

# BLEADON PARISH COUNCIL

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Coronation Hall  
Coronation Road  
Bleadon BS24 0PG

DRAFT Minutes of the Annual Meeting of Bleadon Parish Council held in the Coronation Hall at 7pm on Monday 13<sup>th</sup> May 2019.

**Present:** Councillors Jim Baines, Gill Williams, Mary Sheppard, Andy Scarisbrick, Kirsten Hemingway, Jo Richardson, Steve Hartree, Anne Selway. 7 members of the public.

Clerk: Marian Barber.

Cllr Jim Baines, as current Chairman of the council, opened the meeting at 7pm.

- 322.1 To Receive the Declaration of Acceptance of Office from all Councillors present.**  
All Councillors present made their declaration.
- 322.2 To Receive any apologies for non-attendance.**  
Cllr Terry Porter (prior engagement).
- 322.3 To Receive any declarations of interest in items on this agenda.**  
Cllr Sheppard declared an interest in item 322.16.
- 322.4 To Invite public participation.**  
i) Members of the public (no comment). ii) District Councillor (no report)  
iii) Clerk gave the Police report: PCSO Mike and Kayley now cover the villages. 12 calls received from Bleadon in April: Road related = 4; RTC = 3; Alarms = 1; Suspicious person/vehicle = 1; Anti-social behaviour = 1; and Burglary = 2.
- 322.5 To Elect the Chairman of the Council and to Receive the Chairman's Declaration of Acceptance of Office**  
Cllr Baines was elected and made his declaration.
- 322.6 To Elect the vice-Chairman and to Receive the vice-Chairman's Declaration of Acceptance of Office**  
Cllr Sheppard was elected and made her declaration.
- 322.7 To Resolve that absent Councillors may make their declaration at or before a later meeting.** Not applicable.
- 322.8 To Approve the minutes of the meeting held on 1<sup>st</sup> April 2019.**  
**APPROVED.**
- 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.*  
**Amendment APPROVED and Standing Orders ADOPTED.**
- 322.10 To Approve and Adopt the Financial Regulations.**  
**APPROVED and ADOPTED.**
- 322.11 To Approve and Adopt the following Policies / Strategies / Terms of Reference:**  
Bullying & Harassment, Communications, Publication, Press & Media, Social Media, Planning, and CCTV. These were **APPROVED and ADOPTED.**

Grievance & Disciplinary draft was deferred to a future meeting pending further review.

- 322.12 To Appoint an Internal Auditor**  
Recommended using Mr Richard Young (as last year); cost is again £50.  
**APPROVED.**
- 322.13 To Review Committee Structures and to Appoint members:**
- a) **Planning Committee:** All councillors.
  - b) **Finance, Personnel and Policy Committee:** Cllrs Baines, Sheppard, Selway and Hartree.
  - c) **Open Spaces sub-committee:** Cllrs Hemingway, Scarisbrick, Selway, Sheppard and Baines.
  - d) **Vexatious Correspondence and Complaints sub-committee:** All councillors.
- APPROVED and APPOINTED** as listed above.
- 322.14 To Appoint representatives to:**
- I. **Youth Club:** Cllrs Williams and Hemingway.
  - II. **Coronation Halls Management Committee:** Cllrs Hartree and Scarisbrick.
  - III. **ALCA:** Cllr Hartree.
  - IV. **Neighbourhood Plan Group:** Cllrs Williams, Selway and Scarisbrick.
- APPOINTED** as listed above.
- 322.15 To Appoint members responsible for:**
- a) **Allotments and Churchyard:** Cllr Sheppard
  - b) **Bleadon in Bloom:** Cllr Hemingway
  - c) **Public Rights of Way and other footpaths:** Cllr Richardson
  - d) **Marshalls Liaison:** Cllrs Richardson, Scarisbrick and Baines.
  - e) **Neighbourhood Watch and Community Safety:** Cllr Richardson
  - f) **Transport and Roads:** Cllr Richardson
  - g) **Play Area:** Cllr Williams
  - h) **Bleadon Village News:** Cllr Hemingway.
- APPOINTED** as listed above.
- 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.**  
It was **AGREED TO DEFER** this to the next parish council meeting on 10<sup>th</sup> June. The person chosen should not be representing any other body or position at the Inquiry. It will be necessary to read out a statement and this will be prepared at/after the public meeting on 6<sup>th</sup> June.
- 7.55pm Cllr Selway left the meeting.*
- 322.17 To Consider Planning Applications on NSC weekly lists to 12<sup>th</sup> May. Including:**
- 19/P/0900/FUH.** 31 Bleadon Mill. Extend garage roof to join the house to create storage space for motor scooter. **SUPPORT.**
- “19/P/0892/LDE.** Woodlands Farm, Storage/distribution for existing yard. **AND 19/P/0893/LDE.** Woodlands Farm, Mearcombe Lane. Certificate of lawful development class C3 - Existing use of detached 4 bedroomed house.” The address appears to be wrong. Cllrs not able to view the site and therefore no comment possible. Clerk to discuss with Planning Officer.
- 18/P/5118/OUT.** Bristol Airport. Revised expansion plans to support an increase to 12 million passengers per year by the mid-2020s (currently 8 million). The council accepted the view that the Airport provides employment for many people in the area and provides local access to air transport. However, this is outweighed by concerns of climate change and pollution both local to Bleadon and globally. **AGREED TO OBJECT.**

**322.18 To Review the Council's Asset Register.**

The Register was reviewed in March 2019 and needed no further adjustment.

