

BLEADON PARISH COUNCIL

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Minutes of the meeting of Bleadon Parish Council held in the Coronation Hall, Bleadon, and commencing at 7:30pm on Monday 9th May when the following business was transacted.

Present Councillors S Hartree (Chairman), I D Clarke, M Sheppard, C Gutsell, and the locum clerk Sam Winter

13 members of the public were present.

Prior to the meeting District Councillor Porter urged residents that any comments they wish to make on the Bleadon Hill planning application should be made now. He updated the meeting that the development at Wentwood Drive has been refused by the Planning Committee.

District Councillor Porter emphasised that he very much welcomes enquiries from the electorate at any time and that there is no need to wait for a surgery before making contact with him.

283.1 To elect a Chairman

Resolved that Cllr Claire Gutsell is elected chairman

283.2 To receive a Statutory Declaration of Office from the Chairman

The Declaration was signed by the chairman, Cllr Claire Gutsell, before being witnessed and signed by the locum parish clerk.

283.3 To receive any apologies for non-attendance

Cllr David Chinn

283.4 To receive any declarations of interest in items on this agenda

None

283.5 To elect a Vice Chairman

Resolved that Cllr ID Clarke is elected Vice Chairman

283.6 To resolve to consider the applicants to fill the 4 casual vacancies on the Parish Council and to vote on which, if any, to co-opt.

Applications for co-option were heard from:

- 1) Richard Dobson, who spoke about his desire to contribute to the community and his previous experience of community engagement.
- 2) Peter Gibbon, who spoke of his involvement with Bleadon groups such as the Bleadon Players and the May Day Fayre. Peter stated that he is keen to help as he wishes to give something back to the village.
- 3) Morag Edwards stated that she has lived in Bleadon for more than 30 years and is a member of the Bleadon Players. Morag likes Bleadon and voluntarily picks up its litter with the aim of improving the quality and aesthetics of the village.

Resolved to elect all 3 candidates to the Parish Council.

283.7 To receive a signed declaration of acceptance of office from the co-opted members.

Cllrs Dobson, Gibbon and Edwards signed their Declarations of Acceptance of Office and joined the meeting.

283.8 To agree the Council's Standing Orders, Code of Conduct, Publication Scheme & Financial Regulations.

Resolved that the Council's Standing Orders, Code of Conduct, Publication Scheme & Financial Regulations are agreed.

283.9 To review the Council's asset register

Resolved that, whilst Cllr I D Clarke reviews the asset register, the item is deferred to an extraordinary meeting at a date to be notified by Cllr Gutsell.

283.10 To review the Council's insurance policy

Resolved that, as the insurance renewal notice has not yet been received, Cllr Hartree will look into the matter and the item will be deferred to an extraordinary meeting at a date to be notified by Cllr Gutsell.

283.11 **To review the Council's risk assessments**

Resolved that, whilst Cllr Dobson reviews the risk assessment, the item is deferred to an extraordinary meeting at a date to be notified by Cllr Gutsell.

283.12 **To review the Council's bank signatories**

The signatories to remain are:

Cllr Hartree
Cllr Sheppard
Cllr Clarke

Resolved that Cllr Hartree will arrange for Hazel Brinton to be removed from the

account and Cllr Gutsell added.

- 283.13** To receive the Council's accounts for the year ending 31st March 2016
- Due to the resignation of the RFO the Council were unable to receive the accounts. The matter is deferred to an extraordinary meeting at a date to be notified by Cllr Gutsell.
- 283.14** To approve the Annual Governance Statement (s.1 of the Annual Return 15/16)
- Due to the resignation of the RFO the Council are unable to approve the Annual Governance Statement at this time. The matter is deferred to an extraordinary meeting at a date to be notified by Cllr Gutsell.
- 283.15** To approve the Annual Accounting Statement for the year ending 31st March 2016 (s.2 of the Annual Return 15/16)
- Due to the resignation of the RFO the Council are unable to approve the Annual Accounting Statement at this time. The matter is deferred to an extraordinary meeting at a date to be notified by Cllr Gutsell.
- 283.16** To receive the latest bank statement & reconciliation.
- The bank statement of 30th April 2016 was received without a bank reconciliation.
- 283.17** To review the effectiveness of the internal audit
- Due to the resignation of the RFO the Council were unable to review the effectiveness of the internal audit at this time. The matter is deferred to an extraordinary meeting at a date to be notified by Cllr Gutsell.
- 283.18** To appoint Mr Terry Lewis of T P Lewis & Partners as the Council's Internal Auditors for 2016/17
- Resolved** that, subject to a satisfactory review of the effectiveness of the internal audit, Mr Terry Lewis of T P Lewis & Partners will be appointed as the Council's Internal Auditors for 2016/17
- 283.19** To consider and resolve the application of the following standing committees, to review their existing members and set initial meeting dates as required:
- (1) Open Spaces Committee - Meeting 6:30pm 13/06/16
- Cllr Clarke (Chairman)
Cllr Sheppard
Cllr Edwards
Cllr Gutsell (ex-officio)
- (2) Planning Committee - Meeting 7pm 13/06/16
- Cllr Chinn (Chairman)

