

# BLEADON PARISH COUNCIL

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Clerk to the Parish Council  
**Bruce Poole**  
Dip. HE Local Policy; Fellow ILCM



Prior to the commencement of the meeting the Chairman invited District Councillor Terry Porter to speak. He indicated that the clerk was in possession of the requested information in respect to planning enforcement issues and was happy to chase further if required.

PC Steve Church then addressed the meeting on the latest policing issues affecting the village of Bleadon. Some 17 calls had been made with 3 reported crimes in the village – 1 theft – 1 assault and 1 fraud.

Both he and District Councillor Terry Porter then departed from the meeting.

**Minutes of the Annual Meeting of Bleadon Parish Council** that was held in the **Coronation Hall Coronation Road Bleadon on Monday 10<sup>th</sup> May 2010** that commenced at **7.30 pm** when the following business was transacted.

**PRESENT** Mrs P J Skelley (Chairman) together with Mesdames I D Clarke and M Sheppard and Messrs B Gamble T Marshall C Morris K Pyke together with the clerk Mr B Poole.

In addition there were four members of the public present together with Mrs Christine Jupp Parish Liaison Officer and Mrs Lucy Hoyle SLCC Conference and Training Manage.

The Chairman then read the following statement:-

**“Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race gender age sexual orientation marital status and any disability) Crime & Disorder Health & Safety and Human Rights”**

**223.1 To elect a Chairman**

There being only one nomination Councillor Mrs Penny Skelley was duly proposed and unanimously elected as chairman for the ensuing year.

**223.2 To receive a Statutory Declaration of Office**

The Statutory Declaration was made and duly signed

**223.3 To receive any apologies for non attendance**

Councillors R House and G Lockyer

**223.4 To receive any declarations of interest**

Ref	Councillor	Type	Relationship
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223.25.1	C Morris	Personal	Council Representative/Treasurer Coronation Hall
223.25.1	K Pyke	Personal	Council Representative Coronation Hall
223.25.2	K Pyke	Personal	Council Representative Youth Club

**223.5 To elect a Vice Chairman**

Again there being only one nomination Councillor Mr B Gamble was duly proposed and unanimously elected as Vice Chairman

**223.6 To Elect the following Committees**

(a) Planning

Chairman – Councillor Mrs M Sheppard – Vice Chairman – Councillor Graham Lockyer supported by all the members of the Parish Council

(b) Open Spaces

Churchyard – Councillor Mrs Iris D Clarke  
 Playground – Councillor Mr Keith Pyke  
 Allotment - Councillor Mrs M Sheppard

(c) Footpaths and Bridleways.

Brief Holder - Councillor Mr Rob House

(d) Finance & Personnel

Chairman Mrs Penny Skelley together with Councillors and Messrs Brian Gamble Graham Lockyer and Clive Morris

Personnel - Councillor Mr Keith Pyke and Councillor Mrs Penny Skelley

(e) Roads & Transport

Brief Holder - Councillor Mr Brian Gamble

(f) Grievance Committee

Chairman Councillor Mrs Penny Skelley supported by Councillor Trevor Marshall and Councillor Brian Gamble

(g) Appeals Committee

Chairman Councillor Mrs M Sheppard supported by Councillors R House C Morris and K Pyke

**223.7 To propose Representatives to the following Village Organisations**

(a) Coronation Hall

Councillors C Morris and K Pyke

(b) Youth Centre

Councillor K Pyke

(c) Guides & Brownies

Councillor K Pyke

(d) ALCA

Councillor B Gamble

**223.8 To re-adopt Standing Orders and Financial Regulations**

Resolved that the Standing Orders and Financial Regulations be re-adopted.

The meeting was advised that new Standing Orders had been received and it was agreed the clerk would present them at the June Meeting.

