

# BLEADON PARISH COUNCIL

[www.bleadonparishcouncil.co.uk](http://www.bleadonparishcouncil.co.uk)

Bruce Poole BA (Hons) FSLCC MMC  
Parish Clerk  
07453 358318



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Agenda

Draft Minutes 14/09/20

Clerk's Report

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## Notice of a Meeting of the Parish Council

### MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS

*(Public Bodies (Admission to Meetings) Act 1960)*

To Chairman G Williams and Councillors I D Clarke A Davies S Hartree A Scarisbrick R Tyson and M Sheppard.  
You are hereby summoned to attend the following virtual :

Meeting of... **Bleadon Parish Council**  
Time... **7.00pm**  
Date... **Monday 12<sup>th</sup> October 2020**

[HTTPS://US02WEB.ZOOM.US/J/84090416160?PWD=Y1K2Z2FCQYTUCITFOW1DTEX6RjZZZ09](https://us02web.zoom.us/j/84090416160?pwd=Y1k2Z2FCQYTUCITFOW1DTEX6RjZZZ09)

MEETING ID: 840 9041 6160 PASSCODE: 167338

Councillors will be discussing all the items listed below on the Agenda.

Bruce Poole BA (Hons) FSLCC MMC  
Parish Clerk  
Monday 5<sup>th</sup> October 2020

#### **7.00pm (Prior to the start of the meeting)**

##### **Questions and comments from members of the public (limited to 15 minutes in total)**

*This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Bleadon. No decision can be taken during this session<sup>1</sup>, but the Chairman may decide to refer any matters raised for further consideration.*

<sup>1</sup>N. B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119

##### **Reports from County and District Councillors (limited to 15 minutes in total)**

*District Councillors are invited to give short oral reports on matters affecting Bleadon. Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public. If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.*

*Please note that members of the public exercising their right to speak during Public Question Time may be recorded and unless specifically requested their names will also be recorded in the minutes. It would be appreciated for anyone wishes to speak advises the Parish Clerk no later than 12 noon the previous Friday*

# AGENDA

**336.1 To receive Apologies for Absence and to approve the reasons given.** (LGA 1972 s85 (1))

**336.2 Declarations of interests**

*(Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)*

**336.3 To approve and sign as a correct record the Minutes of a Virtual Meeting of the Parish Council Meeting held on Monday 14<sup>th</sup> September 2020**

**336.4 Matters for report information purposes only –** *(See Clerk's report attached)*

(a)	Dropped Pavement	335.4.b
(b)	Youth Club Lease	334.4.iii.
(c)	Coronation Hall – Fire Inspection	335.4.c
(d)	“Tommy there but not there”	335.4.d
(e)	WI Bench	335.4.f
(f)	AGAR	335.4.g
(g)	Installation of Dog Bin	335.4.k
(h)	Storage	335.7.3
(vix)	Shelter – Celtic Way	335.7.4
(i)	Bleadon Village News Editorship	335.7.5
(x)	Neighbourhood Plan Working Group Meeting Date	335.7.6
(xi)	Remedial Repairs – Church Boundary Wall	335.7.7.
(xii)	Hedge Cutting Allotments	335.9.a
(xiii)	Scalpings – Roman Road Lay-by	335.9.a
(xiv)	Policies	335.12
(xv)	Children’s Play Area - Finger Injury	335.9.f
(xvi)	Overview of the Accounts	335.9.m