**322.19 To Review the Council's insurance policy and Consider alterations.**

Cllr Baines had reviewed the Policy and paperwork from Came & Company and confirmed that it appeared to be entirely satisfactory. Noted that this is the final year of a three-year contract.

**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

**APPROVED.**

**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 (Bleaddon 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 (Bleaddon 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

**APPROVED.**

**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	Bleadon in Bloom stickers	56.00	11.20
BACS	F Thomas	Public Toilets cleaning April (twice wkly)	200.00	

**NOTED.**

#### 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

**NOTED.**

#### 322.23 To Note the unaudited Year End figure

At 31<sup>st</sup> 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.

**NOTED.**

#### 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.

**APPROVED.**

#### 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: 10<sup>th</sup> June, 8<sup>th</sup> July, 9<sup>th</sup> Sept, 14<sup>th</sup> Oct, 11<sup>th</sup> Nov, 9<sup>th</sup> Dec 2019 and 13<sup>th</sup> Jan, 10<sup>th</sup> Feb, 9<sup>th</sup> March and 11<sup>th</sup> May 2020.

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

**AGREED.**

#### 322.26 To Agree arrangements for the public meeting on 6<sup>th</sup> June.

This relates to the application for 200 homes on fields between Bleadon Road and the A370. The purpose of the meeting is to encourage people to attend the Planning Inquiry; to let them know what to expect; to promote car-sharing; and to draw together the key points for a prepared statement.

*8.20pm - Standing Orders were suspended in order to welcome District Cllr Mike Solomon and to ask the public present their views on attending an Inquiry. None wished to speak at an Inquiry but all appreciated the opportunity for commenting at a public meeting beforehand. Standing Orders reinstated at 8.35pm.*

It was **AGREED** that a notice of the meeting be put on the front page of the Bleadon Village News (to be delivered by 24<sup>th</sup> May). District Cllrs Porter and Solomon to be invited.

#### 322.27 To Receive the Neighbourhood Planning Group update and Consider any recommendations.

Survey results to be circulated to households soon. Clear that the key issues include environmental concerns and the need to retain the village character. Next grant programme not yet open. Next meeting 22<sup>nd</sup> 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. Four new Tub Parents have volunteered. The event around the Pennant Award judging on 8<sup>th</sup> July is in preparation with colouring competitions for school-age children. Several work-days leading up to then are planned – the first is a tidy-up day on 24<sup>th</sup> May then a planting day on 27<sup>th</sup>. Many plants have been donated and Clerk will contact NSC to find out when the free plants are expected.
- 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 (cost £60) for each planting or structure located on the highway verge.  
**AGREED.** The cost to come from the Bleadon in Bloom budget as the planters have been donated by Marshalls.
- 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.**  
It was **AGREED TO DEFER** this item to a future meeting. Further information regarding scope, cost, and relationship to Neighbourhood Plan requirements is needed.  
  
*Councillors **AGREED** to continue the meeting beyond 9pm. Cllr Solomon left.*
- 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. **AGREED** Clerk to discuss with Hall Management Committee to prepare a formal specification to include the various elements.
- 322.32 To Consider use of Reserves for replacing and locating the Defibrillator cabinet.**  
**APPROVED** £1,000 to include the stainless steel cabinet with a 10 year warranty as well as appropriate shielding from direct sunlight.  
A
- 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 20<sup>th</sup> April) and would like agreement in principle from the PC, subject to further information, clarification, and a positive response to the grant application.  
**APPROVED.**
- 322.34 To Receive the Following Reports and Consider any recommendations:**
- a) Allotments: one half allotment vacant; 19 tonnes of chippings donated by Marshalls delivered to site and coordinated by allotment tenants and Bleadon in Bloom team, to repair the track and level an area by the gate. Some kerb stones will create a neater edge along the footpath and hedgeline.  
Churchyard: no report other than thanks to the team tidying the graves.

- b) Bleadon in Bloom: as discussed previously.
- c) Public Rights of Way and other footpaths: updated audit at next meeting.
- d) Marshalls Liaison: very productive meeting regarding light shielding and road cleaning. Cllr Richardson provided the shielding manufacturer details to Marshalls. Marshalls commit to repairing or replacing their ineffective road sweeper machine.
- e) Neighbourhood Watch and Community Safety: no report.
- f) Transport and Roads: Cllr Ap Rees was chasing the replacement 50mph limit signs but was not elected. Cllr Richardson will continue to press NSC.
- g) Play Area: New sand in place; bark strips ordered; damaged limb on one tree removed.
- h) Bleadon Village News: Ready to go, should be delivered by 24<sup>th</sup> May. Advertising slightly down, may still cover the printing cost.

**322.35 To Receive the Following Reports and Consider any recommendations:**

- a) Coronation Hall: Management Committee AGM is on 16<sup>th</sup> May.
- b) Youth Club: question when the lease will be signed; also dismay that BPC is not contributing to the WIFI.  
A Tripartite meeting to be convened by Cllr Baines; attendees to be Cllrs Hartree, Williams, and Mr Keith Pyke (youth club) and the Chairman of the Management Committee.
- c) ALCA: no report. d) Chairman: no report.

**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. Note that named individuals are required as 'operators' to view images. Further details at next meeting.  
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 10<sup>th</sup> June 2019** at 7pm in the Coronation Hall.

The meeting closed at 9.32pm.