



MINUTES OF THE ANNUAL MEETING OF BLEADON PARISH COUNCIL HELD IN THE JUBILEE HALL AT 7:30pm ON THURSDAY 11th MAY 2023.

PRESENT: Councillors Mary Shepperd (Chairman) Jo Gower-Crane, ID Clarke, Ann Davies, Mark Howe and Andy Scarisbrick.

IN ATTENDANCE: Mrs Liz Shayler (Locum Clerk)
WARD COUNCILLOR: None
MEMBERS OF THE PUBLIC: Eight

Before the meeting was convened, members of the public were invited to speak.

i) Members of the public

No members of the public wished to speak.

ii) Beat Managers Report

The following report was received for the period 18/03/2023 to 17/04/2023.

Calls received = 15 with the following selection of crimes reported: 1 abandoned 999 calls, 1 antisocial behaviour, 1 burglary, 2 concern for welfare, 1 criminal damage, 2 suspicious activity, 3 road related and 1 other.

Most crimes reported are isolated incidents which have occurred within dwellings and are unlikely to have any effect on the wider community.

PCSO Mike Benfield will be leaving the villages team and moving to another area, so they are pleased to welcome PCSO Stephen Hemmett to the team. PCSO Hemmett has asked residents to contact him with any ideas or thoughts regarding the area.

Residents were informed of a new way of reporting areas where they feel unsafe (e.g. inadequate lighting problems / antisocial behaviour) [Report feeling unsafe in public spaces \(StreetSafe\) | Avon and Somerset Police](#). However, residents were reminded that if they see anything suspicious in the area or would like to talk to local officers, call 101 or 999 in an emergency, they can also report anonymously to Crimestoppers on 0800555111.

For up-to-date information residents can keep in touch via the Avon & Somerset website or follow them on social media, Facebook "Weston & Worle police" or Twitter "ASPNorthSom".

iii) Ward Councillor's report

No Ward Councillors were present and no report had been received.

Kirsten Hemingway convened the meeting by welcoming everyone.

364.1. To elect a Chairman of the Parish Council for 2023/24 and to receive the Chairman's Declaration of Acceptance of Office

Resolved – To elect Cllr Shepperd as Chairman of the Parish Council for 2023/24

The resolution was correctly proposed and seconded (unanimous)

Cllr Shepperd read and signed the declaration of acceptance of office.

364.2. To elect a Vice Chairman of the Parish Council for 2023/24 and to receive the Vice Chairman's Declaration of Acceptance of Office

Resolved – To elect Cllr Scarisbrick as Vice Chairman of the Parish Council for 2023/24

The resolution was correctly proposed and seconded (unanimous)

Cllr Scarisbrick read and signed the declaration of acceptance of office.

364.3. To receive and consider an application to fill a casual vacancy by co-option from Mark Howe.

Resolved – To co-opt Mark Howe on to the Parish Council.

The resolution was correctly proposed and seconded (unanimous)

Cllr Howe read and signed the declaration of acceptance of office.

364.4. To receive Apologies for Absence (LGA 1972 s85 (1))

No apologies were received.

364.5. To appoint Members to Committees and Working Groups for 2023/24

Working Groups were discussed. A possible Village News Working Group was deferred until agenda item 364.17.

Resolved – To appoint the following Members to Committees and defer constituting working groups until they are needed.

- **Personnel Committee:** Cllrs Shepperd, Gower-Crane, Clarke, Scarisbrick.
- **Employment Appeals Committee:** If convened Cllr Davies and Howe with a co-opted member from another Parish Council.

The resolution was correctly proposed and seconded (unanimous)

364.6. To agree Councillor portfolios to include but not restricted to the following:

- i) Planning – That the protocol remains in place and to review it at the meeting in June.
- ii) Open Spaces – That this be deferred to June to enable terms of reference to be discussed for a possible Committee / Working Party.
- iii) Climate Change and Biodiversity

Resolved – To agree that Cllr Gower-Crane lead on Climate Change and Biodiversity.

