse Bin Collections	£2,287.00	£813.00	-£1,474.00	-181%
607015	Beacon Hall PHS Contract	£518.85	£513.00	-£5.85	-1%
607016	Beacon Hall Sundries	£15.98	£100.00	£84.02	84%

Beacon Hall Sub-Total **£15,850.29** **£14,571.00** **-£1,279.29**

608001	Beacon Field Grass & Hedge Cutting	£2,048.60	£2,500.00	£451.40	18%
608002	Beacon Field Other Grounds Maintenance	£50.12	£500.00	£449.88	90%
608003	Beacon Field Play Equip. Maint.	£1,189.70	£1,000.00	-£189.70	-19%
608004	Beacon Field Insurance	£758.38	£900.00	£141.62	16%

Beacon Field Sub-Total **£4,046.80** **£4,900.00** **£853.20**

Expenditure Funded From Earmarked Reserves

602901	Capital Projects - Winter Support	£0.00	£0.00	£0.00	0%
602902	Capital Projects - Telephone Kiosks	£817.58	£0.00	-£817.58	0%
602903	Capital Projects - Planted Peasedown	£6,978.61	£0.00	-£6,978.61	0%
602904	Capital Projects - Garden of Remembrance	£1,832.04	£0.00	-£1,832.04	0%
602908	Capital Projects - Signs & Street Furniture	£36.00	£0.00	-£36.00	0%
602913	Project - Street Light Upgrade to LED	£2,405.29	£0.00	-£2,405.29	0%
602914	Project - Accessible Allotment Plots	£250.80	£0.00	-£250.80	0%
602916	Project - Allotment Boundary Fence	£3,295.27	£0.00	-£3,295.27	0%
606906	RG - ResFundProj - Pathways, Gates &	£82,130.13	£0.00	-£82,130.13	0%
608902	BF - ResFundProj - Seating and Dog Exercise Area	£265.07	£0.00	-£265.07	0%
608903	BF Project - Jubilee Garden	£1,375.00	£0.00	-£1,375.00	0%

Earmarked Reserve Expenditure Sub-Total **£99,385.79** **£0.00** **-£99,385.79**

Total Expenditure **£319,604.62** **£248,316.37** **-£71,288.25**

Income Less Expenditure **-£43,282.51** **£21,786.63** **-£65,069.14** **-299%**

9997	Transfer FROM Reserves for Unbudgeted Ops Expenditure	£30,396.13
9998	Transfer FROM Reserves for Earmarked Expenditure	£99,385.79
9999	Transfer TO Reserves	-£16,926.50

Reserve Transfer Sub-Total **£112,855.42**

Net Surplus/Deficit after Reserve Transfers **£69,572.91**

Summary of Variances

Total Income	£276,322.11	£270,103.00	£6,219.11	Favourable
Staff Costs Sub-Total	£126,647.53	£136,639.00	£9,991.47	Favourable
General Admin Sub-Total	£23,338.81	£29,020.09	£5,681.28	Favourable
Media Sub-Total	£2,251.12	£3,000.00	£748.88	Favourable
Grants Sub-Total	£9,623.69	£10,592.50	£968.81	Favourable
Amenities Sub-Total	£11,040.04	£11,978.50	£938.46	Favourable
Street Lighting Sub-Total	£3,478.09	£5,000.00	£1,521.91	Favourable
Environment Sub-Total	£7,428.26	£11,970.00	£4,541.74	Favourable
Cemetery Sub-Total	£5,695.82	£7,641.00	£1,945.18	Favourable
Recreation Ground Sub-Total	£10,818.38	£13,004.28	£2,185.90	Favourable
Beacon Hall Sub-Total	£15,850.29	£14,571.00	-£1,279.29	Adverse
Beacon Field Sub-Total	£4,046.80	£4,900.00	£853.20	Favourable

Income Less Expenditure **£56,103.28** **£21,786.63** **£34,316.65** **Favourable**