**336.4 Chairman’s Announcements**

**336.6 Planning**

**1. To note the following applications received and the comments made by the Parish Council**

Number	Application Details	Position
20/P/0793/FUH	<b>Erection of a detached garage – Hoveland Shiplate Road Bleadon BS24 ONG</b> <i>04/06/20 The Parish Council recommended approval – by e-mail 01/07/2020</i>	<b>Withdrawn</b>
20/P/1081/FUH	<b>Change of 1no east elevation window into a glazed door to become the main entrance giving level access to the small lobby and erection of an oak ‘Porch’ surround above new doorway – Church Room Rectory Lane Bleadon – 06/08/20</b> <i>The Parish Council recommended approval and it was their belief that the property would greatly enhanced by the proposals, - by e-mail 01/07/20</i>	<b>Approved 05/08/20</b>
20/P/1139/FUL	<b>Construction of a two storey dwelling – Land adjacent to the Lay-By to the East of Bridgwater Road. – 06/07/20</b> <i>The Parish Council has previously recommended refusal of this application and saw no reason to change their view and therefore recommended refusal– by e-mail 01/07/20</i>	
20/P/1125/FUH	<b>Demolition of outhouse patio and single detached garage and proposed 3 storey rear extension – Newlands Shiplate Road Bleadon BS24 ONG – E3 34227N156931 27/07/20</b> <i>Following a visit to the property it was agreed that the recommendation should to approved – by e-mail 09/07/20</i>	

20/P/1189/FUL	Stationing of four holiday homes – Land Adjacent Racing Club Accommodation Road Bleadon -17/10/20	
20/P/1365/FUH	Demolition of boiler room to side of property. Demolition of garage to rear of property. Erection of ground floor side/rear extension and car port area with extension of loft space above. Adjustment of existing single front dormer to provide 2 x new dormers. Provision of a rear dormer and 2 no roof lights within roof plane. Erection of a single storey utility room to opposite side. Alterations to external materials from render to Cederne cement cladding and existing concrete roof tiles to be replaced with slate effect roof tiles. – Avilion Roman Road Bleadon BS24 0AD – E334669-N157673 – 21/07/20 <u>The Parish Council recommended approval – by e-mail 01/07/2020</u>	Approved 14/08/20
20/P/1878/FUL	Erection of a general purpose agricultural building – Land of Bleadon Road Bleadon – 12/09/20 – previous application 17/P/1178/FUL dated 17/11/2017 was approved with conditions. <u>The Parish Council recommended refusal on the grounds that height had increased by 1.5 metres from the previous application. – by e-mail 16/09/20</u>	
20/P/1918/FUH	Proposed erection of a two storey rear extension to link the main dwelling to the detached rear garage – first floor above the garage and erection of a dormer to the front elevation – 20 The Veale Bleadon – 04/10/20 <u>The Parish Council recommended approval – by e-mail 16/09/20</u>	
20/P/1952/FUH	Installation of a Summerhouse on existing raised patio to the North East Corner of the site – Wonderstone Cottage Shiplate Road Bleadon – 08/09/20 <u>The Parish Council recommended approval by e-mail 16/09/20</u>	
20/P/2049/FUL	Change of use of garden land used incidentally to Purn Farm to use as a garden land used incidentally to Conker Cottage incorporating a sewage treatment plan serving several properties – Conker Cottage Bridgwater Road Bleadon BS24 0AN – 12/10/20	
20/P/2115/AGA	Prior notification for the proposed erection of an Aluminium barn to provide storage for hay animal feed fertilizer equipment and machinery – Gorselands Roman Road Bleadon BS24 0AD – 12/10/20	

### 336.7 Resolutions

- (1) To receive the accounts for the six month period 1<sup>st</sup> April 2020 to the 30<sup>th</sup> September 2020
  - (a) to note the Budget versus Spend
  - (b) to receive a report on the current overspends
  - (c) to resolve to use the recently received Covid Grant Monies to defray the cost of the :-
 

IPads	£1931.00
Additional Newsletter Print for Bleadon Hill	175.00
- (2) To grant permission to Bleadon WI Organisation so that it might display a “lest we forget” banner made out of poppies on the fencing of the Children’s Play Area during Remembrance Week.
- (3) To resolve to secure a Corporate Multipay Card from Unity Trust Bank Ltd in order for the Parish Clerk may make direct payments when required at a one off cost of £50.00 and a monthly charge of £3.00
- (4) To resolve to publish two further editions of the Village Newsletter one of which to be funded from the Covid Grant monies so as to avoid an overspend in the current budget heading.

