
BLEADON PARISH COUNCIL

www.bleadonparishcouncil.gov.uk



Clerk to the Parish

Bruce Poole

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Office Hours 10.00 am – 1.00 pm Monday to Friday



QUALITY
PARISH
COUNCIL

2004&2009

Prior to the meeting commencing District Councillor Terry Porter updated the meeting on a number of matters and was subsequently asked to enquire regarding the following subjects following which he departed from the meeting.

1. Flooding near to Bridge Garage
2. Flooding at the junction of Bridge and Coronation Road
3. Flooding at the junction of Accommodation Road
4. Verge Potholes at Shiplate Road
5. Finger Post at Bleadon/Coronation/Bridge Roads
6. Give Way sign obstructed by overgrown hedge at the junction of Celtic Way and Shiplate Road

PC Steve Church then informed the meeting of latest Police Crime figures. It was announced that it was his penultimate meeting prior to retiring. He then showed the meeting the suggested posters that could be used when and if the Parish Council subsequently agreed to adopt the “Cold Calling” Strategy. It was agreed that this subject matter would be formally discussed and decided upon at the June Parish Council Meeting. He also subsequently departed from the meeting.

Mr Chris Butler was invited to speak to the meeting where he indicated his willingness to assist with others in bringing the parish council web site up to date. It was agreed that those with a similar interest would meet up in the near future to devise a strategy.

It was noted that the newly elected Councillors namely Mrs I D Clarke Mr Ian Findlay and Rev. Steve Hartree had previous to the commencement of the meeting sworn and signed their Declarations of Office.

Minutes of the Annual Parish Council Meeting of Bleadon Parish Council that was held in the **Coronation Hall Coronation Road Bleadon on Monday 13th May 2013** that commenced at **7.30pm** when the following business was transacted.

PRESENT Councillors Mrs P J Skelley (Chairman) together with Councillors Mesdames I D Clarke and M Sheppard Messrs I Findlay S Hartree R House C Morris M Orme K Pyke P Trevitt together with the Parish Clerk Mr B Poole and the Deputy Parish Clerk Mr J Furze

In addition there were four members of the public present.

253.1 To elect a Chairman

Councillor Mrs P J Skelley was unanimously re-elected Chairman

253.2 To receive a Statutory Declaration of Office

The Statutory declaration was sworn and signed/countersigned

253.3 To receive any apologies for non attendance

None

253.4 To receive any declarations of interest

Ref	Councillor	Type	Relationship
253.27.1	K Pyke M Orme	Personal	Council Representatives
253.27.2	C Morris	Personal	Council Representative

253.5 To elect a Vice Chairman

Councillor Mr C Morris was duly elected

253.6 To Elect the following Committees (*Those names underlined indicate the Committee Chairman*)

(a) Planning

Councillors Miles Orme P Skelley M Sheppard S Hartree and C Morris

(b) Open Spaces

Councillors ID Clarke M Sheppard I Findlay R House M Orme & K Pyke

(c) Footpaths and Bridleways...

Councillors I Findlay & R House

(d) Finance & Personnel

Councillors S Hartree P Skelley Ian Findlay C Morris & K Pyke (Personnel)

(e) Roads & Transport

Councillors I Findlay & R House

253.7 To propose Representatives to the following Village Organisations

(a) Coronation Hall

Councillors ID Clarke & I Findlay

(b) Youth & Youth Club

Councillors M Orme & K Pyke

(c) ALCA

It was at this junction when the Chairman invited Mr John Furze as well as being the Council's Deputy Parish Clerk is also pro temp the County Secretary for ALCA to address the meeting.

Agreed to revisit this representation at a subsequent meeting of the Parish Council

253.8 To re-adopt the Council's Corporate Policy

Subject to the following resolution:

"To resolve to delete Standing Order 1 (d) and replace with

"Subject to Standing Order 1 (c) above members of the public are welcome to address the Parish Council immediately prior to any meetings of the Council set aside for public participation.

Although not a requirement to do so prior notification to the Clerk by noon the previous Friday would enable a full response when appropriate to be given."

Resolved to adopt the Council's Corporate Policy 2012 and to include the stated amendment to Standing Order 1 (d).

253.9 To approve the Council's Asset Register

Resolved to formally approve

253.10 To review the Council's Insurance Policy

Agreed to defer until the next Finance Committee Meeting

253.11 To approve the Council's Bank Mandate

Resolved to be any two from Mesdames Clarke Sheppard Skelley Messrs Findlay Hartree House Morris Orme & Pyke together with the Parish Clerk Mr B Poole for the purpose only of making contact with the Bank.

