

# BLEADON PARISH COUNCIL

[www.bleadonparishcouncil.gov.uk](http://www.bleadonparishcouncil.gov.uk)



Clerk to the Parish Council  
**Bruce Poole**  
Dip. HE Local Policy; Fellow ILCM



Prior to the commencement of the meeting the Chairman invited District Councillor Efan AP Rees to make a presentation to the Parish Council on its attaining re-accreditation as a Quality Parish Council believed to be the first to do so in North Somerset.



Picture shows left to right – Mrs Penny Skelley Chairman Mrs Penny Robinson Vice Chairman Efan AP Rees District Councillor Bruce Poole Parish Clerk – 2<sup>nd</sup> Row Mary Sheppard Iris Clarke Keith Pyke 3<sup>rd</sup> Row Graham Lockyer Clive Morris Brain Gamble and Rob House

PC Church was also asked to address the meeting whereupon he advised the Councillors on the recent statistics for the village. He then left the meeting.

**Minutes** of the **Annual Meeting** of **Bleadon Parish Council** that was held in the **Coronation Hall Coronation Road Bleadon** on **Monday 11<sup>th</sup> May 2009** that commenced at **7.30 pm** when the following business was transacted.

**PRESENT** Mrs P J Skelley (Chairman) together with Mesdames I D Clarke P Robinson and M Sheppard and Messrs B Gamble R House G Lockyer C Morris K Pyke together with the clerk Mr B Poole.

In addition PC Steve Church and Miss Emma Wright of the Weston Mercury were also present

The Chairman then read the following statement:-

**“Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race gender age sexual orientation marital status and any disability) Crime & Disorder Health & Safety and Human Rights”**

**213.1 To elect a Chairman**

There being only one nomination Councillor Mrs Penny Skelley was duly proposed and unanimously elected as chairman for the ensuing year.

**213.2 To receive a Statutory Declaration of Office**

The Statutory Declaration was made and duly signed

**213.3 To receive any apologies for non attendance**

None

**213.4 To receive any declarations of interest**

Ref	Councillor	Type	Relationship
213.25.1	C Morris	Personal	Council Representative/Treasurer Coronation Hall
213.25.1	K Pyke	Personal	Council Representative Coronation Hall
213.25.2	K Pyke	Personal	Council Representative Youth Club

**213.5 To elect a Vice Chairman**

Again there being only one nomination Councillor Mrs Penny Robinson was duly proposed and unanimously elected as Vice Chairman

**213.6 To Elect the following Committees**

(a) Planning

Chairman – Councillor Mrs M Sheppard – Vice Chairman – Councillor Graham Lockyer supported by all the members of the Parish Council

(b) Open Spaces

Chairman – Councillor Mrs Penny Robinson  
Playground – Councillor Mr Keith Pyke  
Allotment – Councillor Mrs M Sheppard

(c) Footpaths and Bridleways.

Brief Holder – Councillor Mr Rob House

(d) Finance & Personnel

Chairman Mrs Penny Skelley together with Councillors Mrs Penny Robinson and Messrs Graham Lockyer and Clive Morris

Personnel – Councillor Mr Keith Pyke and Councillor Mrs Penny Skelley

- (e) Roads & Transport

Brief Holder - Councillor Mr Brian Gamble

- (f) Grievance Committee

Chairman Councillor Mrs Penny Skelley supported by Councillor Mrs Penny Robinson and Councillor Brian Gamble

- (g) Appeals Committee

Chairman Councillor Mrs M Sheppard supported by Councillors R House C Morris and K Pyke

**213.7 To propose Representatives to the following Village Organisations**

- (a) Coronation Hall

Councillors C Morris and K Pyke

- (b) Youth Club

Councillor K Pyke

- (c) Guides & Brownies

Councillor K Pyke

- (d) ALCA

Councillor B Gamble

**213.8 To re-adopt Standing Orders and Financial Regulations**

Resolved that the Standing Orders and Financial Regulations be re-adopted.