Comt.	Project	Financial Year	EMR	Committed Expenditure as at 01/04/2022	Expenditure from 01/04/22	Surplus Budget Returned to General Reserve	Balance Remaining	Minute Reference	Comments
Full	Coronavirus Related Matters	2020/21	£0.00	£263.30	£263.30	£0.00	£0.00	C398 - 21/07/2020	This nominal code is now closed.
Full	Tree Planting Programme	2020/21	£0.00	£161.00	£0.00	£0.00	£161.00	C458 - 20/10/2020	Covid-19 secure planting undertaken on 20/02/2021 & 06/03/2021
F&A	Refurbishment of the telephone kiosks - Bath Road complete; Carlingcott remains to be painted	2020/21	£0.00	£182.42	£0.00	£0.00	£182.42	C499 – 15/12/2020	To be actioned by Caretakers summer 2022.
Pers	Staff/Cllr Training 2020-21 - Budget Increase on Existing	2020/21	£0.00	£325.00	£0.00	£0.00	£325.00	tbk	This is currently in progress - further training being booked.
Full	Community Grant - PSJ Scout Group shelving for storage garage.	2021/22	£0.00	£500.00	£500.00	£0.00	£0.00	C257 - 12/04/2022	It was agreed for funding to be allocated dated 31/03/2022.
Cemt	Ashgrove Cemetery Cremated Remains Plots - Phase 2	2021/22	£0.00	£4,200.00	£0.00	£0.00	£4,200.00	C061 - 20/07/2021 C083 - 10/08/2021	See Cemetery Committee Team on Teams for updates.
Full	Recreation Ground Footpath Extension - Extending tarmac footpaths to a circular route around the field and so the Rec can be accessed from one end to the other via a footpath. Recreation Ground Formalise unofficial pedestrian entrance from Bath Road - Making the informal pedestrian entrance from Bath Road safe for users and to link with proposed new pathways. Recreation Ground Parking Area - To formalise an area for parking on the Recreation Ground using a matting type product e.g. GrassCrete which provides stability but allows the grass to grow through it. Parking will only be permitted for activities associated with the Recreation Ground and not as a general car park.	2021/22	£0.00	£4,262.27	£0.00	£0.00	£4,262.27	C083 - 10/08/2021 C218 - 15/02/2022	See Recreation Ground Improvements Advisory Panel channel on Teams for updates.
Full	Parish Map & Signage Project - Large maps, information signs and village walks and local information for QR codes linking to Parish Council website. Map has been generated in pdf format with linked online version. Village entrance sign from Wellow approach and additional Beacon Hall signage previously installed under this project.	2020/21	£0.00	£4,645.90	£0.00	£0.00	£4,645.90	C247 – 21/01/2020	See Parish Map and Signage Project Advisory Panel on Teams for updates.
Full	Jubilee Garden	2021/22	£0.00	£20,394.46	£24,585.35	£0.00	-£4,190.89	C194 - 18/01/2022 C218 - 15/02/2022	Deductions for memorial benches yet to be actioned and charges for engraving not yet received. This final figure will alter.
F&A	Canteen and Accessible Toilet Units at the Recreation Ground	2022/23	£0.00	£29,000.00	£0.00	£0.00	£29,000.00	C261 - 12/04/2022	Works progressing; scheduled to be complete by end of July 2022.
Full	Queen's Jubilee Event 2022	2020/21	£0.00	£1,000.00	£446.69	£0.00	£553.31	C238 – 15/03/2022	Awaiting invoices/receipts for cakes
Pers	CiLCA Contingency	2022/23	£2,000.00	£0.00	£0.00	£0.00	£0.00	C189 – 18/01/2022	Funding has been allocated as an Ear Marked Reserve; the project must be approved by Full Council in order to release any monies from General Reserve.
Pers	Pension Deficit Planning	2022/23	£4,000.00	£0.00	£0.00	£0.00	£0.00	C189 – 18/01/2022	Funding has been allocated as an Ear Marked Reserve; the project must be approved by Full Council in order to release any monies from General Reserve.
Full	Streetlighting - To consider request for additional lights at Hillcrest and Eckweek Gardens. This project does not include quotations to upgrade the lights not included as part of the original upgrade project. This amount is for additional lights in new locations	2021/22	£4,000.00	£0.00	£0.00	£0.00	£0.00	C526 – 19/01/2021	See Streetlighting Advisory Panel channel on Teams for updates.
F&A	Beacon Hall Boiler Replacement - The boiler located in the Parish Office is nearing its end of life. It breaks down regularly and the mechanical services contractor has advised it will soon need replacing.	2022/23	£5,000.00	£0.00	£0.00	£0.00	£0.00	C189 – 18/01/2022	Funding has been allocated as an Ear Marked Reserve; the project must be approved by Full Council in order to release any monies from General Reserve.
Burial	Ashgrove Cemetery Footpaths - To upgrade the tarmac pathways at Ashgrove Cemetery. Works to be funded over several years prior to action due to costs involved.	2022/23	£10,000.00	£0.00	£0.00	£0.00	£0.00	C189 – 18/01/2022	Funding has been allocated as an Ear Marked Reserve; the project must be approved by Full Council in order to release any monies from General Reserve.