**336.8 Finance**

(88)	Mr B Poole	Clerk's Salary – September	1643.12	
(89)	Mr B Poole	Home Working – September	26.00	
(90)	Nisbets	Toilet Rolls	51.96	10.39
(91)	3G	Mobile Phone – September	24.50	
(92)	Mrs F Thomas	Toilet Cleansing – September	225.00	
(93)	Opus Energy	Street Lighting	10.63	.53
(94)	Mr B Robinson	Church Clock	50.00	
	Approved on line by Cllrs Clarke & Williams			
(95)	Mr. A Leonard	Dog Bin Installation materials	35.33	
(96)	Bargain Booze	Postage	33.84	
(97)	Bradfords	Scalpings	54.79	10.80
(98)	ZOOM	Monthly subscription	11.99	2.40
(99)	Webglu	Additional Work – Sep	105.00	21.00

**335.9 Matters raised for information purposes only from Portfolio Holders**

- (a) Allotments and Churchyard
- (b) Public Rights of Way and Footpaths
- (c) Neighbourhood Watch and Community Safety
- (e) Roads and Transport
- (f) Play Area
- (g) Bleadon Village News
- (h) Youth Club
- (i) Coronation Halls Management Committee
- (j) ALCA
- (k) Neighbourhood Plan Group
- (l) Bleadon in Bloom
- (m) Parish Councillors
- (n) Parish Clerk

**334.10 Correspondence**

- |      |                       |  |
|------|-----------------------|--|
| (1)  | Police & Commissioner | Letter   |
| (2)  | NS                    | Consultations  |
| (3)  | Rialtas               | Newsletter No 11                                     |
| (4)  | Clerks & Councils     | Direct – September 2020 Issue 131                    |
| (5)  | ALCA Treasurer        | Subscription Forecast 2021-2022                      |
| (6)  | ALCA                  | AGM Notice – 10/10/2020                              |
| (7)  | Life for a Life       | Memorial Forests                                     |
| (8)  | Unity Trust Bank      | Payment of Interest & Goodwill gesture               |
| (9)  | Littlethorpe          | Hardwood Bus Shelters                                |
| (10) | SSE Business Energy   | Renewal of Contract                                  |
| (11) | North Somerset        | Re-wilding   |
| (12) | Mrs M Harper          | “let we forget” request                              |
| (13) | BHIB                  | Making your Council Website WCAG 2.1 Compliant Guide |
| (14) | Unity Trust Bank      | Obtaining a Corporate Multipay Card                  |
| (15) | NS                    | Town & Parish Digest – Issue 49 - 30 September 2020  |

**334.11 Date and Time of next Parish Council Meeting – Monday 9<sup>th</sup> November 2020**

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## Public Session

### Mr Roger Hart

Spoke in relation to planning application 20/P/1878/FUL – Erection of a general purpose agricultural building and asked that the Parish Council recommend refusal.

### Mr Terry Porter

Indicated how pleased he was to back at a meeting of the Parish Council and stressed in his verbal report the need to stay engaged with the District Council's consultation on the 2038 Plan

## MINUTES

**Minutes of a Virtual Meeting of Bleadon Parish Council held by way of Zoom on Monday 14<sup>th</sup> September 2020.** The meeting commenced at **7.05 pm** when the following business was transacted.

### PRESENT

**Chairman Gill Williams with Councillors ID Clarke Steve Hartree Andy Scarisbrick Rob Tyson Mary Sheppard and the Parish Clerk Bruce Poole**

In addition there was four members of the public present for both part of and all of the meeting.

**335.1 To receive Apologies for Absence and to approve the reasons given.**

None

**335.7 Resolutions**

**(1) To resolve to appoint up to three persons to fill the current Parish Council vacancies.**

The Chairman indicated that the Parish Council had another volunteer who was seeking to be Councillor namely Mrs Ann Davies who had prior to the meeting circulated a resume of herself and why she wished to become a councillor. She was asked a number of questions for which replies were given and on the conclusion of which the Chairman moved to a vote. She was subsequently elected unanimously.

She then undertook to repeat the Declaration Office which she agreed to sign and send to the Parish Clerk.

**335.2 Declarations of interests**

**335.6.1 - 20/P/1878/FUL – Councillor Mrs M Sheppard.**

**335.7.2 – Reasons for absence – Councillor S Hartree.**

**335.3 To approve and sign as a correct record the Minutes of a Virtual Meeting of the Parish Council held on Monday 20<sup>th</sup> July 2020.**

Resolved that the Minutes of the Virtual Meeting of the Parish Council held on Monday 20<sup>th</sup> July 2020 as circulated be taken as read approved as such and signed by the Chairman (subject to the undermentioned amendment.