**213.9 To approve the Council's Asset Register**

Resolved that the Council's Asset Register be re-adopted

**213.10 To review the Council's Insurance Policy**

Resolved that the Finance Committee be charged with reviewing the current Insurance cover

**213.11 To approve the Council's Bank Mandate**

Resolved that the signatories on the Council's Bank Accounts should be any two from the following Parish Council Members - Mesdames Robinson Sheppard Clarke and Skelley together with Messrs Gamble House Lockyer Morris Pyke and that the Responsible Financial Officer (RFO) Mr B Poole Parish Council Clerk be permitted to make contact with the Bank and to authorised transfers between the two accounts on the Parish Councils behalf

**213.12 To receive the Parish Council's Financial Statement for the year ending 31<sup>st</sup> March 2009**

- (a) To approve the Annual Accounts for the year ending 31<sup>st</sup> March 2009

Resolved that the Annual Accounts for the year ending 31<sup>st</sup> March 2009 be approved – copies attached to the Minute Book

- (b) To approve the Annual Governance Statement

Resolved that the Annual Governance Statement be approved

- (c) To review the effectiveness of the internal audit

The Parish Council acknowledged that they were satisfied with the current effectiveness of the internal audit procedures undertaken by the council.

**213.13 To re-appoint the Clerk as the Council's Responsible Financial Officer**

Resolved that the clerk Mr B Poole be re-appointed the Council's Financial Officer

**213.14 To re-affirm acceptance of The Audit and Account Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 (SI 2006/564)**

Resolved to re-affirm acceptance of The Audit and Account Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 (SI 2006/564)

**213.15 To re-adopt the Council's Publication Scheme and confirm the Parish Council's Qualified Persons under Section 36 of The Freedom of Information Act 2000**

Resolved to re-affirm the Council's Publication Scheme and that the Parish Clerk Mr B Poole be re-appointed as the Parish Council's Qualified Person

**213.16 To review the Members Register of interests**

The Clerk reminded the members of their responsibility in respect to the register by ensuring that their own individual details were correct. It was agreed each member would be sent their own particular copy for personal checking.

**213.17 To confirm the appointment of Mr Terry Lewis of T P Lewis & Partners as the Council's Internal Auditor**

Resolved that Mr Terry Lewis of T P Lewis & Partners be appointed as the Council's Internal Auditor

**213.18 To review Allotment Rents and Magazine Advertising Charges**

It was agreed not to take any action at this time as the Allotment rents were increased in September 2008 and the Magazine Advertising rates were reviewed in February 2008.

**213.19 Issues Arising from the Annual Parish Meeting – 20<sup>th</sup> April 2009**

**(a) Street Lighting**

Councillor Lockyer indicated that he would advise Mr Tony Pettitt in respect to the street lighting that was solely owned by the Parish Council which is as follows:

- 1 Shiplate Road/The Veale
- 1 Opposite the Rectory
- 1 Junction of Bridge/Bleadon Roads

**(b) Toadstools**

It was explained that a commitment had been given some months ago by the Parish Council to the Brownie Pack that the Council would purchase a selection of toadstools. Due to not being able to source a supplier who would respond to the Council the matter had been forced into abeyance.

Resolved that the Parish Council should purchase three small and three medium sized toadstools

**213.20 To receive and approve the Minutes of the Parish Council Meeting held on Monday 9<sup>th</sup> March 2009**

Resolved that the Minutes of the Parish Council held on Monday 9<sup>th</sup> March 2009 that had been duly circulated be taken as read approved as being a correct record and signed as such by the Chairman

**Past Subject Matters****For the purpose of report only**

- (1) Matters raised by members of the public at the previous council meeting
- (2) Collapsed Drain – Churchyard approach BP  
 Mr Poole gave an updated report on this matter. The Council agreed to remove this item from the agenda.
- (3) Bus Shelter & Memorial Plaque BP  
 The clerk confirmed that this matter would be concluded in the next two weeks.
- (4) Outstanding Planning Applications – 06/1971 & 06/1972 BP  
 Nothing to report
- (5) Council owned property BP  
 The Clerk advised the Council that all but one application had now been concluded and that he expected the remaining one to solve itself over the next month.
- (6) A370 Purn Local Safety Scheme BG  
 It was noted that some signs still need to be replaced – clerk to ascertain the position from North Somerset
- (7) Quality Council Status Re-accreditation BP  
*See 213.27.3*
- (8) Churchyard Statutory – Meeting with PCC BP  
 It was noted that the matter was still ongoing
- (9) Flooding at Bridge Garage BG  
 Still waiting for North Somerset's response
- (10) New Trust Deed BP  
 Waiting for a report on the progress if any to date
- (11) Youth Club - Membership Survey KP  
 Out of some 52 members 27 were from the village
- (12) Dog Control Orders BP  
 Mr Poole gave the meeting an update on the progress of this subject
- (13) Village Website KP  
 It was noted that the website had officially now been launched
- (14) Overhanging Bushes BP  
  - Purn Lane
  - Shiplate Road
 Waiting an update from North Somerset