Comt.	Project	Financial Year	EMR	Committed Expenditure as at 01/04/2022	Expenditure from 01/04/22	Surplus Budget Returned to General Reserve	Balance Remaining	Minute Reference	Comments
F&A	Beacon Field Play Area Resurfacing	2022/23	£14,000.00	£0.00	£0.00	£0.00	£0.00	C189 – 18/01/2022	Funding has been allocated as an Ear Marked Reserve; the project must be approved by Full Council in order to release any monies from General Reserve.
Full	Beacon Hall Audio Visual Equipment – To investigate options with a view to obtaining some audio visual equipment for Beacon Hall with a plan to stream meetings and in future to prepare for any potential of hybrid meetings.	2021/22	£20,000.00	£0.00	£0.00	£0.00	£0.00	C526 – 19/01/2021	See Digital Transformation Advisory Panel channel on Teams for updates.
Totals			£59,000.00	£64,934.35	£25,795.34	£0.00	£39,139.01		

BATH AND NORTH EAST SOMERSET COUNCIL

(THTTC2908 FIRGROVE LANE, PEASEDOWN ST JOHN)
(TEMPORARY PROHIBITION OF USE BY VEHICLES) ORDER 2022

Notice is given that Bath and North East Somerset Council in exercise of its powers under section 14 of the Road Traffic Regulation Act 1984 intends to make an order to the effect of which will be to temporarily introduce a road closure in that length of Firgrove Lane, Peasedown St John from its junction with Hillside View, extending north for approximately 50 metres. **USRN: 47902505**

This order is required because works are being or are proposed to be executed on or near the road to replace a fire hydrant by Bristol Water on the **5th September 2022** for a maximum period of **5 days**. The road will only be restricted as and when traffic signs are in position and may not be effected for the whole of the period but only for so long as is necessary to execute the works. This is anticipated to be for **THREE DAYS**.

ALTERNATIVE ROUTE: Firgrove Lane – Keel's Heel – Ashgrove – Bath Road – Whitebrook Lane – New Buildings - Carlingcott Lane – Carlingcott – Firgrove Lane – Vice Versa.

Link to One.network: <https://one.network/?tm=129192501>

Applicant Details: Shelby St John
Telephone: Bristol Water 0117 966 2267
Email: shelby.stjohn@bristolwater.co.uk

Dated: 18th August 2022

Traffic Management Team
Lewis House
Manvers Street,
Bath
BA1 1JG

Chris Major
Director of Place Management

BATH AND NORTH EAST SOMERSET COUNCIL

(THTTC2914 ECKWEEK LANE, PEASEDOWN ST JOHN)
(TEMPORARY PROHIBITION OF USE BY VEHICLES) ORDER 2022

Notice is given that Bath and North East Somerset Council in exercise of its powers under section 14 of the Road Traffic Regulation Act 1984 intends to make an order to the effect of which will be to temporarily introduce a road closure in that length of Eckweek Lane, Peasedown St John from its point outside property number 8 extending in an westerly direction to its point outside property number 4. **USRN:** 47902300

This order is required because works are being or are proposed to be executed on or near the road for lead replacement by Bristol Water on the **15th August 2022** for a maximum period of **7 days**. The road will only be restricted as and when traffic signs are in position and may not be effected for the whole of the period but only for so long as is necessary to execute the works. This is anticipated to be for **FIVE DAYS**.