253.12 To receive the Parish Council's Financial Statement for the year ending 31st March 2013

(a) To approve the Annual Accounts for the year ending 31st March 2013

Resolved to approve the Annual Accounts for the year ended 31st March 2013

(Copy attached to the Minutes)

(b) To approve the Annual Governance Statement

The meeting perused the Internal Auditor's Report and as a result were happy to"

Resolved to approve the Annual Governance Statement

(Agreed that the report would be more comprehensively examined at the next Finance Committee Meeting)

(c) To review the effectiveness of the internal audit

Resolved to review the effectiveness of the internal audit

(Agreed that the review would be more comprehensively examined at the next Finance Committee Meeting)

- 253.13 To re-appoint the Clerk as the Council's Responsible Financial Officer**
Resolved to re-appoint the Clerk as the Council's Responsible Financial Officer
- 253.14 To re-affirm acceptance of The Audit and Account Regulations 2011 (England) Regulations 2011 (SI 2011 No 817)**
Re-affirmed
- 253.15 To re-adopt the Council's Publication Scheme and confirm the Parish Council's Qualified Persons under Section 36 of The Freedom of Information Act 2000**
Re-adopted with the Parish Clerk Mr B Poole being confirmed as the qualified person.
- 253.16 To give formal approval to the Parish Clerk that he may send summons and notices to Parish Councillors and other such documentation electronically**
The Parish Clerk again explained briefly why this formal approval was sought and thereafter it was:
Formally Approved
- 253.17 To review the Members Register of interests**
The members were reminded that it was their personal obligation to ensure that their own register was up to date.
- 253.18 To confirm the re-appointment of Mr Terry Lewis of T P Lewis & Partners as the Council's Internal Auditor**
Confirmed that Mr Terry Lewis of T P Lewis & Partners continue to be the Council's Internal Auditor.
Resolved that a letter of thanks be sent to his office in respect of the 2012/13 audit.
- 253.19 To review Allotment Rents and Magazine Advertising Charges**
Resolved that because of the previously agreed three year moratorium the allotment charges would remain as they currently are - £15.00 a full size plot.
Agreed that Councillor Pyke would submit his suggested scale of charges to the next meeting of the Finance Committee for ratification.
- 253.20 Issues Arising from the Annual Parish Meeting – 8th April 2013**
(a) White Lining
It was reported that a note had been recently dispatched to North Somerset to enquire when this unfinished work was due to be completed.
(b) Election Notice
The Clerk gave the meeting a synopsis of what he reported to the Annual Parish Meeting as to why the said notice had not posted on the required day.
- 253.21 To receive and approve the Minutes of the Parish Council Meeting held on Monday 11th March 2013**

Resolved that the Minutes of the Parish Council Meeting held on Monday 11th March 2013 that had been duly circulated be taken as read and approved as being correct and signed as such by the Chairman

253.22

Past Subject Matters

For the purpose of report only

- | | | |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| (1) | Matters raised by members of the public at the previous meeting of the council | 252.4.1 |
| (2) | Broadband Services | 252.4.2 |
| | I am now receiving weekly updates from BT where the current position is as was some weeks ago whereby they are waiting to receive signed way leave forms from the next door neighbours to the Coronation Hall | |
| (3) | Change of Bank | 252.4.3 |
| | The information is that the transfer of the funds has been concluded. What the Finance Committee will now need to decide is where the "Deposit Monies" are placed | |
| (4) | Churchyard Wall | 251.4.5 |
| | I am waiting to be advised that the works have been concluded and the final report has been prepared. | |
| (5) | Goal Posts | 251.4.7 |
| | I have been able to source a supply of Robina Timber and am waiting now to be advised on its cur piece price. | |
| (6) | Bus Stop Hard Standing | 251.4.6 |
| | Not able to report if there has been any progress in this matter | |
| (7) | BT Outstanding Invoice | 251.4.10 |
| | Currently I am waiting to be advised by the Youth Club what they intend to do with the current service. | |
| (8) | Casual Vacancies | 252.5.1 |
| | Matter now concluded following the recent election | |
| (9) | Draft Minutes – Website | 252.5.2 |
| | Action undertaken | |
| (10) | Grant Funding | 252.5.3 |
| (11) | Church Payments | 252.5.5/6 |
| (12) | Stone Dumping | |
| | Subject matters all now concluded | |