- (15) Village Bus Stops/Bus Shelters BP  
 Agreed that North Somerset should be pressed further in order to set up the requested meeting
- (16) Church Gate – Remedial Repair BP  
 The Councillors expressed concern at the fact that Delta Engineering had been paid yet the remedial repairs had not been carried out
- (17) Village Plant up day – 25/4/09 PS  
 It was noted that it had been a successful day

## 213.22

### Finance - To approve the following items of expenditure for the month

(1)*	North Somerset	Outlook Course	29.00	
(2)*	Connaught	Dog Bin Emptying	8.00	1.20
(3)*	Taylor Thorne	103 Improvements Leaflet	215.00	
(4)*	SEC Lighting Services	Lighting Maintenance	15.65	2.35
(5)*	Maxwell House Printers	Village News No 80	695.00	
(6)*	Emerald	Publication	14.50	2.18
(7)*	Staples	Stationery	137.29	18.77
(8)*	Sage	Payroll Software Support	95.00	14.25
(9)*	Strutt & Parker	Allotment Rent 30/09/08	72.50	
(10)*	Coronation Hall	Hall Rent – 8 Meetings @ £15	120.00	
(11)*	ALCA	Membership Subscription 09/10	228.84	
(12)*	NALC	DIS Extra Subscription 09/10	90.00	13.50
(13)*	Clerks & Councils	Direct Subscription 09/10	10.00	
(14)*	EDF Energy	Lighting	22.40	1.12
(15)*	Staff	Salaries – March 2009	1382.46	
(16)*	1 Delta Engineering	Church Gate remedial repairs	100.00	15.00
(17)*	Allianz	Annual Insurance Renewal	934.56	
(18)*	Bridge Garage	Ranger Travel	21.83	3.27
(19)*	Asda	Refreshments	23.94	
(20)	Staples	Stationery	48.27	7.24
(21)	Element	Kaspersky IT Protection Renewal	37.81	7.18
(22)	NALC	2004 QPS Portfolio returned	10.94	1.64
(23)	Telecom	Broadband Services	17.86	2.68
(24)	SLCC	Summer Seminar 2009	43.33	6.50
(25)	Staff	Salaries & Expenses – April 09	1281.36	
(26)	Coronation Hall	Rent – Historical Society	15.00	
(27)	Mr J Hurcombe	Incidental Expenses	17.04	2.52
(28)*	Richs Cider	Two Tubs	90.00	
(29)	Staples	Stationery	107.89	16.18
(30)	Connaught	Dog Bin Emptying	12.00	1.80
(31)	Bridge Garage	Ranger Travel	26.50	3.97
(32)	Bleadon Post Office	Refreshments – APM	55.25	
(33)	SLCC	Regional Conference – Plymouth	49.00	7.35
(34)	Mrs P Robinson	Stationery & Postage	22.21	

**Resolved** that those invoices marked with an asterisk be formally approved retrospectively (having been paid under delegated powers in April) and those invoices without be formally approved for payment

- (a) **To note the receipt of a cheque from the Fire Service and the drawing of a reciprocal cheque in favour of the Weston Arts Scarecrow Festival payable to Mrs Penny Skelley.**

Noted and actioned accordingly – Cheque Number 1713

**(b) To resolve to proceed with the Parish Council “Green Bag” project**

Agreed that further preliminary work should be carried in order that a formal proposition could be placed before the Council at its meeting in June

**213.23**

**Planning Committee Report**

**(1) To receive an update on the following considered applications**

**06/1971 – 27/09/06**

Re-building and Re-roofing of building and use thereof as a single dwelling  
Conker Cottage Purn Farm Bridgwater Road Bleadon

**06/1972 – 27/09/06**

Use of site for the stationing of residential caravan  
Caravan adjacent to Conker Cottage Purn Farm Bridgwater Road Bleadon

**09/0053 – Approved 09/03/09**

Erection of a two storey side extension (amendment to 08/2024)  
Greenwood Cottage Bridge Road Bleadon

**09/0099 – Refused 03/03/09 at 30% but Approved at 25%**

Works to TPO – Yew x 1 – 30% Crown fully reduction  
2 Springwell Bridge Road Bleadon

