

BLEADON PARISH COUNCIL

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Clerk to the Parish Council

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Minutes of the meeting of Bleadon Parish Council held in the Coronation Hall, Bleadon, which commenced at 7.30pm on Monday 13th November 2017 when the following business was transacted.

Present: Councillors, Steve Hartree (Chairman), Mary Sheppard (Vice Chairman), Ray Bleazard, David Chinn, Richard Dobson and Kathy Strong

Clerk: Maria Bird

District Cllr Terry Porter

Twenty One members of the public were present.

301.1 To receive any apologies for non-attendance.

There were no apologies for non-attendance.

301.2 To receive any declarations of interest in items on this agenda.

No declarations were received.

301.3 To approve the minutes of the Parish Council meeting held on Monday 9th October 2017.

It was agreed to approve the minutes. The minutes were signed by the Chairman as being a correct record of the meeting.

301.4 To invite public participation:

- i) Members of the public

Parishioner requested at meetings for Councillors to speak louder, to ensure all members of the public can hear what is being discussed.

- ii) District Councillor

District Councillor Porter highlighted the importance of the Joint Spatial Plan (JSP) and having a strategic plan. The JSP is currently being reviewed and going through the approval process. A public consultation will be available.

A Cllr asked if the if 7.5 tonnes maximum gross weight restrictions applies to buses. District Cllr Porter highlighted in the notice of intent that local buses and school buses are included in the exemption. A Cllr asked if a 'coach' is also included in the exemptions. District Cllr Porter requested that this question be asked directly to NSC for clarification.

District Cllr Porter left the meeting.

- iii) Police - No police report provided.

301.5 To receive the Clerk's report.

- All invoices have been sent out for the allotments. There are currently two outstanding

payments. Current allotment vacancies are: 1 full plot and 3 half plots which are being advertised on the Parish Council website.

- The Clerk read out a letter from the Chief Executive of Weston General Hospital in response to the letter from Bleadon Parish Council raising concerns about the temporary overnight closure of the Emergency Department. The Chairman requested the Clerk to provide a copy to the editor of Bleadon News to include in a future edition.
- The Clerk highlighted that public dialogue events are planned to take place over the next couple of weeks to obtain feedback on the Health Weston plan. To register for an event visit NSC website.
- Five bags of Playground Bark to be ordered this week for delivery next week. The village ranger will meet the delivery and distribute the bark throughout the Playground.
- Invoices have been sent out to the advertisers in the summer edition of the Bleadon News.
- Cllr Dobson and Cllr Hartree to attend the NSC meeting on 20th November 2017 to discuss the Local Plan and Settlement Profile.
- The Clerk highlighted that a notice of intent for the temporary closure of Shiplate Road, Bleadon effective from 4th December and full details can be found on the Parish Website.
- Cllr contacted the brewery of the Queens Arms to request an update and they responded to inform the Clerk that they are actively seeking a new partner to take the Queens Arms forward.
- The Clerk confirmed that the rotting stile at the junction of the footpath on Celtic way, Bleadon has been reported to North Somerset Council.
- The Clerk highlighted that a request had been received on the Monday 13th November from the Editor of Bleadon News to print the winter edition of the newsletter in colour. The Clerk confirmed that the expenditure cost left in the budget of £378 would not cover the printing cost and show an overspend in 2017/2018 budget line. The Chairman confirmed that the expenditure budget needed to be considered separately from the income budget. The Clerk confirmed that the additional expenditure cost would be £120 from the previous edition (£540 in total). The Chairman and Clerk highlighted that this should go to the Finance and Personnel Committee. **It was proposed and agreed** to print the Winter edition in colour.

301.6 Exchange of information between Councillors.

A Cllr highlighted that some dog walkers are not picking up after their dog.

A Cllr highlighted that the bus timetables displayed at the bus stops are not clear and information is missing. The Clerk to write to the bus company and NSC to ask to improve the timetables at the bus stops.