ALTERNATIVE ROUTE: Eckweek Lane (remainder) – Ashgrove – Eckweek Road – Eckweek Lane – Vice Versa.

Link to One.network: <https://one.network/?tm=129311255>

Applicant Details: Orsi Karolyi
Telephone: Operations Room 0117 9662267
Email: Orsolya.karolyi@bristolwater.co.uk

Dated: 28th July 2022

Traffic Management Team
Lewis House
Manvers Street,
Bath
BA1 1JG

Chris Major
Director of Place Management

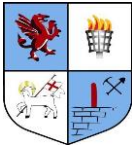


PEASEDOWN ST JOHN PARISH COUNCIL ADVISORY PANEL RECORD FORM

CIVIC EVENTS ADVISORY PANEL

Commissioning Group:	Full Council
Date of Formation (minute reference):	C168 – 14/12/2021
Date Disbanded (minute reference):	
Chair:	Cllr Kathy Thomas

Terms of Reference	
General Purpose:	<p>To plan, and assist with the organisation, of any Civic Events to be hosted by the Parish Council, to include, but not be limited to:</p> <ul style="list-style-type: none"> ➤ Beacon Lighting Events; ➤ Commonwealth Day; ➤ National celebrations such as Jubilees/anniversaries of particular importance; ➤ Remembrance including dressing of war graves.
Specific Aims:	<p>Planning of the event should:</p> <ul style="list-style-type: none"> ➤ Include who to invite and plans of involvement of village organisations and residents. ➤ Include provision for advertising/press releases. ➤ Include plans for any refreshments. ➤ Include a risk assessment. ➤ Include consideration of any decorations/gifts/items etc. that may need to be purchased and are within budget constraints. ➤ Include consideration of speeches and any ceremonial aspects. ➤ Incorporate liaison between other groups or organisations that may wish or be beneficial to the event to be involved. ➤ Incorporate any required links between other associated activities within the village. ➤ Include a wrap-up feedback session after each event to review/suggest changes for future events.
Success Criteria:	Completion of the events with positive feedback.
Duration:	Long-term; it is intended for this Advisory Panel to run for the duration of the council year and to be reappointed at the Annual Full Council meeting in May.
Reporting Procedures:	<p>The Parish Office will maintain a log of all Advisory Panel meetings.</p> <p>Notes will be taken at every Advisory Panel meeting by a nominated attendee (using the pro-forma attached) and will be circulated to all members of the Advisory Panel and the Clerk. These will be filed on SharePoint and used for pre-reading etc. where required.</p>
Membership:	<p>Cllrs Mandy Clarke; Richard Clarke; Audrey Gillard-Sprake; Gavin Heathcote; Ray Love; Jonathan Rich; Les Sprake; Kathy Thomas [Chair].</p> <p>Depending on the event the Clerk or either of the Administration Officers will be the designated staff support.</p> <p>Public or Representatives of Other Organisation – Parish residents and/or representatives of other organisation will be invited to attend meetings depending on the topics being discussed and their relevance/involvement in the event.</p>



CIVIC EVENTS ADVISORY PANEL MEETING NOTES

**Monday 20th June 2022 at 7.00pm until 7.50pm held remotely via
MS Teams**

In attendance

Cllrs Jonathan Rich; Kathy Thomas (Chair & NT).
Tanya West – Parish Clerk & RFO

Apologies

Cllrs Mandy Clarke; Richard Clarke.
Cllrs Audrey Gillard-Sprake; Gavin Heathcote; Ray Love; Les Sprake were absent with no apologies received.

Papers prepared for the meeting:

- None.

Purpose of the meeting:

To review and feedback of the Platinum Jubilee events held on Thursday 2nd June 2022.

To consider possible involvement of the Parish Council for Bath Area Play Project play day on Beacon Field/Hall on Monday 25th July 2022.

To commence planning for the Remembrance events in November 2022.

Summary of main points raised:

Platinum Jubilee

- Both events were very well attended and enjoyed by those who did attend.
- The beacon requires repainting.
- Microphones/audio for outdoor use to be investigated for future events.
- Invitations to people worked very well – will utilise this type of invitation for future events.