The resolution was correctly proposed and seconded (unanimous)

364.7. To appoint members of outside bodies for 2023/2024

Resolved – That members be appointed as the Parish Council's representatives on outside bodies in 2023/24 in accordance with the following schedule: -

Outside Body	
ALCA North Somerset Group	Cllr Clarke & Cllr Gower-Crane
Bleadon in Bloom	Cllr Scarisbrick
Bleadon Youth Club	Vacancy

Coronation Hall Management Committee	Cllr Davies & Cllr Shepherd
NSC Standards Sub-Committee	Cllr Clarke
Church Liaison	Cllr Howe

The resolution was correctly proposed and seconded (unanimous)

364.8. Declarations of Interests on any agenda item.

No interests declared.

364.9. To approve and sign as a correct record the Minutes of the Parish Council meeting on Wednesday 5th of April 2023.

Resolved – That the minutes of the Parish Council Meeting held on the 5th of April 2022 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous with 1 abstention)

The minutes of the meetings will be signed by the Chairman as a correct record.

364.10. To note the Minutes of the Annual Parish Meeting on the 28th of April 2023

The minutes of the Annual Parish Meeting on the 28th of April 2023 were noted.

364.11. To review and approve all Bleadon Parish Council Committee Terms of Reference.

Resolved – To approve the Personnel Committee Terms of Reference with the suggested changes and the Employment Appeals Committee Terms of reference with an amendments to the section intitled Membership, 2nd bullet point, the addition of Parish between Bleadon and Council).

The resolution was correctly proposed and seconded (unanimous)

364.12. To approve the Calendar of Meeting dates.

Resolved – To approve the Calendar of Meeting dates with an Extra-ordinary meeting occurring on the 15th June at 7:30pm, The Play Area Trust meeting occurring on the 22nd June and the Annual meeting of electors for 2024 occurring on the 29th April.

The resolution was correctly proposed and seconded (unanimous)

364.13. To receive the Clerks report/Exchange of information: Please note that the Council is unable to make any formal decision under this item.

i) 2020/2021, 2021/2022 AGAR Challenges,

The decision letters have both been received and the 21-day period for the complainants to appeal the decision is also over. The final AGAR and associated report will be signed off and sent through next week with the external auditors' invoice which will be £8289.25.

ii) National Allotment Society

The Parish Council are now members and the Clerk is hoping to speak to one of the advisors to investigate fee structures and responsibilities. There are also training opportunities available with SLCC.

iii) Closure of last financial years accounts and final internal audit

This will be happening on June 7th with the final internal audit on June 9th. The internal audit will then sign off the AGAR ready for the Parish Council to do the same. This will need to be at an extra-ordinary meeting due to the time frames. For the new external auditors there will need to be a council approved external audit action plan in place.

iv) **Coronation Events Risk Assessment**

As requested, the Clerk worked with team organising the Coronation event involving the band to create a risk assessment. The event was well received and the invoice for the band has been received.

364.14. To note the training and events available and agree any attendance.

- i) **FREE Introduction to Local Councils E-learning Course E-Learning Courses ALCA**
Cllr Gower Crane, Howe and Scarisbrick to attend this training.
- ii) **ALCA Online Essential Councillor either 22nd or 31st May 6:30pm £40**

Resolved: The Clerk to undertake training for the Parish Council members.

The resolution was correctly proposed and seconded (unanimous)

- iii) **ALCA e-learning on nimble £14 each [E-Learning Courses ALCA](#)**
- iv) **Breakthrough communications training £30 [Communications Courses ALCA](#)**
- v) **Various finance training £30 [Finance Training ALCA](#)**

Additional training available from NALC and SLCC was tabled by the Clerk.

Resolved Cllr Gower-Crane to undertake Carbon Literacy training for £120.

The resolution was correctly proposed and seconded (unanimous)

364.15. To agree the following expenditure.

- i) **£810.03 for the annual insurance**

It was noted that the Chairmans Collarette had not been put on the insurance schedule and that an updated premium had been received since the agenda had been published.

Resolved: To approve the annual fee of £814.34 for the insurance.

The resolution was correctly proposed and seconded (unanimous)

- ii) **£30 for the Annual Britain in Bloom entry fee.**

Resolved: To approve £30 for the Annual Britain in Bloom entry fee.

The resolution was correctly proposed and seconded (unanimous)

- iii) **£70 for Electrical Installation Condition Report on the Public Toilets.**

Resolved: To approve £70 for Electrical Installation Condition Report on the Public Toilets.

The resolution was correctly proposed and seconded (unanimous)

- iv) **£60 for 6yr fixed wiring inspection on the Parish Council owned streetlights.**

Resolved: To approve £60 for 6yr fixed wiring inspection on the Parish Council owned streetlights.