**09/0107 – Approved 11/03/09**

Change of use of part of land from agricultural use to use of land for agricultural and the siting of amateur radio link repeater equipment consisting of one mast one cabinet and a wind turbine  
Small area at top of Roman Road Bleadon Hill Bleadon

**09/015 – Withdrawn 19/03/09**

Erection of a conservatory to north-east elevation  
1 Riverside Cottages Bridgwater Road Bleadon

**09/0217 – Approved 31/03/09**

Erection of a two storey rear extension to provide 8 en-suite holiday bed and breakfast units to existing building  
Purn Farm Bridgwater Road Bleadon

**(2) To consider and respond to the following planning applications**

**09/0408 – Approved 24/04/09**

Erection of an attached garage  
2 Church Meadows Old School Lane Bleadon

**09/0529 – Council Date 27/04/09 – Target Date 21/05/09**

Erection of a single storey extension  
1 Riverside Cottages Bridgwater Road, Bleadon

**09/0694 - Council Date 26/05/09 – Target Date 17/06/09**

Erection of hay barn  
Land at Shiplate Slait Mearcombe Lane Bleadon

**09/0718 – Council Date 26/05/09 – Target Date 25/06/09**

Erection of a single storey rear extension  
Durlston Celtic Way Bleadon

**09/0750 – Council Date 01/06/09 – Target Date 25/06/09**

Erection of front and rear first floor extensions – Loft conversion to include 2no dormers to front and rear elevations – erection of detached workshop/storage building  
Roman Acre Celtic Way Bleadon

**(3) Appeals**

**(4) Enforcement**

**09/0276/E**

Property immediately below Hill View Cottage Celtic Way Bleadon  
U/A Works

**213.24 Open Spaces Committee Report**

**(1) Allotments**

Noted that Mrs Packer had relinquished with immediate effect – Lower Part of Upper 8

Agreed to have the rubbish dump moved further up the field.

**(2) Churchyard**

Nothing to report

**(3) Footpaths & Bridleways**

Councillor Rob House agreed to follow up on matters under heading 213.21.14

**(4) Roads & Transport**

The Council were given an explanation as to what North Somerset “Parish Gangs” did and didn’t do.

**(5) Children’s Playground**

Noted that the long awaited gifted tree had now been planted

**(6) Newsletter**

Noted that the deadline for the next issue was to be 22<sup>nd</sup> May and that the advertiser’s renewal letters had been dispatched. It was further noted that Marshalls had made a further donation of £250.00

**213.25 Reports**

**(1) Coronation Hall**

Successful Village Markets are still taking place.

**(2) Youth Club**

The club now has 76 registered members who average ages are 11/13

**(3) ALCA**

Nothing to report

**(4) District Councillor**

District Councillor Elfan AP Rees left prior to the meeting commencing but confirmed to the Clerk that he would be happy to follow up on any issues that emerged from the meeting.

**(5) Village Beat Officer**

*See commencement of the meeting*



(6) The Village Plan

See 213.27.4

(7) The Clerk

It was confirmed that preparations were in hand for the next development day.

## 213.26

### Correspondence

(1)*	North Somerset	Proposed Housing growth in North Somerset	C
(2)*	North Somerset	Partnership – Membership of the Board	C
(3)*	Mazars	Notice of Audit of Accounts Year Ended 31/03/09	BP
		See 213.12a and 213.12b and 213.27.7	
(4)*	ICO	Data Protection Act – Confirmation of Renewal 20/02/10	BP
		Noted	
(5)*	John Shirley & Co	Registration of Village Greens – Roman Road x 2	BP
		See 213.21.5	
(6)*	CPRE	Spring 2009 Newsletter	C
(7)*	North Somerset	Special Expenses	BP
(8)*	North Somerset	North Somerset Core Strategy	C
(9)*	North Somerset	Voluntary Action Newsletter Spring 2009	C
(10)*	North Somerset	Insight – 20/03/09	C
(11)*	CPRE	Calor Village of the Year Competition	C
(12)*	ICO	“Tick Tock” CD	BP
(13)*	ALCA	Newsletter – Volume 7 Issue 4 April 2009	C
		Development Briefing	C
		Communications Briefing	C
		Employment Briefing	C
		National Salary Award	C
(14)*	NALC	DISExtra Issue 706 – 06/04/09	C
(15)*	North Somerset	E-Mail – Sustainable Communities	C
(16)*	Mrs Linda Wilcox	Administrative/Minute Taking	PS
(17)*	Miss T Bath	Dry Stone Wall – Roman Road	BP
		Agreed that the offer should be investigated further	
(18)*	Equality & Human Rights	Public Sector Duties	C
(19)*	North Somerset	The Rapid Transit System	C
(20)*	NHS North Somerset	“Fair For All” Equality Scheme	C
(21)*	Weston DIAL	Letter of Apology	BP
(22)*	North Somerset CAB	Letter of Apology	BP
(23)*	North Somerset	“Life” Magazine	C
(24)*	NALC	DISExtra Issue 707 – 20/04/09	C
(25)	John Shirley & Co	Registration of Village Cross	BP
(26)	North Somerset	Local Access Forum 28/04/09	C
(27)	North Somerset	E-Mail – First Geographical Area (FGA) Broadoak School	C
(28)	Age Concern (Somerset)	Letter of Thanks	BP
(29)	Zurich Municipal	LCAS Bulletin No 23 – Spring 2009	C
(30)	Mr John Hurcombe	Letter of Retirement as the Village Ranger	BP
		See 213.27.2	
(31)	North Somerset	Draft Core Strategy	C