Cllr Dobson
Cllr Hartree
Cllr Clarke (ex-officio)
Cllr Gutsell (ex-officio)

(3) Finance & Personnel Committee - Meeting TBC

Cllr Gutsell (Chairman)
Cllr Clarke
Cllr Gibbon
Cllr Sheppard

283.20 To agree representatives on the following village organisations

- (1) Coronation Hall - Cllr Clarke
- (2) Youth Club - Cllr Gustell
- (3) ALCA - Parish Clerk

283.21 To review the village newsletter advertising charges & advertising protocol to for 2017/18

Resolved that the newsletter charges will remain as currently set.

It was agreed that a working party to produce a re-vamped Bleadon newsletter should be established and should consist of both councillors and non-councillors. Cllr Gutsell volunteered to look at putting together the group and to report back to the extraordinary meeting (date to be confirmed).

283.22 To resolve whether to pursue issues arising from the Annual Parish Meeting held on 13th April 2016

Points discussed included the possibility of traffic lights being installed at the junction of Bleadon Road and the A370 opposite The Anchor Inn, and the unreliability of the bus service.

Resolved not to comment further on the items.

283.23 To receive and approve the minutes of the Parish Council meeting held on Monday 14th March 2016

Resolved that the minutes of the Parish Council meeting held on 14th March 2016 are approved as being a correct record and signed by the Chairman.

283.24 To acknowledge the resignations from the Parish Council of Cllr Findlay and the Clerk.

The resignations were acknowledged by the Council.

283.25 **Resolutions**

- (1) To approve the recommendations of the Finance & Personnel Committee regarding the job description, person specification and advertisement for the post of Parish Clerk.

Resolved that the recommendations are approved.

- (2) To resolve to approve the recommendation of the Finance & Personnel Committee that the Council will contribute up to £200 to the Queen's birthday celebrations within the parish.

Resolved that the recommendations are approved.

- (3) To resolve to appoint Webglu as the Council's website provider (ref. min 281.7.2).

Standing Order 7 was suspended to allow the revocation of previous resolutions relating to the website provider.

Resolved that Webglu is appointed as the Council's website provider.

The Chairman reinstated Standing Orders.

283.26

Finance

- (1) To approve items of expenditure for the month of March/April and those items to be approved in May

Resolved not to authorise the payment to IntouchCRM, but to authorise all other payments as listed (schedule appended to minutes).

283.27

To receive the following Open Spaces Committee reports:

- (a) Allotments

Upper 9 is the only site needing attention. Some invoice payments are outstanding.

- (b) Churchyard

A decision is to be made on the quotes received for work to the churchyard.

- (c) Footpaths & Bridleways

The Village Ranger will be asked to give an update on paths at the June meeting.

- (d) Roads & Transport

No report

- (e) Children's Playground

The area has been topped up with sand and bark.

(f) Newsletter

None

(g) Website

Cllr Gutsell will add new photographs to the website.

(h) Neighbourhood Watch & Community Safety

It was noted that the whole village is not covered by the scheme and that some signs are missing. Jo Gower-Crane volunteered to undertake the role of Neighbourhood Watch Liaison.

283.28

To receive the following brief holder's reports:

(1) Coronation Hall

Repair works are scheduled for June and therefore payment from the Council is required as agreed. The matter will go to an extraordinary meeting at a date to be notified by Cllr Gutsell.

Information on the hall closure dates will be publicised in the village newsletter.

(2) Youth Club

The May Day Fayre was well attended.

(3) ALCA

None

(4) District Councillors

District Cllr Porter spoke prior to the meeting.

(5) Village Beat Officer

None in attendance

(6) Review of Policing Priorities

None

(7) Chairman

Requests have been received from potential applicants for the clerk post that PC meeting days are moved to another day during the month.

Cllr Gutsell requested that as many councillors as possible become involved in the clerk recruitment process.

In the absence of a clerk Cllr Gutsell will act as the contact for North Somerset DC and will disseminate salient information to Council members.

Councillor training will ALCA is to be arranged.

(8) The Clerk

It was promised at the recent Police & Crime Commissioner hustings that there would be an improved police attendance at parish council meetings.

283.29

Date of next Meeting - Parish Council Meeting 13th June 2016 commencing at 7:30pm.

DRAFT