**223.9 To approve the Council's Asset Register**

Resolved that the Council's Asset Register be re-adopted

**223.10 To review the Council's Insurance Policy**

Resolved that the Finance Committee be charged with reviewing the current Insurance cover

**223.11 To approve the Council's Bank Mandate**

Resolved that the signatories on the Council's Bank Accounts should be any two from the following Parish Council Members - Mesdames Sheppard Clarke and Skelley together with Messrs Gamble House Lockyer Marshall Morris Pyke and that the Responsible Financial Officer (RFO) Mr B Poole Parish Council Clerk be permitted to make contact with the Bank and to authorised transfers between the two accounts on the Parish Councils behalf

**223.12 To receive the Parish Council's Financial Statement for the year ending 31<sup>st</sup> March 2010**

(a) To approve the Annual Accounts for the year ending 31<sup>st</sup> March 2010

Resolved that the Annual Accounts for the year ending 31<sup>st</sup> March 2010 be approved – copies attached to the Minute Book

(b) To approve the Annual Governance Statement

Resolved that the Annual Governance Statement be approved

(c) To review the effectiveness of the internal audit

The Parish Council acknowledged that they were satisfied with the current effectiveness of the internal audit procedures undertaken by the council.

**223.13 To re-appoint the Clerk as the Council's Responsible Financial Officer**

Resolved that the clerk Mr B Poole be re-appointed the Council's Financial Officer

**223.14 To re-affirm acceptance of The Audit and Account Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 (SI 2006/564)**

Resolved to re-affirm acceptance of The Audit and Account Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 (SI 2006/564)

**223.15 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**

Resolved to re-affirm the Council's Publication Scheme and that the Parish Clerk Mr B Poole be re-appointed as the Parish Council's Qualified Person

**223.16 To review the Members Register of interests**

The Clerk reminded the members of their responsibility in respect to the register by ensuring that their own individual details were correct.

**223.17 To confirm the appointment of Mr Terry Lewis of T P Lewis & Partners as the Council's Internal Auditor**

Resolved that Mr Terry Lewis of T P Lewis & Partners be appointed as the Council's Internal Auditor

**223.18 To review Allotment Rents and Magazine Advertising Charges**

Resolved that with effect from May 2008 Village News Advertising will be as follows:

Quarter Page at £110 for four quarterly editions or £40.00 per edition

Eighth Page at £60.00 for four quarterly editions or £25.00 per edition

Sixteenth Page at £40.00 for four quarterly editions of £15.00 per edition

Local businesses within the Bleadon Parish will be offered 10% discount on the annual four edition rate plus free listing in the Bleadon Business Directory

It was agreed not to take any action at this time as the Allotment rents were increased in September 2008 and the Magazine Advertising rates were reviewed in February 2008.

**223.19 Issues Arising from the Annual Parish Meeting – 20<sup>th</sup> April 2009**

**(a) Allotments**

It was agreed that some minor work would be carried on the allotments.

The clerk was asked to make arrangements to obtain a supply of scalplings so that they could be deposited in the entrance of the allotments.

**(b) Grit Bins**

The Clerk advised that he was waiting to hear from North Somerset if they were in a position to provide costs on Grit Bins.

It was also requested that the Village Ranger when convenient re site the Grit Bins in Shiplate Road.

**223.20 To receive and approve the Minutes of the Parish Council Meeting held on Monday 8<sup>th</sup> March 2010**

Resolved that the Minutes of the Parish Council held on Monday 8<sup>th</sup> March 2010 that had been duly circulated be taken as read approved as being a correct record and signed as such by the Chairman

**223.21 Past Subject Matters**

**For the purpose of report only**

(1) Matters raised by members of the public at the previous council meeting

(2) Village Bus Shelter – Coronation Road

Keith provided an updated report and showed the meeting the intended raised pavement design as proposed by North Somerset

(3) Protocol

Signed and concluded at the Annual Parish Meeting

(4) Boundary Changes

The requested changes to include the hamlet of Hilcote were approved by North Somerset District Council