The resolution was correctly proposed and seconded (unanimous)

364.16. To agree a contract for clinical waste disposal for the public toilets.

Resolved: To approve a contract of £68.51 for the annual servicing and collection of two sanitary units and a single male incontinence unit.

The resolution was correctly proposed and seconded (unanimous)

364.17. To review the suggested Village News consultation and agree a way forward.

Resolved: That Councillors submit any editing changes to the consultation to the Clerk. The Clerk to submit it to the Village News Editor with hard copies in various locations around the village.

The resolution was correctly proposed and seconded (unanimous)

364.18. To agree a checkpoint located on Roman Road for the annual Mendip Challenge on Sunday 4 June.

Resolved: To approve a checkpoint, located on Roman Road, for the annual Mendip Challenge on Sunday 4 June.

The resolution was correctly proposed and seconded (unanimous)

364.19. To agree the restated Parish Council budget for 2023/24.

Resolved: To approve the restated Parish Council budget for 2023/24 with £100 being removed from the audit fees and added to Clerk pension and the removal of the A370 ear-marked reserves to general reserves.

The resolution was correctly proposed and seconded (unanimous)

364.20. To agree review the Parish Councils accounts package for 2023/24 and agree a way forward.

The Clerk informed the meeting that she had received correspondence from Rialtas that they require 6 months closure notice for asset register. Although she was unsure if this applied to the accounting package.

Resolved: To agree the movement of the Parish Council Accounts from Rialtas to Scribe.

The resolution was correctly proposed and seconded (unanimous)

364.21. To authorise bills for payment for May.

Resolved: To authorise bills for payment for May. Cllr Davies and Cllr Clarke to check the invoices

The resolution was correctly proposed and seconded (unanimous)

364.22. To note the Parish Council's end of April's bank balances.

The Parish Council's end of April's bank balances were noted.

364.23. To agree regular standing order, direct debit and BACs payments made from the Unity bank account.

Resolved: To agree the following regular standing order, direct debit and BACs payments made from the Unity bank account

Method	Item	Frequency
SO	Clerk basic salary	Monthly
SO	Brian Robinson (Clock Winding)	Monthly
DD	OPUS – unmetered electricity streetlights	Monthly
DD	3G Mobile Phone Contract	Monthly
DD	Multipay Card fee	Monthly
DD	Multipay Card purchases	When requested
DD	Water-2-Business Public Toilets	Quarterly
DD	Unity Trust Bank Charges	Quarterly
DD	SSE – metered electricity Public Toilets	Quarterly
DD	Allotment payment	Biannually
DD	Information Commissioners Office - data protection	Annually
BACS	Blue Sport Cleaning (Toilets Cleaning Contract)	Monthly
BACS	Adrian Leonard (Ranger Contract)	Monthly
BACS	HMRC (PAYE & NI)	Monthly
BACS	Coronation Hall Room Hire	Monthly
BACS	Youth Club – CCTV contribution	Monthly
BACS	GB Sport & Leisure (Play area operational inspections)	Quarterly
BACS	Webglu (website maintenance and associated fees)	Quarterly
BACS	Coronation Hall – 40% of NS waste collection	Annually
BACS	Initial public toilets - clinical waste collection	Annually

The resolution was correctly proposed and seconded (unanimous)

364.24. To update the bank mandate and online access for the Unity Trust bank accounts

Resolved: To update the bank mandate to include Cllr Gower-Crane, Howe & Scarisbrick.

The resolution was correctly proposed and seconded (unanimous)

364.25. To note and comment upon the following planning applications.

- i) **23/P/0556/FUL Riverside Holiday Village Bridgwater Road Bleadon BS24 0AN**
Change of use of recreational land ancillary to a caravan park to create 36no. new static caravan pitches further to the South of the existing site.

To object for the following reasons

- Concern about additional light pollution
- It is outside of the settlement boundary.
- That this addition will make it equivalent in size to Bleadon Village making it out of keeping to the local character and setting of the area.
- Traffic concerns at an already busy junction.
- Negative visual impact sprawling towards the River.

The resolution was correctly proposed and seconded (unanimous)

- ii) **23/P/0700/FUL Hunters Lodge Roman Road Bleadon BS24 0AD**
Removal of condition 4 (occupancy by agricultural worker only) of permission 1499/87 (Proposed agricultural dwelling) to allow unrestricted occupation of the dwelling

Resolved – To object to this application for the following reasons.

