

# BLEADON PARISH COUNCIL

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Clerk to the Parish Council

**Bruce Poole**

Dip. HE Local Policy; Fellow ILCM; CMC



QUALITY  
PARISH  
COUNCIL

2004&2009

Prior to the commencement of the meeting the Chairman invited Mrs Joanne Jones to address the meeting in regards to the forthcoming presentation being made by the Sanders' Brothers in the Coronation Hall the following Friday and Saturday. Their intention was to gauge the resident's reactions to possible development proposals they had in respect to the field they owned adjoining Bridge Road and Bleadon Road. From the prepared statement (copy attached to the minute book) Mrs Jones expressed hers and other residents concerns about any such development on this field. The Chairman then asked the Parish Clerk to make a statement on behalf of the Parish Council. In essence it was explained that the presentation being given by the Sanders Brothers was a private presentation which was perfectly right for them to do if they so chose. It had to be stressed that the Parish Council would not be making any comments on the subject matter until such time and if a formal planning proposal was submitted. If that took place then the Parish Council would then follow the usual consultation process. The meeting was also advised that there was potentially the possibility of other developers such as Marshalls making similar presentations in the future. Mrs Jones was thanked for her statement. Finally the Clerk indicated that he would be providing advice within the meeting itself as to the councillors non attendance at a private presentation on the Friday.

District Councillor Mr Terry Porter was then invited to bring the Parish Council up to speed with planning issues affecting the village at the conclusion of which he departed from the meeting.

There then followed a report from PCSO Emma Wright on the latest crime figure for the village for the last month and for the year. A number of questions were asked She also departed from the meeting.

**Minutes of the Annual Meeting of Bleadon Parish Council** that was held in the **Coronation Hall Coronation Road Bleadon on Monday 23<sup>rd</sup> May 2011** that commenced at **7.30 pm** when the following business was transacted.

**PRESENT** Mrs P J Skelley (Chairman) together with Mrs M Sheppard and Messrs B Gamble R House T Marshall C Morris M Orme D Plaister K Pyke together with the clerk Mr B Poole.

In addition there were fifteen members of the public 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"**

## **233.1 To elect a Chairman**

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

## **233.2 To receive a Statutory Declaration of Office**

The Statutory Declaration was made and duly signed

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

None

**233.4 To receive any declarations of interest**

Ref	Councillor	Type	Relationship
233.22.1	P Skelley C Morris K Pyke	Personal Personal Personal	Contactus Coronation Hall Coronation Hall & Youth Club
233.26.1	C Morris	Personal	Council Representative/Treasurer Coronation Hall
233.26.1	K Pyke	Personal	Council Representative Coronation Hall
233.26.2	K Pyke	Personal	Council Representative Youth Club
233.26.2	M Orme	Personal	Council Representative Youth Club

**233.5 To elect a Vice Chairman**

Again there being only one nomination that of Mr Clive Morris proposed by Mrs Mary Sheppard and unanimously elected as Vice Chairman.

Mr Brian Gamble was thanked for his past services to the parish council in his capacity as Vice Chairman.

**233.6 To Elect the following Committees**

(a) Planning

Chairman Councillor M Sheppard together with Councillors Marshall and Plaister together with Councillors Morris and Skelley

(b) Open Spaces

Brief holders:-

Churchyard – Councillor P Skelley  
Playground – Councillors Orme and Pyke  
Allotments – Councillor M Sheppard

(c) Footpaths and Bridleway

Brief Holder – Councillor R House

(d) Finance & Personnel

Finance Chairman – Councillor D Plaister with Councillors B Gamble P Skelley and C Morris

Personnel Chairman – Councillor P Skelley together with Councillor K Pyke

(e) Roads & Transport

Brief Holder – Councillor B Gamble

233.7

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

- (a) Coronation Hall  
Councillors C Morris & K Pyke
- (b) Youth Club  
Councillors M Orme & K Pyke
- (c) Guides & Scouts  
Councillor K Pyke
- (d) ALCA  
Councillor B Gamble

233.8

**To adopt the Council's Corporate Policy**

Resolved that current Corporate Policy be adopted

233.9

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

Resolved that the Council's Asset Register be adopted

233.10

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

Resolved that the Finance Committee be charged with reviewing the current policy

233.11

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

Resolved that the signatories on the Council's Bank Accounts be any two from the following Parish Councillors – Mesdames Sheppard and Skelley together with Messrs Gamble House Orme Marshall Morris Plaister and Pyke. In addition the Responsible Financial Officer (RFO) Mr Bruce Poole Parish Clerk's signatory be also included for the purposes of making direct contact with the Bank in order to effect transfers between the two accounts on the Parish Council's behalf

233.12

**To receive the Parish Council's Financial Statement for the year ending 31<sup>st</sup> March 2011**

- (a) To approve the Annual Accounts for the year ending 31<sup>st</sup> March 2011

Resolved that the Annual Accounts for the year ending 31<sup>st</sup> March 2011 be approved – copy 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.