253.23

Resolutions

None

253.24

Finance & Personnel Committee Report

- (1) **To receive the Minutes of the Finance & Personnel Committee Meetings held on the 12th March 2012**

Received

- (2) **To approve the following items of expenditure for the month**

(1)* Intouchcrm	Monthly Licence Fee	29.99	6.00
(2)* Coronation Hall	Hall Hire Charges	165.00	
(3)* ALCA	Subscription 13/14	199.33	
(4)* SSE Contracting	Lighting Maintenance	15.65	3.13
(5)* Staff	Salaries & Expenses – March	1341.78	
(6)* TH Construction	Ground Reduction – Churchyard	750.00	150.00
(7)* EDF Energy	Electricity – 01/01/13 – 02/04/13	73.90	3.70
(8)* Staples	Stationery	14.67	2.93
	Postage	67.80	
(9)* Clerks & Councils	Direct – Subscription	12.00	
(10)*MicroshadeVSM	Monthly Hosting Fee	40.00	8.00
(11) Fountains	Dog Bin Emptying	32.00	6.40
(12) BT	Credit Note	173.41	34.68
(13) Intouch CRM	Monthly Licence – April	29.99	6.00
(14) Came & Company	Endorsement – Invoice 12100747	25.00	
(15) SAGE	Instant Payroll Support	125.00	25.00
(16) Tesco	Civic Service Flowers	32.38	
(17) Staff	Salaries & Expenses	1403.45	
(18) NALC	“Planning Explained”	6.10	1.22
(19) Zurich	Local Advisory Service Renewal	95.00	19.00
(20) NALC	Direct Information Service – Renewal	90.00	18.00
(21) Thorne Print Ltd	Village News Printing – Spring 2013	630.00	
(22) John Shirley & Co	Land Registry Charges	40.00	
(23) Microshadevsm	Monthly Hosting Fee	40.00	8.00
(24) Staples	Stationery	84.17	16.83
(25) Cllr K Pyke	Various Expenses	50.43	

Resolved to ratify those invoices marked with an asterisk which had previously been paid by way of delegated powers and to resolve to pay the remainder as listed.

253.25 Planning Committee Report

- (1) **To receive the Minutes of the Planning Committee held on the Monday 8th April 2013**

Received

253.26 Open Spaces Committee Report

- (1) **To receive reports from the following brief holders**

- (a) Allotments
- (b) Churchyard
- (c) Footpaths & Bridleways
- (d) Roads & Transport
- (e) Children’s Playground

Nothing tangible to report upon

- (f) Newsletter

The next edition is due to printed in the next few weeks

- (g) Website

See commencement of the meeting

- (h) Neighbourhood Watch & Community Safety

253.27

Reports

- (1) Coronation Hall

It was noted that there taking place a minor number of changes on the Hall Management Committee

- (2) Youth Club

It was noted that the Youth Club were going to make their own independent Broadband arrangements

- (3) ALCA

Nothing

- (4) District Councillors

- (5) Village Beat Officer

- (6) Review of Policing Priorities

See commencement of the meeting

- (7) Chairman

She reported on a successful Civic Service. She also thanked the members for their continuing confidence in electing her Chairman for the ensuing year.

- (8) The Clerk

He reported on a complaint that he had received that day regarding the grass cutting at The Veale which he was happy to advise that action was currently being taken to resolve the problem

Land Registry

It was noted that the Parish Council had received communications from The Land Registry indicating that the Church Commissioners have title to the mines and minerals with respect to the following parcels of land.

- (a) ST277516 – Land on the North side of Roman Road Bleadon

- (b) ST277521 – Land on the North side of Roman Road Bleadon

The Land Registry were intending to register these rights in favour of the Church Commissioners unless the Parish Council lodged official objections.

Resolved not to lodge any formal objections.