- That the following words be entered into the said Minutes – Reference 334.4.vii

“Agreed that that the Parish Council should arrange for a concrete base to be laid once it was known what the exact location was going to be.”

**335.4 Matters for report information purposes only**

- (j) Defunct Defibrillator 334.4.(i)

Now thanks to the Village Ranger the equipment was now operating fully.

- (k) Dropped Pavement 334.4(ii)  
(l) Coronation Hall – Fire Inspection 334.4(iv)

The Clerk was asked why there had not been any action on these two items to which he responded that it was due entirely down to the reluctance of officers to make personal visits during the Covid-19 Pandemic.

- (m) “Tommy there but not there” 334.4.(v)

Work in progress

- (n) Bleadon Village News 334.4.vi

The first issue by the newly appointed Village New Editor’s had been published.

- (o) WI Bench 334.4.(vii)

The next step in the process is firmly in the hands of the WI

- (p) AGAR 2020 334.4.(x)

Several queries were raised by the External Auditor as to why the Parish Council amended the Internal Auditor’s Report and was asked to revert back to his original answer. Also asked to amend two typos which were countersigned by GW & BP. Undertaken.

- (q) Village Covid-19 Group 334.4.(xi)

For the time being a link has been placed on the Parish Council Website to the Village Covid-19 Group

- (r) Toilet Cleansing 334.4.(xiv)

Councillor Clark asked why when a decision had been recorded within a previous set of Minutes a different contractor was appointed. The Clerk responded by saying that the quote received after the meeting represented a better outcome for the Council and cheaper which was why he took the decision that he did. He was happy to take responsibility for the amended action

- (s) Personnel Committee – Representatives and Portfolio Holders 334.7.2/3&4  
Members of the Personnel Committee – Village Representatives and Portfolio Holders all now listed on the Website.
- (t) Installation of Dog Bin 334.7.6  
Waiting the delivery of the order
- (u) RoSPA Report 334.7.12  
Recommended works now completed see Attachment A
- (v) Council Policies 334.7.14  
Newly approved and reviewed policies now updated on the Website
- (w) Allotments – Plots Lower2 Lower & Lower 3 Lower 334.9.a  
Requested letter written informing the current occupant that his agreement was being brought to an end because the two allotments that he occupied had not been cultivated for some time. Two people on the waiting list had been advised that they could take up agreements
- (x) Parish Council Web Site – Additional Pages 334.9.m  
For the time being a link has been placed on the Parish Council Website to the Village Covid-19 Group.

### 335.5 Chairman’s Announcements

She expressed the Council’s thanks to Councillors I D Clarke and Mary Sheppard for the work they were undertaking in bringing the asset register up to date. The Chairman was then asked if the second filing cabinet that had been stored temporarily in her garage had been returned to the Coronation Hall. The Clerk pointed out that it simply was not possible at the present time as there was insufficient room in the storage cupboard. Questions were then asked as to the whereabouts of some coins that were listed on the asset register which received a blank response from all.

### 335.6 Planning

#### 2. To note the following applications received and the comments made by the Parish Council

Number	Application Details	Position
20/P/0793/FUH	<b>Erection of a detached garage – Hoveland Shiplate Road Bleadon BS24 0NG</b> <b>04/06/20</b> <i>The Parish Council recommended approval – by e-mail 01/07/2020</i>	
20/P/1081/FUH	<b>Change of 1no east elevation window into a glazed door to become the main entrance giving level access to the small lobby and erection of an oak ‘Porch’ surround above new doorway – Church Room Rectory Lane Bleadon – 06/08/20</b> <i>The Parish Council recommended approval and it was their belief that the property would greatly enhanced by the proposals, - by e-mail 01/07/20</i>	