301.7 To consider the recommendations of the planning committee regarding its terms of reference.

A Cllr highlighted recommended changes to the terms of reference.

It was agreed to approve the planning committee terms of reference with the recommended changes.

301.8 To review and consider recommendations from the planning committee.

It was agreed to accept the recommendations contained within the Planning and Committee Minutes held on Monday 6th November 2017. Cllrs agreed that the time of the next meeting to be changed from 6.30pm to 7.30pm, due to the availability of the Coronation Hall.

301.9 To consider to co-opt an additional member to the Finance and Personnel Committee.

It was agreed to co-opt Cllr Ray Bleazard onto the Finance and Personnel Committee.

301.10 To consider the recommendations for the following policies:-

The Chairman had reviewed the policies and provided Cllrs with recommendations prior to the meeting.

i) Complaints Procedure	It was proposed that no amendments to the policy dated 2012 to be made. This was agreed
ii) Financial Regulations	It was proposed to amend the policy dated May 2012. The Chairman highlighted the proposed changes. Proposed changes were agreed
iii) Procurement Policy	It was proposed that there is no requirement for this separate policy as covered in Section 18 of Standing Orders. This was agreed
iv) Standing Orders	It was proposed to amend to the current standing orders dated February 2016. The Chairman highlighted the proposed changes. The Clerk requested that legal advice is sought for the proposed changes in Para 13. Cllr requested to also obtain advice regarding the proposed change to para 5f.

It was agreed to approve the recommendations for the Complaints Procedure Policy, Financial Regulations Policy and Procurement Policy.

The Standing Orders recommendations will be discussed at a future Parish Council meeting once the Clerk has sought legal advice to the proposed amendments.

301.11 To consider the recommendations and adoption of the following policies:-

i) Bullying & Harassment	v) Grievance and Discipline Procedure
ii) Communications Strategy	vi) Press and Media Policy
iii) Councillor Code of Conduct	vii) Publication Scheme
iv) Grant Awarding Policy and Application Form	viii) Social Media Strategy

It was agreed to adopt the above policies listed in 301.11.

301.12 To review and agree the Risk Assessment Schedule.

It was agreed to adopt the risk assessment schedule. The Chairman requested that the Risk Assessment should be contained on every Parish Council Meeting agenda to review the high risk elements first, working through to the low risk items.

301.13 To review and agree the Asset Register.

A Cllr has been reviewing the current asset register with the Clerk. It was noted that additional work is required on the asset register to bring it up to date.

It was agreed for Cllr Strong to work with Cllrs to provide a revised asset register at the January 2018 Parish Council meeting.

301.14 To consider the project recommendations from the management working group.

It was agreed for the project recommendation document to be adopted and for Cllr Dobson to lead the project recommendations and discuss with Cllrs the priority, dates and ownership of the projects. To then provide recommendations at the December Parish Council meeting.

301.15 To consider a response to North Somerset Council Proposed 7.5 tonnes maximum gross weight restriction, various roads, Bleadon, North Somerset.

It was agreed to respond to NSC to request clarification that:

- i) A reference to Purn Road contained within an email correspondence from NSC is in fact a typo and it should read Purn Way.
- ii) Exemptions stated within the order are for school and local buses. To request clarification on whether coaches are contained within the exemptions and if not,

should be. Otherwise, coach parties to the village and parishioners organising a coach excursion will need to drop off and collect on the busy A370 and then walk, which is not a safe environment for parishioners and visitors to the village. This will also inhibit the organising of events.

301.16 To consider the arrangements in regards to the maintenance of the Churchyard.

A Cllr highlighted that he was monitoring the crack on the South Boundary Wall and suggests that the soil should be removed. The Cllr also requested that a Tree Surgeon look at the trees within the Churchyard and provide recommendations. The Chairman highlighted that there was not provision in this year's budget and a proposed cost would need to go into 2018/19 budget which will be discussed at the Finance & Personnel Committee.