BAPP Play Day

- Parish Council have provided a grant of £1000 towards a play day on Beacon Field, as a condition of the grant it was agreed that it be publicised that PSJPC has provided funding for it.
- Date of Monday 25th July 2022 has been booked for the event (first Monday of the school holidays).
- The event has been advertised in the Parish Council newsletter.
- BAPP advised they will be arriving at 11.30 to set up, children and parents arriving at 1pm, finishing at 4pm and cleared and gone by 5pm. They will require the toilets and the gate open. If we decide to provide refreshments, they would prefer tea/coffee/water/sugar free squash and if the Council would like to promote healthy eating, then apples and oranges. If we decide to not provide, they will get a van in that sells refreshments.
- The Parish Council has a budget of £1k to cover all Civic Events for the year (excluding the Jubilee which had its own budget).
- Have a banner for the day say this event is sponsored by the Parish Council.



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Remembrance

- Remembrance Sunday is on 13th November 2022.
- Invitations to be created for both grave dressing and event at Beacon Hall.
- Possibility of trialling an afternoon event rather than an evening.
- Grave Dressing – Parish Council to be running the event with support of the British Legion.
- The WI interested in decorating the graves cross with knitted poppies etc.
- Report again at the September Full Council meeting.
- Obtain availability for Audio Visual provider/suppliers for the event.

Agreed Action (if any)	Responsibility
Play Day - Check the wording on the banner that is used for the cricket club for 'event sponsored by the Parish Council'. Get a new banner ordered if needed.	Clerk/Office
Play Day - Advertising on Facebook, website, notice boards and pavement sign. Opal print – Westfield trading estate – if want commercially printed get posters done there. How much for printing for notice boards etc.	Clerk/Office
A few councillors to volunteer to help with refreshments on the day.	Kathy/Barbara
To review whether an afternoon tea in the summer becomes an annual activity.	Advisory Panel
To obtain some prices on a branded marquee/gazebo to use for future events for budgeting later in the year. Branding could be removable.	Clerk/Office
The battery on the speaker no longer holds charge – this needs to be investigated if it can have a new battery or a new version purchased. Is there a commercial version of a mobile speaker available to purchase?	Clerk/Office
Share files on grave dressing to this Advisory Panel channel.	Clerk/Office
Invoice from the cloth reveal – The Hive at Shepton Mallet	JR & Clerk
Cakes payment to JR for Jubilee event	JR & Clerk
Check dates for meeting with the church for remembrance.	Clerk/Office
How many poppies do we have so we can plan where they are going to go and date for putting them up by. Check the minute about where the Tommy's will be placed.	Clerk/Office
Check what the wreath we have at the Church is like and replace it if felt appropriate with something a bit less plastic.	Clerk/Office
Send out invitation to for the next meeting and add actions to Planner.	Clerk

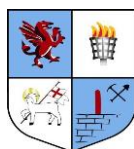
Follow-up meeting required: Y – Monday 12th September 2022 at 7.00pm via MS Teams.

Report to Full Council:

Recommendation that the Parish Council supports the BAPP Play Day by serving refreshments during the afternoon, in accordance with the grant conditions raised by the F&A Committee for the event to be more of a joint BAPP and Parish Council event.

Transfer any remaining monies from the Jubilee event budget to Jubilee Garden/GR.

Recommendation that we proceed with the remembrance events (war grave dressing and beacon hall secular event) based on same as last year (timings to be decided).



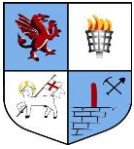
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PEASEDOWN ST. JOHN PARISH COUNCIL ADVISORY PANEL RECORD FORM

ADVISORY PANEL FOR EXECUTIVE COMMITTEE

Commissioning Group:	Executive Committee
Date of Formation (minute reference):	EC006 – 01/06/2021
Date Disbanded (minute reference):	
Chair:	Cllr. Jonathan Rich

