

BLEADON PARISH COUNCIL

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Coronation Hall
Coronation Road
Bleadon BS24 0PG

TO ALL MEMBERS OF BLEADON PARISH COUNCIL

You are summoned to the Annual Meeting of Bleadon Parish Council at **7.00 pm** in the Coronation Hall on **Monday 13 May 2019** when the following business will be transacted.

Marian Barber Clerk, 7 May 2019

Members of the public are welcome to attend to observe but may speak ONLY at the Public Participation item, if there is one on the agenda, and must give prior notification to the Clerk by noon on the preceding working day. The public will be excluded for confidential items.

AGENDA

- 322.1 To Receive the Declaration of Acceptance of Office from all Councillors present.**
- 322.2 To Receive any apologies for non-attendance.**
- 322.3 To Receive any declarations of interest in items on this agenda.**

- 322.4 To Invite public participation.**
 - i) Members of the public (15mins). ii) District Councillor (10 mins). iii) Police (5mins).

- 322.5 To Elect the Chairman of the Council and to Receive the Chairman's Declaration of Acceptance of Office**
- 322.6 To Elect the vice-Chairman and to Receive the vice-Chairman's Declaration of Acceptance of Office**
- 322.7 To Resolve that absent Councillors may make their declaration at or before a later meeting.**
- 322.8 To Approve the minutes of the meeting held on 1st April 2019.**

- 322.9 To Approve amendment to and Adopt the Standing Orders.**

Amendment: Addition at 4 a) = If the Planning Authority requires a response in fewer than 15 days from notification then the Clerk is authorised to circulate the information, collate the Planning Committee members' responses and submit the majority view as the decision of the Committee.

- 322.10 To Approve and Adopt the Financial Regulations.**
- 322.11 To Approve and Adopt the following Policies / Strategies / Terms of Reference:**

Bullying & Harassment, Communications, Publication, Press & Media, Social Media, Planning, Grievance & Disciplinary, CCTV.

- 322.12 To Appoint an Internal Auditor**

Recommended to use Mr Richard Young (as last year).

- 322.13 To Review Committee Structures and to Appoint members, including:**
 - a) Planning Committee**
 - b) Finance, Personnel and Policy Committee**
 - c) Open Spaces sub-committee**
 - d) Vexatious Correspondence and Complaints sub-committee**

- 322.14 To Appoint representatives to:**
 - I. Youth Club**
 - II. Coronation Halls Management Committee**

- III. ALCA
- IV. Neighbourhood Plan Group

- 322.15 To Appoint members responsible for:**
- a) Allotments and Churchyard
 - b) Bleadon in Bloom
 - c) Public Rights of Way and other footpaths
 - d) Marshalls Liaison
 - e) Neighbourhood Watch and Community Safety
 - f) Transport and Roads
 - g) Play Area
 - h) Bleadon Village News
- 322.16 To Appoint a member to represent the parish council's views at the Planning Appeal regarding the refused application for 200 homes on land between A370 and Bleadon Road.**
- 322.17 To Consider Planning Applications on NSC weekly lists to 12th May. Including:**
- 19/P/0900/FUH.** 31 Bleadon Mill. Extend garage roof to join the house to create storage space for motor scooter.
- 19/P/0892/LDE.** Woodlands Farm, Mearcombe Lane. Storage/distribution for existing yard.
- 19/P/0893/LDE.** Woodlands Farm, Mearcombe Lane. Certificate of lawful development class C3 - Existing use of detached 4 bedroomed house.
- 18/P/5118/OUT.** Bristol Airport. Revised expansion plans.
- 322.18 To Review the Council's Asset Register.**
- 322.19 To Review the Council's insurance policy and Consider alterations.**
- 322.20 To Approve Regular Payments**

Contracts are in place for some Regular Payments, others are agreed suppliers. Invoices are authorised online by two signatories and noted at the next meeting.