It was agreed to create a management plan for the maintenance of the Churchyard and provide recommendations at a future parish council meeting.

301.17 To approve the project recommendations for the Neighbourhood Plan.

It was agreed for Cllr Dobson to start setting up a Neighbourhood Plan steering group and formulate a full plan with budget allocation and present back to the full council at the December Parish Council meeting.

301.18 To consider the allocation of an agreed contingency from the current budget to provide additional support staff to deal with an anticipated increase in workload.

The Chairman highlighted that any additional expenditure for this year's budget would need to be met from reserves.

It was agreed to add this on to the Finance and Personnel Committee meeting agenda, being held on Friday 24th November.

301.19 To review and agree response to the North Somerset WW1 Centenary Project.

It was agreed to participate in this project and Cllr Blezard to liaise with NSC.

301.20 To review the tenders and appoint the contractor for the 3 year Grass Cutting Contract.

The Clerk highlighted 3 tender documents were received in sealed envelopes. As per standing orders and agreed in the Parish Council October meeting, the Clerk and the Chairman met and opened the received tenders after the closing date of 5pm on 31st October 2017.

The Clerk provided a summary document of the tender's received to Councillors for Company A, B and C. The Chairman outlined the Clerk and Chairman's recommendations and requested any questions or observations.

It was agreed to appoint Company B with the 3 year Grass Cutting Contract.

301.21 To draw the winner and runner-up of the 'Teddy Bear with no name competition'.

Cllr Strong confirmed the winners and will be contacting the relevant individuals.

301.22 To consider an introduction of a one way system in the Coronation Hall car park and a formation of a new pedestrian entrance to the area in front of the hall.

The Clerk provided a summary of the suggestions made by North Somerset Council in regards to additional signs at the entrance (Eastern Side); painting of arrows to aid flow of traffic and no entry signs at the exit of Southern Side to facilitate this request.

It was agreed for the Clerk to contact NSC Highways to request an initial cost for producing the additional signs and painting the arrows.

The Chairman requested permission from Councillors to suspend standing orders to allow the meeting to continue to such time that the business on the agenda is complete.

It was agreed to suspend standing orders.

301.23 To review and approve monthly budget report and bank reconciliation for October.

It was agreed to approve the October monthly budget report and bank reconciliation.

301.24

Finance

To approve items of expenditure and income

Chq	Payee	Details	Net	VAT
300715	EDF Energy	Street lights electricity	£84.73	£4.22
300716	Royal British Legion	Donation for the poppy wreath for the Chairman to lay at the memorial service	£50.00	£0.00
300717	Maria Bird	Spare Defibrillation Pads purchased from Defibshop for the Defibrillator at Coronation Hall	£90.00	£18.00
300718	GAPTC	Clerk Training Course – Clerk the Knowledge Part 3	£35.00	£0.00
300719	Anthony Jay	Precept Training	£59.28	£0.00
300720	Faye Thomas	October Public toilet cleaning	£200.00	£0.00
300721	Alistair Gill	Village Ranger salary	£312.00	£0.00
300721	Alistair Gill	Village Ranger expenses: Mileage £30.42; Petrol £6.63; Paint brush and paint for Allotment gate £20.00	£55.94	£1.11
300722	Maria Bird	Clerk salary	£901.81	£0.00
300722	Maria Bird	Clerk expenses: Mileage £47.70; Home Working Allowance £17.33; Mobile Phone £4.99; Print Cartridges £34.98; Paper £8.48;	£106.24	£7.24
300723	HMRC	PAYE and NI	£161.74	£0.00
300724	Bin It	Dog bin emptying	£70.54	£14.11
300726	GB Sports	Playground inspection	£15.00	£3.00
300725	Grant Thornton	Annual Audit - External	£400.00	£80.00
DD	SSE	Public Toilets	£48.53	£2.42

Income

Chq		Details	Net	VAT
Cheques	Various Allotment holders	Allotment Rental for 7 half plots	£52.50	£0.00

It was agreed to approve the expenditure with the additional item of payment to Grant Thornton of £480.00 for the external annual audit and the direct debit payment scheduled for 25th November 2017 to SSE for supply of electricity to the public toilets of £50.95.