20/P/1139/FUL	<b>Construction of a two storey dwelling – Land adjacent to the Lay-By to the East of Bridgwater Road. – 06/07/20</b> <i>The Parish Council has previously recommended refusal of this application and saw no reason to change their view and therefore recommended refusal– by e-mail 01/07/20</i>	
20/P/1125/FUH	<b>Demolition of outhouse patio and single detached garage and proposed 3 storey rear extension – Newlands Shiplate Road Bleadon BS24 0NG – E3 34227N156931 27/07/20</b> <i>Following a visit to the property it was agreed that the recommendation should to approved – by e-mail 09/07/20</i>	
20/P/1365/FUH	<b>Demolition of boiler room to side of property. Demolition of garage to rear of property. Erection of ground floor side/rear extension and car port area with extension of loft space above. Adjustment of existing single front dormer to provide 2 x new dormers. Provision of a rear dormer and 2 no roof lights within roof plane. Erection of a single storey utility room to opposite side. Alterations to external materials from render to Cederne cement cladding and existing concrete roof tiles to be replaced with slate effect roof tiles. – Avilion Roman Road Bleadon BS24 0AD – E334669-N157673 – 21/07/20</b> <i>The Parish Council recommended approval – by e-mail 01/07/2020</i>	
20/P/1458/FUH	<b>Proposed ground floor extension of existing bungalow with associated alterations – Windrush Roman Road Bleadon BS24 0AD.</b> <i>The Parish Council recommended approval – by e-mail 02/07/20</i>	Approved 24/08/20
20/P/1878/FUL	<b>Erection of a general purpose agricultural building – Land of Bleadon Road Bleadon – 12/09/20 – previous application 17/P/1178/FUL dated 17/11/2017 was approved with conditions.</b> <i>The Parish Council recommended refusal on the grounds that height had increased by 1.5 metres from the previous application. – by e-mail 16/09/20</i>	
20/P/1918/FUH	<b>Proposed erection of a two storey rear extension to link the main dwelling to the detached rear garage – first floor above the garage and erection of a dormer to the front elevation – 20 The Veale Bleadon – 04/10/20</b> <i>The Parish Council recommended approval – by e-mail 16/09/20</i>	
20/P/1952/FUH	<b>Installation of a Summerhouse on existing raised patio to the North East Corner of the site – Wonderstone Cottage Shiplate Road Bleadon – 08/09/20</b> <i>The Parish Council recommended approval by e-mail 16/09/20</i>	

3. To note the submission of an Appeal – APPD0121/W/20/3257039 – Land South of Purn Road Bleadon 19/P/2550/FUL

4. To note the current list of enforcement cases for Bleadon  
Both Noted

### 335.7 Resolutions

(1) To resolve to appoint up to three persons to fill the current Parish Council vacancies.

See commencement of the meeting

(2) To resolve to accept the reasons for absence from April to August from Councillor Steve Hartree.

The Clerk explained the reason why this particular resolution was on the Agenda which was to prevent automatic expulsion due to non-attendance at meetings over a period of six months. (Section 85 Local Government Act 1972).

Resolved to accept the valid reasons given as to why Councillor Hartree had been absent from Meetings during the period of April to August 2020.

(3) To consider a request from Bleadon Youth Club and Friends of Bleadon Church to grant consent to erect a storage facility to the rear of the Youth Club Building in order to store material for the Village May Day Fayre

Resolved to grant such permission on the condition that any planning requirements were obtained before construction.

**(4) To resolve what steps should be taken to replace the damaged shelter at Celtic Way Bleadon.**

Discussion was had as to why this matter had taken so long to resolve bearing in mind the collapsing of the shelter through storm damage was back in 2014.

Resolved that the matter as to what type of shelter and the level of funding to be provided be placed on the October Agenda for formalising

**(5) To regularise the appointment of Miss Ellie Young as the Editor of the Bleadon Village News.**

Discussion was had as to how the Miss Young was introduced to the Parish Council as a potential candidate for the post of the Bleadon Village News Editor. A full time line explanation was given. A question was also asked regarding the “apparent non advertising of the post of Editor” as requested whereby the Clerk pointed out that such an advert had appeared on the Village Website which in the final outcome did not produce any results.

Resolved that the Chairman of the Personnel Committee Councillor Andy Scarisbrick together with Councillors Ann Davies and Rob Tyson would form a working party in order to generate “Heads of Agreement” for recommendation to the Parish Council at the October Parish Council Meeting.