Terms of Reference	
General Purpose:	To make recommendations to Full Council for the setting and monitoring of priorities.
Specific Aims:	<ul style="list-style-type: none">➤ To monitor the Order of Known Business and implementation of projects.➤ To advise the council on setting of priorities and to monitor agreed priorities.➤ To keep council appraised of progress against agreed priorities.➤ To support the Clerk in meeting objectives within realistic timescales.➤ To improve communications and understanding between committee chairs.➤ To improve communications and understanding between councillors.
Success Criteria:	Completion of agreed priorities and projects on time and within budget.
Duration:	Long-term; it is intended for this Advisory Panel to run for the duration of the council year and to be reappointed at the first Executive Committee meeting following the Annual Full Council meeting in May 2020.
Reporting Procedures:	The Parish Office will maintain a log of all Advisory Panel meetings. Notes will be taken at every Advisory Panel meeting by the Chair (using the pro-forma attached) and will be circulated to all members of the Advisory Panel and the Clerk. These will be filed on SharePoint and used for Full Council pre-reading etc. where required.
Membership:	The Chair and Vice-Chair of Full Council. The Chair and Vice-Chair of each Standing Committee.



ADVISORY PANEL FOR EXECUTIVE COMMITTEE MEETING NOTES

Tuesday 7th June 2022 at 7.00pm until 7.45pm at Beacon Hall

In attendance (Note taker Jonathan Rich)

Cllrs. Jo Davis; Audrey Gillard-Sprake; Simon Kidd; Andy Larcombe; Jonathan Rich (Chair); Kathy Thomas.

Tanya West (Clerk & RFO) - Joined for the first 20mins of the meeting to update Councillors on the progress of the previously agreed priorities.

Apologies

None.

Papers prepared for the meeting:

- Order of Known Business 2022-23 document (including agreed operational project items). Updates can be found on Planner under Full Council Team [General Channel; Planner Tab; Projects Bucket] or under the relevant Advisory Panel channel.
- Committed Expenditure and Reserves [earmarked, contingency, general].
- Annual Governance Cycle and known operational activities for June and July.
- Details on any known staff holidays/absences. June – 2x Bank Holidays – Tracey 3 days, Debbie 6 days, Tanya to take some time off to complete anything relating to CiLCA, likely to be end of June.

Purpose of the meeting:

To review the above listed documents and provide any feedback/recommendations.

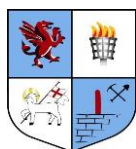
To review the suggested priorities of the projects so as to assist the Parish Office with workload and to determine any amendments.

Summary of main points raised:

All the above documents were reviewed, and the points/actions raised are detailed below.

Update on the priorities agreed at the April Full Council meeting:

1. Chase Persimmon land transfer for update & arrange meeting with our Solicitor.
Chasing email sent – will telephone and email again on 9th June 2022.
2. Complete the Jubilee Garden project once final decisions have been made by the advisory panel.
Jubilee Garden is now complete apart from the installation of membrane and plum slate to be installed underneath the sign/plinth. This was not actioned as we ran out of plum slate and the concrete was still wet the day before the opening. This will be actioned next week, along with the installation of a new bench plaque which has subsequently been arranged following the official opening. The project finances to be finalised as not all the invoices have yet been received (heras fencing still to be collected).
3. Continue with the planning of the Jubilee Event in conjunction with the Advisory Panel.
The Jubilee event was very well attended and positive feedback received from all those that attended. Thank you letters in the process of being written to some individuals. A Civic Events Advisory Panel to be held as a feedback session within the next week.
4. Delegate microphones for council meetings – To arrange the 'Teams' meeting AV Audio as agreed by the Digital Transformation Advisory Panel.



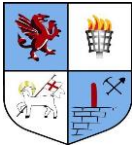
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Emailed Pure AV awaiting some dates they are available. Also, another company (Audio Visual Direct) has contacted the Clerk in response to a query that was raised months ago. They are proposing to meet with Clerk and Councillors on Monday 20th June at 1.45pm. If this date is not convenient, they can reschedule.