301.25

To receive the following reports:

- (a) Allotments - There are currently two outstanding payments. Current allotment vacancies are: 1 full plot and 3 half plots.
- (b) Churchyard – Covered in agenda item **301.16**.
- (c) Footpaths & Bridleways – Cllr requested that we write to NSC to highlight the fencing going from the A370 down to the river (towards the Caravan Park) needs repair.
- (d) Roads & Transport – Cllr highlighted that some limiting white lining on Roman Road has been actioned.
- (e) Marshalls liaison meeting –Cllr informed the meeting that there had been a number of reported issues since the last Marshall meeting, which will be highlighted at the meeting on Wednesday 15th November. Cllr highlighted that an initial cost estimate

had been provided by NSC in regards to the central reservation on the A370. A Cllr will inform Marshalls of this cost and discuss any contributions and liaise directly with Highways at NSC.

- (f) Children's Playground – no report
- (g) Newsletter – publication scheduled for 1st December
- (h) Website – no report
- (i) Neighbourhood Watch & Community Safety – no report

301.26

To receive the following brief holder's reports:

- 1) Coronation Hall – The Chairman provided the following report. The Coronation Hall Committee met on 19th October and reported £21,790 in the Committee's funds, part of which will be required to fund the proposed kitchen refurbishment.

The committee approved a policy regarding the playing of amplified music by hirers. A Job description has been prepared for a Hall Caretaker.

There is a village history presentation on the evening of the 18th November at the Coronation Hall.

- 2) Youth Club – The Chairman provided the following report. Club finances are healthy. The management committee needs more members and a new secretary. A Cllr highlighted the request to consider the lease. The Clerk highlighted that the review of the lease will be added to the December Parish Council Agenda.

- 3) ALCA – No report provided.

- 4) Chairman – The Chairman laid the wreath at the Remembrance Service held on Sunday 12th November at Bleadon Church.

The Chairman requested Cllrs to provide the Clerk before the Finance & Personnel meeting on the 24th November of any expenditure requests for the 2018 / 2019 budget.

The Chairman has received a formal invitation from Bleadon WI to all Cllrs to attend the Carol Service at Bleadon Church on Friday 8th December at 6.30pm.

The Chairman provided a summary of a meeting attended on the 1st November with the Clerk at NSC offices in relation to computer safety, scam letters / emails and the forthcoming updates to the NSC website.

The Chairman informed the meeting that the Clerk provided him a letter of resignation on Monday 6th November, providing a months' notice. The Chairman read out the Clerks letter of resignation. The Clerk's last working day will be Friday 1st December. The Chairman and Cllrs thanked the Clerk for her work.

The Chairman requested an extraordinary meeting of the council for Monday 27th November at 7pm, in accordance with standing orders 6a. There will be a limited agenda.

The Chairman informed the meeting that Cllr Dobson on the 7th November provided an offer of resignation to him. The Chairman requested Cllr Dobson to reconsider his offer of resignation following the comments at the meeting from him and fellow Cllrs and to update the Council of his decision at the next meeting. Cllr Dobson agreed.

The Chairman read a letter dated 13th November 2017, addressed to the Clerk of his decision to tender his resignation as Chairman of Bleadon Parish Council as from Friday 17th November. He stated his reasons for his resignation and his intention to continue as a Councillor. This was noted.

301.27

To receive a report from the Management Working Group.

No report as this has been covered in other agenda items **301.14** and **301.17**

301.28

To agree the date of the next Parish Council Meeting.

The Chairman requested an Extraordinary Parish Council Meeting to be held on Monday 27th November at 7pm at Coronation Hall.

Meeting closed at 10.00pm