Payee	Item	Review	
A Leonard	Contract Ranger	monthly	Sep-19
Came & Co	Insurance (year 3 of 3)	annual	Mar-20
B Robinson	Clock maintenance	quarterly	Mar-20
Clerk	Salary	monthly	May-20
HMRC	PAYE/NI	monthly	May-20
NEST	Pension	monthly	May-20
ICO	Registration	annual	May-20
GB Sport	Play Area inspections	monthly	May-20
Webglu	Website hosting	quarterly	May-20
Vodafone	Mobile phone	monthly	May-20
PATA	Payroll services	quarterly	May-20
F Thomas	Contract Toilet Cleaning	monthly	May-20
EDF	Street light power	quarterly	May-20
Unity Trust	Banking charges	quarterly	May-20
SSE Enterprise	Public toilets power (year 1 of 2)	quarterly	Sep-20

322.21 To Approve Expenditure

Chq	Payee	Details	Net £	VAT £
BACS	Clerk	Expenses April Home working	17.33	0
BACS	Clerk	Mileage – 27 miles	12.15	0

BACS	The Range	Post-its, A2 paper, etc (Neighb'd Plan)	10.89	2.18
BACS	SLCC	Annual membership	156.00	0
BACS	Nisbetts	Toilet Rolls	24.00	4.80
BACS	HiVis Co UK	Hi Vis vests (Bleadow in Bloom)	133.49	26.70
BACS	Tesco	Refreshments for Annual Parish Meeting	12.79	2.56
BACS	Proper Job	Numbers for allotment plots	10.53	2.11
BACS	The Range	Ringbinders x 15 (Neighb'd Plan)	12.50	2.50
BACS	The Range	Watering cans x 9 (Bleadow in Bloom)	26.59	5.32
BACS	Nat'l Plastics	2 sheets Plastic for notice board	74.00	14.80
BACS	Defibshop	Defib battery	245.00	49.00
BACS	Futuresigns	Notices for Allotments and Play Area	175.00	35.00
BACS	Came & Co	Insurance	2346.05	0
BACS	TaylorThorne	Draft Survey Results booklet	115.00	0
BACS	St Peter & St Paul	Hire of church room (Neighbourhood Plan meeting 24 April)	16.00	0
BACS	Ranger	Duties = 27 hrs. Dog bins = 4 hrs.	434.00	0

322.22 To Note payments made and income received

Payments

BACS	Clerk	Clerk salary April	899.46	
BACS	HMRC	PAYE&NI April	381.50	
DD	NEST	Pension April	50.85	
BACS	GB Sport	Play area inspection April	15.00	3.00
DD	Vodafone	Mobile phone April	15.03	3.01
BACS	Taylor Thorne	Bleadow in Bloom stickers	56.00	11.20
BACS	F Thomas	Public Toilets cleaning April (twice wkly)	200.00	

Income

Pay in slip	Ch/cash/BACS	Details	Amount £	Invoice
000073	Chq	BVN 111 advertiser	45.00	18053
000073	Chq	Allotment tenant	17.00	18055
	BACS	NSC – High St Clean-up donation	204.75	-----
	BACS	BVN 111 advertiser	153.00	18043
	BACS	BVN 111 advertiser	119.00	18044
	BACS	Precept (50%)	22,672.00	-----
	BACS	BVN 111 advertiser	45.00	18048
	BACS	BVN 111 advertiser	25.00	18051

322.23 To Note the unaudited Year End figure

At 31st March 2019 the nett balances totalled £66,518.09 (last year it was £60,210). Expenditure of £7,090 from Reserves was approved at Minute 321.13.

322.24 To Approve the quote to repair the planter under the telegraph pole in the carpark.

A quote of £100 has been received to remove the seating, re-use the good timber to repair the planter, and leave the site clean and tidy. Minute 321.13 approved the use of reserves for this purpose. Recommend accepting the quote.

322.25 To Agree the dates of the Parish Council Meetings for the next 12 months.

These will be held at 7pm in the Coronation Hall as follows: 10th June, 8th July, 9th Sept, 14th Oct, 11th Nov, 9th Dec 2019 and 13th Jan, 10th Feb, 9th March and 11th May 2020.

There are no meetings scheduled in August or April and the Annual Parish Meeting will be held on 20th April 2020.