5. Complete the Recreation Ground improvements works – Work with Northavon to arrange for the installation of the grass matting and any remaining works to be completed.
The final stage of the works commenced on 6th June 2022 with the clearing of the soil heap next to the Scout garage. Works are continuing for the rest of this week.
6. Install the signage to the 'Dug Outs'.
This is now complete.
7. Order the changing room sign as agreed by Finance & Amenities Committee & Full Council.
This will be collected by the Clerk and fitted by the Caretaker either this week or early next.
8. Complete works for the 'Tea Hut' as agreed by Full Council. Additional quote required for the concrete base and submit a Variation to the Planning Permission as discussed.
Variation submitted and requested to be fast tracked by Planning Officer. Also liaised with preferred contractor to obtain revised price to be within budget. Concrete w/c 27th June, Delivery of units 12th July
9. Arrange a Football change room inspection.
This took place on 30th May 2022. Clerk to finalise the notes from the meeting.
10. Amend the Football user agreements for 2022/23 to include the use of the 'Tea Hut' etc.
This was discussed at the meeting on 30th May 2022 – document to be updated and circulated to members in preparation for adoption at meeting in July 2022. Meeting ??
11. Complete all outstanding Minutes – Check all minutes have been uploaded to the website.
Some minutes still to be published/uploaded to website. Due to be actioned by end of week.
12. Update Council on agreed actions and deadlines regarding the removal etc Trinkets at the Cemetery – request a delivery date for the signage from the suppliers & report back.
Signage to be chased for a date. Parish Office to follow up this week to obtain and update Planner.
13. Complete the work on the budget – including the advice of the internal auditor on accruals to enable to year to be closed and the budgets loaded by the agreed deadline of 13th May.
Internal Audit being undertaken on 8th June. Unable to close down until this is completed.
14. Prepare all necessary documents and review the terms of references for committees and advisory panel for the Annual meeting of the Parish Council.
This was actioned and document adopted at annual Full Council meeting.

Agreed Action/Recommendations (if any)	Responsibility
<p>The advisory panel noted the completion of the Jubilee Garden including the fantastic and well attended opening event and that the Beacon lighting event took place with a large numbers Councillors and members of the public in attendance, and noted the items completed from the last meeting.</p> <p>Recommended to Full Council to instruct the Clerk that the following are the priorities for the coming month:</p> <ol style="list-style-type: none">1. Continue with Persimmon land transfer2. Continue with Delegate microphones and arrange company to visit	

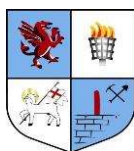


PEASEDOWN ST JOHN PARISH COUNCIL

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Agreed Action/Recommendations (if any)	Responsibility
<p>Beacon Hall.</p> <ol style="list-style-type: none">3. Complete the Recreation Ground improvements works as agreed.4. Collect and install changing room sign.5. Complete works for the 'Tea Hut' now renamed the 'Canteen'- Concrete base with services ducting must be installed w/c 27th June, ready for delivery on 12th July as agreed.6. Complete the amendment to the Football user agreements as agreed.7. Complete all outstanding Minutes as previously agreed.8. Complete the VAT return and update F&A of progress.9. Trinkets at the Cemetery signage - collect and install.10. Complete the work on the budget on completion of the Audit as agreed.11. Weeding at the cemetery.	

The date of the next meeting is scheduled to be held on Tuesday 5th July 2022 at 7pm.

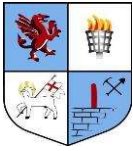


PEASEDOWN ST. JOHN PARISH COUNCIL ADVISORY PANEL RECORD FORM

RECREATION GROUND IMPROVEMENTS ADVISORY PANEL

Commissioning Group:	Full Council
Date of Formation (minute reference):	C547 – 16/02/2021
Date Disbanded (minute reference):	
Chair:	Cllr Kathy Thomas

Terms of Reference	
General Purpose:	To investigate projects relating to the improvement of the Recreation Ground, obtaining quotations for specific projects, presenting recommendations to Full Council and working with staff to oversee any subsequent works.
Specific Aims:	<p>To look at various projects to improve the Recreation Ground, including:</p> <ul style="list-style-type: none"> • Extension of the existing tarmac pathways • Area of reinforced grass for parking • Formalising entrance from Bath Road • Areas for tree planting along the tarmac pathways [in conjunction with feedback from the Tree Planting Advisory Panel] • Area of hardstanding for a skip <p>To obtain quotations/tenders for the above works. To investigate and obtain the necessary permissions in order to undertake these works.</p>
Success Criteria:	Completion of investigations/recommendations on the specific projects/matters assigned to this Advisory Panel for consideration at Full Council.
Duration:	Mid-term; until agreed projects are completed.
Reporting Procedures:	The Parish Office will maintain a log of all Advisory Panel meetings. Notes will be taken at every Advisory Panel meeting by a nominated attendee (using the pro-forma attached) and will be circulated to all members of the Advisory Panel and the Clerk. These will be filed on SharePoint and used for pre-reading etc. where required.
Membership:	<p>Cllrs Adi Davis; Jo Davis; Andy Larcombe; Conor Ogilvie-Davidson; Jonathan Rich; Kathy Thomas</p> <p>Debbie Parish is the designated staff support.</p>