233.13

**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 Responsible Financial Officer

233.14

**To re-affirm acceptance of The Audit and Account Regulations 2011 (England) Regulations 2011 (SI 2011 No 817)**

Resolved to re-affirm acceptance of The Audit and Account Regulations 2011 (England) Regulations 2011 (SI 2011 No 817)

- 233.15 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
- 233.16 To give formal approval to the Parish Clerk that he may send summons and notices to Parish Councillors and other such documentation electronically**
- Resolved that formal permission be given to the Parish Clerk that he may send summons and notices to Parish Councillors and other such documentation electronically
- 233.17 To review the Members Register of interests**
- It was noted that all the required Declarations of Office had been duly made and that the regulatory Registers of Interest had been completed.
- 233.18 To confirm the re-appointment of Mr Terry Lewis of T P Lewis & Partners as the Council's Internal Auditor**
- Resolved that Mr Charles Greenow of T P Lewis & Partners be appointed as the Council's Internal Auditor
- 233.19 To review Allotment Rents and Magazine Advertising Charges**
- No action taken
- 233.20 Issues Arising from the Annual Parish Meeting – 11<sup>th</sup> April 2011**
- None that are not raised elsewhere in the meeting
- 233.21 To receive and approve the Minutes of the Parish Council Meeting held on Monday 14<sup>th</sup> March 2011 and the Finance Meeting Minutes of the same date**
- Resolved that the Minutes of the Parish Council held on Monday 14<sup>th</sup> March 2011 that had been duly circulated be taken as read approved as being a correct record and signed as such by the Chairman
- 233.21 Past Subject Matters**
- For the purpose of report only**
- (1) Matters raised by members of the public at the previous meeting of the council.  
None
- (2) Coronation & Roman Road & Jubilee Gardens - Walls BP  
Nothing to report
- (3) Purn Bus Shelter BP  
Contact has been made with North Somerset requesting some date for a proposed joint meeting
- (4) Grit Bins – Roman Road BP  
Matter now concluded
- (5) Dog Orders BP  
Amendments currently being processed by North Somerset

- |      |  |    |
|------|--|----|
| (6)  | Pavement<br><br>Still attempting to obtain a meeting date                              | BP |
| (7)  | Additional Land – Allotments   | MS |
| (8)  | Notice Board<br><br>New Board is now is situ   | BP |
| (9)  | Road Markings<br><br>Contingent now upon North Somerset to execute the requested works | BP |
| (10) | Vexatious & Difficult Persons Policy – Re-wording                                      |    |
| (11) | Gateway – South Hill   | RH |
| (12) | Section 106 Agreement – Planning Application 11/0305                                   | BP |

The appropriate letter was as requested dispatched to North Somerset

**233.22**

**Resolutions**

- (1) **To formally approve the following 2010/2011 Grants as recommended by the Finance Committee following their meeting on the 14<sup>th</sup> March 2011.**

Contactus	£100.00
Weston & District Community Transport	£100.00
Age UK Somerset	£100.00
Youth Club (Lighting contribution)	£150.00
Coronation Hall Management Committee (Lighting Contribution)	£150.00
Youth Club (New Equipment)	£500.00

**Resolved to formally approve the 2010/2011 Grants**

- (2) **To resolve to purchase 3No Grit Bins and agree on their proposed locations**

**Resolved to purchase 2 No Grit Bins**

- (3) **To note RJD Tree Services quotation of £200 plus vat for further remedial work to Trees in both the Churchyard and Children’s Playarea and to retrospectively approve of the work undertaken.**

**Resolved to note the RJD Tree Service quotation and retrospectively approve of the work undertaken**

- (4) **To resolve to underwrite the Hall Hiring Expenses in the sum of £120.00 for the hosting of the SLCC Somerset Branch Clerks Summer Meeting**

- (5) **Resolved to underwrite the Hall Hiring Expenses in the sum of £120.00 for the hosting of the SLCC Somerset Branch Clerks Summer Meeting**

- (6) **To resolve to install in the Coronation Hall direct internet access**

**Resolved in principle to install direct internet access into the Coronation Hall**

**233.23**

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

(1)*	Strutt & Parker	Allotment Rent	72.50	
(2)*	Fountains	Dog Bin Emptying – 01/02/11-28/02/11	8.00	1.60
(3)*	ALCA	Annual Subscription 2011/12	222.16	
(4)*	Bridge Garage	Ranger – Petrol	25.39	5.07
(5)*	Staff	Salaries & Expenses – March	1370.80	