322.26 To Agree arrangements for the public meeting on 6th June.

- 322.27 To Receive the Neighbourhood Planning Group update and Consider any recommendations.**
Survey results to be circulated to households soon. Next grant programme not yet open. Next meeting 22nd May.
- 322.28 To Receive the Bleadon in Bloom update and Consider any recommendations.**
High Street Clean-up grant from NSC was £204.75 which we spent on Hi Vis vests, watering cans and branding at a cost of £216.08 (plus VAT). Gloves and hand tools with a value of £77.25 were provided direct from NSC.
- 322.29 To Consider applying for Cultivation Licences**
Planters at the Bridge Road and Bleadon Road junctions with the A370 are planned to enhance the entrances to the village. NSC require an annual licence for any planting or structures located on highway verges.
- 322.30 To Consider a Proposal to commission an ecological survey of the Parish.**
There are many species, some rare, in our parish and we should take in to account these voiceless residents. Current media is highlighting concerns for global warming and man's contribution to the extinction of many creatures and plants. Bleadon should be a beacon in our area and we should put the preservation of our wildlife firmly on the table of our discussions around developments in the parish.
Proposal: That BPC commissions and receives a full ecological survey of Bleadon Parish to inform future discussions about development.
- 322.31 To Consider expenditure on landscaping at the Coronation Halls**
BPC agreed to spend £480 (from reserves) on planting/improvements to the area between the car park and the Halls. However, it may be practical to include a bin store and improved surfacing to the Jubilee Room fire doors. Recommend that a meeting with Hall Management Committee discusses this further.
- 322.32 To Consider use of Reserves for replacing and locating the Defibrillator cabinet.**
The Defibrillator cabinet requires a new keypad – cost £241 plus VAT. A new Aivia cabinet (same as existing) is £418 ex VAT.
A different cabinet is advised:
 - stainless steel option £520 ex VAT is advised for 'coastal locations' due to the corrosive nature of the salty air. It comes with a 10 year warranty
 - mild steel option £395 ex VAT has only 2 years' warranty.
The lock (on both) is push-button-mechanical (not electrical) like on the interior doors in the Hall and is more robust.
Re-siting or shielding the defibrillator cabinet is advised to prevent solar gain.
- 322.33 To Consider a request to place Solar Panels on the roof of the Coronation Halls**
The Burnham and Weston Energy Sunshine Fund facilitates the installation of solar panels on community buildings at no cost to the Halls Management Committee (CHMC) or the PC. It offers grants for installation and would mean a substantial saving on the fuel bills. CHMC has submitted a grant application (required by 20th April) and would like agreement in principle from the PC, subject to further information, clarification, and a positive response to the grant application.
- 322.34 To Receive the Following Reports and Consider any recommendations:**
- a) Allotments and Churchyard
 - b) Bleadon in Bloom
 - c) Public Rights of Way and other footpaths
 - d) Marshalls Liaison
 - e) Neighbourhood Watch and Community Safety
 - f) Transport and Roads
 - g) Play Area
 - h) Bleadon Village News

322.35 To Receive the Following Reports and Consider any recommendations:

a) Coronation Hall b) Youth Club c) ALCA d) Chairman

322.36 To Receive the Clerk's report.

Online Comment made on planning application (Agenda 321) and informal summary sent to NSC officers regarding applications not on agenda.

Requested accessibility improvements for bridleway on Mearcombe Lane; NSC has had very limited complaints but will investigate.

High St Clean up grant of £204.75 received and spent £216.08 + VAT (balance from BiB); end of grant statement submitted.

Met with Halls secretary and Youth Club trustee to discuss items of joint interest regarding car park, lighting, cctv, wifi, etc.

Commissioned CCTV installation. K Pyke coordinating access to the building.

Contract Ranger – all work satisfactory; hours will increase for the additional summer duties.

322.37 Other Correspondence.

In: Notification of External Auditor and procedure.

Notification that SSE will no longer be maintaining our two street lights. Yet to ascertain who will do ours – have made contact with Centregreat who have taken over NSC's lights.

Thank you from ALCA for continuing membership.

ALCA briefing on first meeting after Elections.

ALCA briefing on Community Infrastructure Levy (CIL).

Mental Health Awareness weekend in Clevedon.

Out: Advised NSC our ownership of two bus shelters; NSC will not maintain them.

Responded to EA regarding Acoustic Fish Deterrent (Hinkley).

Letter of compliments to F Thomas (public conveniences cleaner).

Letter regarding damaged memorial bench in churchyard.

Advice on BPC grants to local children's group.

Allotment holders re cultivation.

322.38 To Note the date of the next Parish Council Meeting.

This will be on **Monday 10th June 2019** at 7pm in the Coronation Hall.