- As the dwelling is located within the Area of Outstanding Natural Beauty.
- This is a rural community, and it is important to retain agricultural dwellings.

The resolution was correctly proposed and seconded (unanimous)

- iii) **23/P/0701/LDE Hunters Lodge Roman Road Bleadon North Somerset BS24 0AD**
Certificate of Lawfulness for the occupation of an agricultural dwelling by a person not mainly or last employed in agriculture, in breach of condition 4 of planning permission 1499/87.

Resolved – To object to this application for the following reasons.

- As the dwelling is located within the Area of Outstanding Natural Beauty.
- This is a rural community, and it is important to retain agricultural dwellings.

The resolution was correctly proposed and seconded (unanimous)

- iv) **23/P/0724/FUL Bridleway Roman Road Bleadon North Somerset BS24 0AD**
Proposed erection of a residential side annexe/extension to existing dwelling including retrospective change of use of land from a combination of residential, agricultural and equestrian land to residential land.

Resolved: To support the side annexe/extension to existing dwelling part of the application but object to change of use of land from a combination of residential, agricultural and equestrian land to residential land.

The resolution was correctly proposed and seconded (unanimous)

- v) **23/P/0819/FUH Woodbine Cottage Chestnut Lane Bleadon North Somerset BS24 0QD**
Proposed erection of a single storey front extension with canopy.

Councillors to visit the site and Cllr Clarke to collate views and pass to the Clerk.

- vi) **23/P/0837/FUH Hoveland Shiplate Road Bleadon BS24 0NG**
Proposed raising of roof ridge height, extension of 2 no. front dormers and installation of a Velux window in place of 1 no. existing front dormer. Proposed erection of a flat-roof rear dormer and internal alterations.

Councillors to visit the site and Cllr Clarke to collate views and pass to the Clerk.

- vii) **23/P/0891/FUH Flagstaff Roman Road Bleadon BS24 0AD**
Proposed erection of a single storey 5-bay garage to the rear of the property.

Resolved – To support this application.

The resolution was correctly proposed and seconded (unanimous)

364.26. To note the following planning decision.

- i) **22/P/2108/NMA Bleadon Quarry Bridge Road Bleadon BS24 0AU**
Non material amendment to application 19/P/0835/OUT. **APPROVED**
- ii) **22/P/2113/RM Bleadon Quarry Bridge Road Bleadon BS24 0AU**
Reserved matters application for appearance, landscaping, layout and scale for the erection of 42no. dwellings and office building pursuant to outline permission 19/P/0835/OUT.
APPROVED

- iii) **22/P/2741/FUL Woodlands Farm Mearcombe Lane Bleadon BS24 0NZ**
Erection of agricultural store building (retrospective). **APPROVED**
- iv) **22/P/2902/AOC Bleadon Quarry Bridge Road Bleadon North Somerset BS24 0AU**
Request to discharge condition numbers 7 (Marketing Strategy), 28, (Construction Environmental Management Plan) and 39, (Remediation Strategy) on application 19/P/0835/OUT. **APPROVED (discharge condition)(RDC)**
- v) **23/P/0074/FUH The Nook Bridge Road Bleadon North Somerset BS24 0AU**
Proposed erection of a single storey front extension. **APPROVED**
- vi) **23/P/0283/FUH 3 Shiplate Road Bleadon North Somerset BS24 0NG**
Demolition of existing conservatory and proposed erection of a single-storey rear extension, replacement of existing bay window to the front elevation with a new box bay window and creation of additional hardstanding to allow access for EV charging. **APPROVED**
- vii) **23/P/0408/FUL Woodrising Hillside Road Bleadon BS24 0AA**
Proposed demolition of existing dwelling and erection of a replacement dwelling with ancillary and landscaping works. **APPROVED**

Another decision was tabled which had been received since publishing the agenda.

- viii) **23/P/0140/FUL - Land off Bleadon Road opposite junction to Chestnut Lane Bleadon Rd.**
Extension to existing agricultural building to create additional hay and machinery storage. **APPROVED**

364.27. Date of the next meeting –

- Parish Council Meeting Monday 12th June 2023, 7pm at Coronation Hall

The Chairman closed the meeting at 22:00

.....Chairman
.....Date