(6)*	Aon Insurance	Local Council Policy	1055.42	
(7)*	SSE	Lighting Maintenance	15.65	3.12
(8)*	Clerks & Councils	Direct – Subscription 2011/12	11.00	
(9)*	Tree Services	Remedial Tree Work	200.00	40.00
(10)	North Somerset	Village Newsletter – 18/03/11	384.00	
(12)	EDF	Lighting 01/01/11 – 31/03/11	49.82	2.49
(13)	Aon	Annual Insurance Premium	3598.65	
(14)	CRM	InTouch Support – April	29.99	6.00
(15)	ALCA	“New Councillor Pack”	11.99	
(16)	Staff	Salaries & Expenses – April	1051.59	
(17)	LCAS	Membership Renewal – 2011	95.00	19.00
(18)	CRM	InTouch Support – May	29.99	6.00
(19)	Staples	Stationery	94.64	17.59
(20)	Sage	Payroll Support	100.00	20.00

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.

## 233.24

### Planning Committee Report

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

##### **06/1972 – 27/09/06**

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

##### **10/0766 – Council Date 08/06/10- Target Date 01/07/10**

Retention of static caravan used on site as a site office and overnight shelter for security guard during the erection of new industrial units  
Land at Purn Farm Industrial Estate Accommodation Road Bleadon

##### **11/0079 – Approved 14/03/11**

Proposed resurfacing of the front entrance driveway  
Lakeside Barns Shiplate Road Bleadon

##### **11/0167 – Refused 23/03/11**

Retention of metal shipping container used for the preparation of food and drink during car boot sale season from Easter  
Car Boot Sale Site off land at Accommodation Road

Resolved to advise North Somerset District Council of the continuing use of this container despite their refusing permission for its use.

##### **11/0235 – Council Date 14/03/11 – Target Date 08/04/11**

Change of use from Agricultural Barn to Class B1 Offices to include changes to the roof to form a pitched roof with 4no roof lights and the creation of a first floor level (retrospective)  
Lakeside Barns Shiplate Road Bleadon

##### **11/0240 – Refused 11/04/11**

Erection of a single storey block and associated car park  
Mendip Model Motor Racing Circuit Summerways Bridge Site Accommodation Road Bleadon.

##### **11/0305 – Council Date 21/03/11 – Target Date 24/05/11**

Construction of 3no lakes to store water for irrigation of agricultural land to be fed by the River Axe (under license 16/52/012/S/035) and to include the import of material for construction of bunds with associated pumping equipment alterations to field access to the north to improve visibility onto Accommodation Road hard surfaced parking area for 4 vehicles and construction of culvert.  
Land adjacent to Summerways Bridge Accommodation Road Bleadon

**11/0329 – Approved 20/04/11**

Erection of a two storey side extension and enlargement of existing dormer to the south elevation  
Timbercombe Celtic Way Bleadon

**11/0381 – Approved 20/04/11**

Erection of single storey rear extension with roof terrace  
Mulberry House Roman Road Bleadon

**11/0475 – Council Date 11/04/11 – Target Date 13/04/11**

Approval required  
Erection of an agricultural building and access tracks  
Land off Shiplate Road Bleadon

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

**11/0574 – Withdrawn 19/05/11**

Siting of a metal storage container  
Land used at a Croquet Lawn Purn Lane

**11/0744 – Council Date 24/05/11 – Target Date**

Non-material amendment to planning application 10/P/1902/F  
Wessex Water Plc Accommodation Road Bleadon BS24 0AP

**(3) Enforcement**

Location	Description	Current Status
Purn Farm	Change of use? HMO?	Enquiries sent to North Somerset 13/07/10. NSC has advised that a planning application is required. Long term let on premises
2011/0284	Unauthorised Mobile Home occupied	Being investigated

**(4) Appeals**

233.25

**Open Spaces Committee Report**

**(1) Allotments**

The meeting noted the problems with the “compost heap” and agreed that some remedial action should be taken to solve the problem of unacceptable dumping of non garden waste

**(2) Churchyard**

**(3) Footpaths & Bridleways**

**(4) Roads & Transport**

- (5) Children's Playground  
Inspection Reports – 13/03/11 – 20/03/11 - 27/03/11
- (6) Newsletter – Copy Deadline imminent

## 233.26

### Reports

- (1) Coronation Hall  
It was reported that yet another successful village market. It was noted that an additional cleaner had been appointed.
- (2) Youth Club  
Noted that an Action Worker had been seconded to the youth club for three weeks
- (3) ALCA
- (4) District Councillor
- (5) Village Beat Officer  
These reports were given at the commencement of the meeting
- (6) Councillors
- (7) The Clerk  
He briefly recounted his experiences of his recent trip to Nashville Tennessee to attend the International Conference of Municipal Clerks.