**(6) To set a date for the next meeting of the Village Neighbourhood Plan Working Group.**

The Chairman gave a full account as to the reasons why such a meeting had not yet taken place due mainly to the onset of Covid-19. It was agreed that the Clerk would organise a prospective date asap.

**(7) To agree action in respect to the cracking of the Church Boundary Wall near to the South Hill Footpath.**

Resolved that the necessary remedial repairs be undertaken as quickly as possible.

**(8) To consider whether or not to respond to The Ministry of Housing Communications and Local Government consultation in respect to the papers recently circulated by NALC entitled :**

- (a) PC10-20 Changes to the Current Planning System
- (b) PC11-20 White Paper: Planning for the Future
- (c) PC12-20 Transparency and Competition:  
Data and Land Control

Resolved not to take any action on the basis that what was being asked for was too complicated and had very little bearing on the Parish Council.

**(9) To note the formal granting of Licence between the Parish Council and Wessex Water Services Ltd in respect to the parcel of land immediately in front of the pumping station on Bleadon Road.**

**(10) To note that the Parish Council Website has been found to comply with Website Accessibility Regulations**

Both actions noted

- (11) To resolve to receive the Draft Minutes of the Personnel Committee Meeting held on the 10<sup>th</sup> August and note the decisions thereto:

**Noted**

It was observed that because of the above action some tweaking will as a result need to be undertaken within the Code of Conduct Policy

- (12) To resolve to adopt the following Policies:

- (i) Councils Risk Assessment Policy
- (ii) Retention Policy
- (iii) Accessibility Policy
- (iv) Reserves Policy
- (v) Recording of Decisions made by Officers Policy
- (vi) Investment Policy
- (vii) Freedom of Information Policy

**Resolved** to adopt the listed policies

- (13) To note the circulation by E-Mail of the month end accounts for July & August 2020  
 (14) To note the Remittance Advice from North Somerset in the sum of £25,000 in respect to Precept No.2

**Both submissions noted**

**335.8 Finance**

(60)	Mr B Poole	Clerks Salary - August	1394.36	
(61)	Blue Spot	Yoilet Deep Clean	150.00	
(62)	Zoom	Meeting Charge – August	11.99	2.40
(63)	Digital River Island	Scanning System	47.80	9.56
(64)	Cartridge People	Ink Cartridges	55.74	11.15
(65)	GB Sports & Leisure	August Inspection Report	15.00	3.00
(66)	3G Mobile	August	24.50	
(67)	SLCC	Annual Subscriptionq	£265.00	
(68)	SSE Electricity	Public Toilets	47.00	2.35
(69)	Mr B Poole	Home Working – August	26.00	
(70)	Opus Energy	Street Lighting	25.62	1.23
(71)	Webglu	July Updates	150.00	30.00
(72)	Webglu	Enhancements & Accessibility	570.00	114.00
(73)	Westcroft Eggs	Compost	75.02	15.00
(74)	Mr A Leonard	Project Services – August	728.00	
(75)	Mrs F Thomas	Toilet Cleansing – August	250.00	
(76)	Mr A Leonard	Supplying.Fitting Soap Dispenser	26.78	
(77)	SLCC	Virtual National Conference	20.00	5.00
(78)	Miss E D Young	Bleadon Village News Editorship	350.00	
(79)	Opus Energy	Street Lighting	10.76	0.54
(80)	Viking Direct	Stationery	9.98	
	Viking Direct	Stationery	39.47	

(81)	ZOOM	Meeting Charge – September	11.99	2.40
(82)	Webglu	Website Hosting – Oct-Dec 20	70.00	14.00
(83)	Webglu	Website Hosting – NP – Oct-Dec 20	60.00	12.00
(84)	Webglu	Website Updates – August	75.00	15.00
(85)	Mr A Leonard	Strimming Allotments 2 & 3 Lower	70.00	
(86)	Taylor Thorne	Bleadon Village News – Issue 115	675.00	
	Taylor & Thorn	Additional Copies – Bleadon Hill	175.00	
(87)	Pata	Payroll Services Jly-Sep	23.25	

### 335.9 Matters raised for information purposes only from Portfolio Holders

- (a) Allotments and Churchyard

**Resolved** that arrangements should be made to have the Allotment Hedges be cut and a supply of scalplings be purchased so that they might be spread on the surface of the top ‘Roman Road lay-bye

- (b) Public Rights of Way and Footpaths  
(c) Neighbourhood Watch and Community Safety  
(e) Roads and Transport  
(f) Play Area

A verbal report was given as to a lady who had recently caught one of her fingers in the locking mechanism of the Children’s Play Area entrance gate. Remedial action had already been actioned.