253.28

Correspondence

- | | | | |
|------|------------------|-------------------------------------------------------|----|
| (1)* | Audit Commission | Annual Return 2013 | BP |
| (2)* | Sage | Payroll year-end 2012/13 and Real Time Information | BP |
| (3)* | ICO | Data Protection – Confirmation of the Renewal | BP |
| (4)* | NALC | DISExtra Issue 805 22/03/13 | C |
| (5)* | North Somerset | Planning Enforcement 12/46 – Hyspotte Hillcote | BP |
| (6)* | Grant Thornton | Notice of the Annual Audit | BP |
| (7)* | North Somerset | Local Government Boundary Commission – Review Details | C |
| (8)* | Microshade | Newsletter No 2 | C |

(9)*	North Somerset	Available Plants	BP
(10)*	CPRE	Countryside Voice – Spring 2013	C
		Field Work – Spring 2013	C
(11)*	North Somerset	Budget Costs – Public Conveniences	C
(12)*	North Somerset	Notice of Election	C
(13)*	North Somerset	Community Resilience “What if”	C
(14)*	North Somerset	Election of Parish Councillor Packs	BP
(15)*	St Peter/St Paul	Letter of Thanks	BP
(16)*	North Somerset	Remittance Advice – Parish Council Grant - £1837.32	BP
(17)*	BT	Credit Note – Broadband Services – Youth Club £13.41/34.68=£208.89	BP
(18)*	EDF Energy	Credit Note – Electricity Supply	BP
(19)	Police	Reports – 11/03/13-08/04/13 & 08/045/12-08/04/13	C
(20)		Issue No 1 – 2013	C
(21)	Mendip Society	Issue No 137 – April 2012	C
(22)	NALC	Remittance – Refund LCC - £432.00	BP
(23)	North Somerset	Election – Timetable of Proceedings	C
(24)	ICO	Data Protection – Annual Renewal	C
(25)	North Somerset	Election – Statement of persons Nominated	C
(26)	North Somerset	Part of Footpath AX16/15 – Extinguishment Order No 13 - 2012	C
		Part of Footpath AX6/16 – Public Path Diversion Order N0 14 – 2012	C
(27)	EDF Energy	Contract Information Pack	BP
(28)	North Somerset	Remittance Advice - £19,000 – Precept 1 st Half 13/14	BP
(29)	Contactus	Letter of Thanks – Grant Funding	BP
(30)	CPRE	Transport Tool Kit	C
(31)	HMR&C	Bacs Remittance – Vat Repaid £4,436.04	BP
(32)	Cllr T Porter	Planning – Enforcement Cases	BP
(33)	North Somerset	Community Resilience	C
(34)	North Somerset	Town & Parish Digest	C
(35)	Mr & Mrs Rider	Allotment – vacating	BP
(36)	Zurich Municipal	LCAS Bulletin	C
(37)	Came & Company	Amendment Confirmation to Insurance Schedule	BP
(38)	NALC	DISExtra Issue 807 – 22/04/13	C
(39)	T P Lewis & Ptrs	Internal Auditor Report	BP
(40)	BT	Youth Club Broadband/Telephone Invoice	BP
(41)	North Somerset	Development Management Workshop – 23 rd May 2013	C
(42)	Clerks & Councils	“Direct” – May 2013 – Issue 87	C
(43)	North Somerset	Notice of Poll	C
(44)	LGA	Local Government Pay 2013	C
(45)	A& R House	Waterski Cableway	C
(46)	North Somerset	Proposed Public Path Diversion Order – AX 6/12 AX 6/14 AX 6/15	C
(46)	John Shirley & Co	Land Registry Notice to register Mines & Minerals	C
(47)	RoSPA	Notice of Play Area Inspection 2013	C
(48)	Zurich Insurance	Seeking to provide an alternative Insurance Quotation	C
(49)	Unity Trust Bank	Transfer of Funds from Lloyds TSB Bank	BP
(50)	NALC	DISExtra – Issue 808 – 03/05/13	C
(51)	Money Chest	Charitable Trust News	C
(52)	T P Lewis & Ptrs	Internal Audit 2012-2013	BP
(53)	North Somerset	Consultation – Affordable Housing – SPD	MO
(54)	Unity Trust	Details of Direct Debit Transfers	BP

Additional items received after circulation of the agenda for information purposes

(53)	North Somerset	Fakenham Lane Bleadon Unauthorised Works 2013/0216	BP
(54)	Andy Hodge	Supply of Robina Timber -	C

Noted those items of correspondence marked with an asterisk had been circulated after the Annual Parish Meeting

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- (1) **To formally note the receipt of the Coronation Hall Management Committee's Annual Accounts for the year 28th February 2013**

As they were not available this subject matter was deferred until the June Meeting

- (2) **To note the posting of the Notice of Appointment of Date for the Exercise of Elector's Rights**

Noted

253.30

Date of next Meeting

Parish Council Meeting 10th June 2013 commencing at 7.30 pm.