## 233.27

### Correspondence

- |       |                   |   |        |
|-------|-------------------|---|--------|
| (1)*  | North Somerset    | Preliminary Flood Risk Assessment                                       | BP     |
| (2)*  | Mazars            | Annual Audit of Accounts for the year ended 31 <sup>st</sup> March 2011 | BP     |
| (3)*  | North Somerset    | Local Council Elections and Referendum – Notices                        | BP     |
| (4)*  | Police            | Avon & Somerset E-Newsletter March 2011                                 | C      |
| (5)*  | NALC              | DISExtra Issue 755 25/03/11   | C      |
| (6)*  | Mrs S Bird        | Sanders Field – Bleadon   | BP     |
| (7)*  | Age UK            | Letter of Thanks - Grant  | BP     |
| (8)*  | CPRE              | Avonside Village of the Year Competition                                | C      |
| (9)*  | Contactus         | Letter of Thanks – Grant  | BP     |
| (10)* | Rural Matters     | Newsletter Supplement – Spring 2011                                     | C      |
| (11)* | ICO               | Confirmation of Renewal - Data Protection                               | BP     |
| (12)* | Police            | Avon & Somerset Newsletter - February 2011 Issue No 5                   | C      |
| (13)* | Coronation Hall   | Booking Details 8 <sup>th</sup> July                                    | BP     |
| (14)* | Weston & District | Community Transport Letter of Thanks – Grant                            | BP     |
| (15)* | Nationwide BS     | Declaration for Payment of Interest Gross                               | BP     |
| (16)* | CRM               | Traffic Sources Overview 01/03/11-31/03/11                              | C      |
| (17)* | North Somerset    | Register of Electors – Monthly changes                                  | BP     |
| (18)* | North Somerset    | Standards Committee 12/04/11  | C      |
| (19)* | NALC              | DISExtra Issue 756 – 08/04/11   | C      |
| (20)  | North Somerset    | North Somerset Cultural Services  | C      |
| (21)  | North Somerset    | Life Magazine Issue 78 April 2011                                       | C      |
| (22)  | North Somerset    | Local Access Forum – 19/04/11   | C      |
| (23)  | NALC              | DISExtra Issue 757 – 21/04/11   | C      |
| (24)  | North Somerset    | Parish Council Elections  | NB     |
| (25)  | CPRE              | Field Work – Spring 2011<br>Branch AGM – 13/05/2011                     | C<br>C |
| (26)  | Mr M Howe         | Tender document   | BP     |



(27)	Lloyds TSB	Cheque Guarantee Card Scheme	C
(28)	CRM	Traffic Sources Overview – April	C
(29)	North Somerset	Streetscene – April 2011	C

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

(30)	Mrs A Horne	Letter relating to the Churchyard Wall and Mulberry Lane	BP
(31)	NALC	DISExtra Issue 758 06/05/11	C
(32)	E-Mail	Mr & Mrs Mckay – Cherry Tree Church Lane/Purn Way	BP
(33)	North Somerset	Remittance Advice – Precept – 1 <sup>st</sup> Half £18,750	BP
(34)	North Somerset	Life Magazine May 2011 – Issue 79	C
(35)	RoSPA	Inspection Visit – June 2011	BP
(36)	Clerks & Councils	Direct Magazine May 2011 Issue 76	C
(37)	HMR&C	Bacs Remittance Advice – Vat Repayment 2010/11 - £1092.46	BP
(38)	CPRE	Countryside Voice – Spring 2011 & Members Guide	C
(39)	North Somerset	Planning Applications post 1 <sup>st</sup> June 2011	C
(40)	North Somerset	Tree Wardens	C
(41)	NALC	DISExtra – Issue 759 – 20/05/11	C
(42)	North Somerset	The Empty Property Delivery Plan	C
(43)	Coronation Hall	Annual Report	BP
(44)	T P Lewis & Ptrs	Internal Audit – 2009-2010	BP
(45)	Mr Quentin Alder	Report – Churchyard Wall	BP

**233.28**

**Other Business referred to the Clerk**

- (1) **To formally note the receipt of the Coronation Hall Management Committee's Annual Accounts for the year 28<sup>th</sup> February 2011.**

**Noted**

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

**Noted**

- (3) **To note the Public Path Diversion Order No 2 2011 – Footpath AX 6/12 Shiplate Farm**

**Noted**

- (4) **To note that as from the 1<sup>st</sup> April 2011 the fuel allowance has risen from 40 pence per mile to 45 pence per mile**

**Noted**

**233.29**

**Date of next Meeting**

**Parish Council Meeting 13th June 2011 commencing at 7.30 pm.**

**Councillors Induction Day 4<sup>th</sup> June 2011**