RECREATION GROUND IMPROVEMENTS ADVISORY PANEL MEETING NOTES

Tuesday 21st June 2022 at 7pm until 7.50pm held at the Recreation Ground

In attendance (please indicate note taker)

Cllrs Conor Ogilvie-Davidson, Jo Davis, Jonathan Rich; Kathy Thomas (Chair).

Administration Officer - Debbie Parish (NT).

Apologies

Cllr. Andy Larcombe.

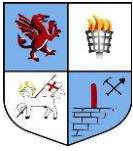
Papers prepared for the meeting:

- List of known issues in relation to the improvement works.

Purpose of the meeting:

To undertake a site inspection and to review the list of known issues. To update this list to identify any remaining issues to be resolved by the contractor, Northavon Group Limited, prior to payment. Some items to be actioned by the Caretakers.

Summary of Main Points and Agreed Action – see attached sheet.



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Summary of Main Points and Agreed Action

Northavon –

- Complete remaining grass matting.
- Complete grass seeding near the main entrance.
- Tarmac around the base of the post next to the main entrance.
- Unless any further concerns are raised by Andy Boyce in relation to grass-cutting, the works would then be complete.

Parish Council Caretakers –

- Add grass seed to a few areas:
 - Site of the old containers (which has now been levelled)
 - Corner of the football pitch (which was previously muddy and has been levelled)
 - Near to the new pedestrian entrance, where required.
- Close unofficial entrance near tree stump with stock fencing.
- Repairs to fence near site of old scout containers.
- Monitor the path edges near the access gate to the football pitch to ensure they are not getting damaged by the mower.
- Remove the “No horses” sign.

Football Club -

- To avoid parking on the grass matting until the start of the football season in September.
- Depending on how well the matting is settling, parking may be allowed for friendly matches during August.
- Suggest that they mark the edge of the parking area with white lining paint so that it is visible (the matting may not be visible after the grass has grown through it).

Ideas for future projects –

- Installation of a few picnic tables on the flat area next to the view over New Buildings.
- Painting the back of the spectator stand and dugouts (possibly making one or more of them graffiti walls).
- Painting the MUGA end next to the play area.

Recommendations for Full Council:

1. That following completion of the grass matting and tarmac area around the post near the main entrance (and subject to no further issues being raised by Andy Boyce in relation to mowing) the works will be complete and the final payment to Northavon can be made.
2. That arrangements should be made to spray or strim the grass at the path edges once a year to ensure that they don't overgrow the path.

Next meeting to be held at the end of August, once the canteen unit has been installed.



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EQUIPMENT USE AGREEMENT

Name: _____

Address: _____

Contact phone number: _____

Peasedown St John Parish Council permits the above-named person to use the following equipment (please tick):

<input type="checkbox"/>	Projector	<input type="checkbox"/>	Litter picking equipment
<input type="checkbox"/>	Extension cables	<input type="checkbox"/>	Radar gun
<input type="checkbox"/>	Speaker	<input type="checkbox"/>	Other, please specify:
<input type="checkbox"/>	Screen		

From (date): _____ To (date): _____

Conditions of use:

- The borrower agrees to keep the equipment in good repair, using it in accordance with its design.
- That the borrower agrees the use of the above equipment will be at their own risk and they will be responsible for locking the equipment in the secured area directed.
- By signing this document, I agree that I will return the equipment in the same condition as received or in the event of the equipment becoming lost or damaged beyond repair, the borrower's liability will be the reasonable market value of the equipment as at the date of loss; appropriate reimbursement made for any damage; appropriate insurance excess.

Signed: _____