(32)	North Somerset	Hutton & Locking District Bye Election	NB
(33)	North Somerset	European Parliamentary Election	NB
(34)	Letters of Thanks	Historical Society, Scarecrow & Contactus	BP
(35)	CPRE	AGM Papers 16/05/09 & Newsletter	C

#### **Additional items received after circulation of the agenda for information purposes**

(36)	Clerks & Councils	“Direct” Issue 63 May 2009	C
(37)	SLCC	“The Clerk” Volume 41 No 3 – May 2009	C
(38)	North Somerset	“Life” Magazine May 2009 – Issue 55	C
(39)	SLCC	Power of Well Being Submission	BP
(40)	North Somerset	Fees & Charges – April 2009/2010	BP
(41)	NALC	DISExtra – Issue 708 – 05/05/09	C
(42)	ALCA	Newsletter Volume 7 Issue 5 May 2009	C
		Minutes Executive Committee 27/01/09	C
		Various Briefings	C
(43)	RoSPA	Notification of intended Playground Inspection – June 09	BP
(44)	SAGE	Confirmation of Sage Cover – 09/10	BP
(45)	Mr & Mrs Heppenstall	A370 Bus Stop and Marshalls Lorry Times	BP
(46)	North Somerset NHS	Exhibition – Winter Gardens 16/07/09	C

#### **213.27**

#### **Other Business referred to the Clerk**

- (1) To note the death of District Councillor Ian Peddlesden (RIP)

The Council held a moments silence in his memory

**Resolved to erect a plaque in the memory of District Councillor Ian Peddlesden on the seat he had donated in memory of his father**

- (2) To note the impending retirement on the 30<sup>th</sup> September 2009 of the Village Ranger Mr John Hurcombe and to resolve to take the appropriate action to appoint a successor.

**Resolved that Chairman together with Councillor Pyke and the Parish Clerk should commence sourcing a replacement Village Ranger**

- (3) To note that Bleadon Parish Council has been re-accredited as being a Quality Parish Council effective from April 2009

The Chairman congratulated all the Councillors in respect to this important milestone and paid special thanks to the Parish Clerk for the work he had put into the submission in order to secure the re-accreditation

- (4) To receive and resolve to adopt “The Village Plan”

**Resolved to adopt “The Village Plan”**

**Resolved to prepare a strategy that focused on the 103 Points contained in the Village Plan**

**Resolved to submit the plan to North Somerset Planning Department**

Thanks were expressed to Councillor Keith Pyke for his drive and enthusiasm to see the initiative to a satisfactory conclusion

- (5) To give consideration as to whether or not the Parish Council continues to give support to the principle of a Village Historical Society

**Resolved that the Parish Council would continue to support the initiative for a further twelve months.**

- (6) To resolve to proceed with an Insurance Claim to replace the damaged Bench Seat and the replacement (retrospectively) of the two damaged flower tubs already purchased located at Celtic Way.

**Resolved** that the Parish Clerk should take the appropriate action

- (7) To note the posting of the Notice of Appointment of Date for the Exercise of Elector's Rights

Noted

**213.28**

**Date of next Meeting**

Due to the unavailability of several Councillors due to holidays as well as the Clerk it was **Resolved** to reschedule the meeting for Monday 1<sup>st</sup> June to take place in Youth Club Headquarters