(5) Allotment Open Day

**Resolved** that the day would be the same as the designated Scarecrow Day.

(6) Grant Funding 2010

All concluded at the Annual Parish Meeting

(7) Church Footpath

Matter concluded satisfactorily

(8) Church Approach – White Lining

Matter now concluded

(9) Allotment Upper 9 – Shed

Letter written as requested and it was noted that the shed had been removed

**223.22**

**Finance - To approve the following items of expenditure for the month**

(1)*	John Shirley & Co	Final Legal Costs	254.00	43.75
(2)*	Strutt & Parker	Allotment Rent 25/03/10	72.50	
(3)*	Sage UK	Instant Accounting Upgrade	145.00	25.38
(4)*	CRM	Web Site Support – March 2010	29.99	5.25
(5)*	B&Q	Paint Materials	48.80	
(6)*	Southern Lighting	4 <sup>th</sup> Quarter	15.65	2.74
(7)*	Proper Job	Black Bags	3.38	.60
(8)*	ALCA	2010/11 Annual Subscription	191.28	
(9)*	Staff	Salaries & Expenses – March 2010	1404.88	
(10)*	ICO	Data Protection Renewal	35.00	
(11)*	CommuniCorp	Clerks & Councils Direct – Annual Subscription	11.00	
(12)*	NALC	DISEXtra – Annual Subscription	90.00	15.75
(13)*	Maxwell House	Village News Issue No 84	653.00	
(14)*	EDF Energy	Lighting Supply	85.63	4.27
(15)*	AON Insurance	2010/11 Premium	1050.42	
(16)*	Bridge Garage	Ranger – Petrol	25.50	3.79
(17)	Zurich	Local Council Advisory Service – Subscription	95.00	16.63
(18)	BT	Broadband – 02/04/10-01/07/10	20.99	
(19)	Staples	Stationery	6.77	1.19
(20)	Sage	Instant Payroll Support	95.00	16.63
(21)	Staff	Salaries & Expenses – April 2010	1345.88	
(22)	Hurley	Stationery – Publication	15.98	
(23)	Rich's Cider	Replacement Tub	45.00	
(24)	Staples	Stationery	95.13	16.65
		Postage	21.60	
(25)	Prismo	Road Marking – Church Approach	375.00	65.63
(26)	McHugh	Post	3.84	
		Black Bags	3.98	
(27)	Connaught	Dog Bin Emptying – 01/01/10-31/01/10	10.00	1.75
(28)	Mr B Poole	Field Trip Travel	10.78	1.89

Resolved that those invoices marked with an asterisk be formally approved retrospectively (having been paid under delegated powers in April) and those invoices without be formally approved for payment

223.23

## Planning Committee Report

### To receive an update on the following considered applications

**06/1971 – 27/09/06**

Re-building and Re-roofing of building and use thereof as a single dwelling  
Conker Cottage Purn Farm Bridgwater Road Bleadon

**06/1972 – 27/09/06**

Use of site for the stationing of residential caravan  
Caravan adjacent to Conker Cottage Purn Farm Bridgwater Road Bleadon

**09/1616 – Council Date – Target Date**

Erection of a detached garage  
Conker Cottage, Purn Farm, Bridgwater Road

**09/2138 – Approved 12/04/10**

Change of use from agriculture to equestrian with erection of stable block, ménage, associated parking and fencing following excavation of ground level  
Land North of Roman Road Bleadon

**10/0178 – Approved 26/03/10**

Erection of two story extension to provide en-suite facilities to master bedroom, enlarge kitchen and provide ground floor WC and secondary entrance porch  
Slait Cottage Shiplate Road Bleadon

### (2) To consider and respond to the following planning applications

**10/0388 – Approved 27/04/10**

Erection of single story front three storey rear and first floor level extensions with reconfiguration of roof to include rear terraces and balconies. Erection of a garage extension with external steps window and glazed screen  
Edgehill Celtic Way Bleadon

**10/0421 – Approved 21/04/10**

Erection of a tennis court  
Coombe Farm Bridgwater Road Bleadon

**10/0612 – Council Date 17/05/10 – Target Date 01/06/10**

Variation of Condition of planning permission 09/2192 to allow retention of a balcony with screening at first floor level on south elevation.  
Lakeside Barns Shiplate Road Bleadon

Resolved to recommend refusal which was the Parish Council's decision when a similar application had been circulated some ¾ years ago.

**10/0619 – Council Date 17/05/10 – Target Date 01/06/10**

Erection of a balcony and steps to the east elevation  
Southerlands Shiplate Road Bleadon

Resolved to recommend approval

### (3) Licensing

**LSC04/030829**

"Fill the Gap"  
Layby on East Side Bridgwater Road Bleadon

It was noted that the meeting had been deferred

#### (4) Enforcement

Location	Description	Current Status
<b>09/0425/E</b> Accommodation Road	Car boot field	NS are in possession of a planning application that requires more detail and will not be circulated until such time that it has been received.
<b>09/0276/E</b> Celtic Way Southleigh Cottage	Possible unauthorised building development (balcony)	NS are expecting a planning application but to-date it has not as yet been received.
A370 Purn Farm	06/1971 and 06/1972	Subject to a Certificate of Lawfulness applications – NS indicate that they are not able to progress this particular matter at this present time
Canada Farm <b>2010/0064</b>	Commercial Equestrian Facility	NS have asked the owners to supply the necessary planning application.
Canada Farm <b>2010/0064</b>	Caravan in domestic use	NS reports that there is no evidence that the caravan is being occupied domestically.

**Resolved** that a load of scalplings be acquired so that they may be used for the entrance to the allotments.

- (2) Churchyard

**Resolved** that further work was required to water tap located in the churchyard

- (3) Footpaths & Bridleways

No report

- (4) Roads & Transport

It was reported that in the main the potholes had been reasonably dealt with throughout the village. It was however noted that there were still some at the entrance to Mulberry Lane.

- (5) Children's Playground

Inspection Reports – 01/03/10 – 08/03/10 – 15/03/10 – 23/03/10 - 30/03/10 – 06/04/10  
13/04/10 - 20/04/10 – 27/04/10 – 04/05/10

**Resolved** to purchase a further supply of play bark and sand.

- (6) Newsletter

Noted that the deadline for the next issue was to be 5<sup>th</sup> June

## 223.25

### Reports

- (1) Coronation Hall

Coronation Hall heaters have recently been serviced and another successful village market had been held.

- (2) Youth Club

**Resolved** that in future this heading will read **Youth Centre**.

**Resolved** that a letter of thanks be sent to Mr John Stokes for the voluntary work carried out on the Youth Centre steps.

- (3) ALCA

Nothing to report

- (4) District Councillor  
(5) Village Beat Officer

See commencement of the meeting

- (6) The Village Plan

**Resolved** that an update on the time line progress would be presented to the Parish Council at its July meeting.

- (7) The Clerk

The meeting was advised that the Weston Mercury Reporter Emma Wright was moving to Yorkshire to a new job. She thanked the parish council for their support.

**Resolved** that a letter of thanks should be sent to Emma thanking for her past support.

## 223.26

### Correspondence



(1)*	John Shirley & Co	Conclusion of the Church approach retention	BP
(2)*	Mendip Hills	Natural England – England’s statutory landscape designations	C
(3)*	NALC	DISExtra Issue 729 – 08/03/10	C
(4)*	Coronation Hall	Management Committee	BP
(5)*	North Somerset	Standards Committee – 30/03/10 – 5.30 pm	C
(6)*	Drainage Board	Water Levels – Bleadon Rhynes	BP
(7)*	SCC	Somerset Minerals Core Strategy	C
(8)*	SLCC	‘The Clerk’ Magazine March 2010 – Vol 42 No 2	C
(9)*	SCC	Somerset aggregates paper – issue for consultation – 2010	C
(10)*	Mazars	Notice of Audit	BP
(11)*	ICO	Data Protection Renewal	BP
(12)*	North Somerset	Planning & Regulatory Committee – 24/02/10	C
(13)*	CRM	Traffic Sources Overview – March 2010	C
(14)*	NALC	DISExtra Issue 731 02/04/10	C
(15)*	ALCA	Outcome of SGM Subscription Resolution	C

(16)*	Sanders	Land at Bridge Road Bleadon	BP
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The Chairman advised the meeting of the response that had been given to the Messrs Sanders Brothers that following a meeting that they had requested take place to discuss their land and its possible impact on the Core Strategy.

(17)*	Weston	Community Transport – Letter of Thanks	BP
(18)*	Fit	Children’s Play Area	BP
(19)*	CAB	Grant Funding –letter of thanks	BP
(20)*	CPRE	Fieldwork – April 2010	C
(21)*	ALCA	Volume 8 Issue 4 – April 2010	C
(22)*	AON Insurance	Renewal Documents	BP
(23)*	North Somerset	“Life” Magazine – April 2010 Issue 66	C
(24)*	EDF Energy	Copy Correspondence – Charges	BP
(25)*	Strutt & Parker	Allotment payments by Direct Debit	BP
(26)*	SLCC	Regional Conference – South West	C

It was noted that those items of correspondence marked with an asterisk were circulated with the April circulation pack.

(27)	North Somerset	Local Access Forum	C
(28)	Prismo	Road Marking Quotation	BP
(29)	SLCC	Larger Councils’ Conference – Report	C
(30)	North Somerset	Recycling and waste collection dates – Change to Monday	BP
(31)	Alzheimer’s Soc	Grant Funding - Letter of Thanks	BP
(32)	NALC	DISExtra 732 – 16/04/10	C
(33)	North Somerset	Annual report – Standards Committee	C
(34)	Kompan	Playground Publicity Material	C
(35)	North Somerset	Affordable Housing Review	C
(36)	CPRE	Countryside Voice – Spring 2010 & Members’ Guide	C
(37)	Police	Newsletter – April 2010 Issue 03	C
(38)	NALC	DISExtra – Issue 733 – 30/04/10	C
(39)	CRM	Traffic Sources Overview – April 2010	C

(40)	Mr B Poole	University of Gloucestershire – Degree Dissertation	C
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The Clerk advised the meeting that he had completed his dissertation and was now waiting formal confirmation of the completion of his Degree – BA (Hons).

(41)	Fit	Fields in Trust – Children’s Play Area	BP
(42)	Church	Letter of thanks	BP
(43)	Environment	River Axe Summer Water Levels	BP

**Additional items received after circulation of the agenda for information purposes**

(44)	Clerks	Direct – May 2010 – Issue 69	C
(45)	North Somerset	Guide to Fees & Charges 2010/2011	BP
(46)	North Somerset	Life Magazine – May 2010 Issue 67	C

(47)	CPRE	Letter from the Chairman & Newsletter Issue 1 Spring 2010	C
(48)	ALCA	Newsletter – Volume 8 Issue 5 – May 2010	C
		Legal Briefing	
		Sustainable Communities Act 2007 (Amendment) Act 2010	C
		Communications Briefing	
		Governance and Accountability for Local Councils	
(49)	RoSPA	Notification of 2010 Playground Inspection – June	KP

**223.27**

**Other Business referred to the Clerk**

- (1) **To formally note the receipt of the Coronation Hall Management Committee's Annual Accounts for the year 28<sup>th</sup> February 2010.**

Resolved to note the receipt of the Accounts

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

Resolved to note the posting of the notice

**223.28**

**Date of next Meeting**

**Parish Council Meeting 14th June 2010 commencing at 7.30 pm.**