- (g) Bleadon Village News

Issue 115 had just been published and ready for delivery.

- (h) Youth Club

- (i) Coronation Halls Management Committee

The Management Committee was scheduled to meet on the 17<sup>th</sup> September.

- (j) ALCA  
(k) Neighbourhood Plan Group  
(l) Bleadon in Bloom

Nothing tangible to report

- (m) Parish Councillors

Cllr. Steve Hartree

Indicated that he would expect to see on the October Agenda the subject of “Overview of the 2020-2021 Accounts”.

Cllr. I D Clarke

She asked the Chairman whether or she was planning to apologise to a resident who had sent her an e-mail and had subsequently forwarded the original e-mail to the to the Clerk

with her own comments as to points raised in the e-mail which had also been sent in error to the resident. The Chairman explained that it was in error that the resident had been copied in however she felt the comments that she had made had been what she felt at the time. She was not considering providing an apology for the error albeit that it was an unfortunate one.

(n) Parish Clerk

Reported under 335.9.

### **335.10 Correspondence**

- |      |                           |  |
|------|---------------------------|--|
| (1)  | NS                        | Consultations – Local Plan   |
| (2)  | NS                        | Town & Parish Digest   |
| (3)  | PKF Littlejohn LLP x 2    | AGAR queries   |
| (4)  | Bleadon Bob               | Further Questions  |
| (5)  | NS                        | Town & Parish Digest – Issue 48 29/07/20   |
| (6)  | PATA Payroll              | Salary Documentation – Aug   |
| (7)  | Three G                   | Mobile Phone x 2   |
| (8)  | NS                        | Addition of Bridleway AX21/11 Loxton and AX18/11 Hutton  |
| (9)  | NALC                      | New Legislation – Full Details of Meetings on the Agenda   |
| (10) | Countryside               | Voices – Summer 2020<br>Fieldwork - Summer 2020  |
| (11) | Mrs K Hemmingway          | Overgrown Vegetation - AX6/04/10 Walborough Reserve.   |
| (11) | Wessex Water Services Ltd | Concluded and Signed Licence Agreement   |
| (12) | Bleadon Covid-19 Group    | Update from Sara Hughes  |
| (13) | GB Sports & Leisure       | Playground Inspection Report – August  |
| (14) | NALC                      | PC10-20 Changes to the Current Planning System<br>PC11-20 White Paper: Planning for the Future<br>PC12-20 Transparency and Competition:<br>Data and Land Control |
| (15) | NS                        | Register of Electors – August Amendments   |
| (16) | JPAG                      | Practitioner’s Guide 2020<br>List of Key Changes<br>Letter from JPAG   |
| (17) | CPRE Avon & Somerset      | Lack of Income   |
| (18) | MHC&LG                    | Letter from Simon Clarke MP  |

### **335.11 Date and Time of next Parish Council Meeting – Monday 12<sup>th</sup> October 2020**

**336.5 Matters for report information purposes only – (See Clerk's report attached)**

- (a) Dropped Pavement 335.4.b
- (b) Youth Club Lease 334.4.iii.
- (c) Coronation Hall – Fire Inspection 335.4.c
- (d) "Tommy there but not there" 335.4.d
- (e) WI Bench 335.4.f

As requested I have indicated to the WI that the Parish Council will arrange to install a hard standing I just need from them the dimensions and the precise location of where the bench is going to stand.

- (f) AGAR 335.4.g

Due to the Covid-19 the External Auditor decreed that instead of the 30<sup>th</sup> September deadline for returning their financial findings the cut-off date was now the 31<sup>st</sup> October. Our AGAR has not as yet been signed off.

- (g) Installation of Dog Bin 335.4.k

This item has been duly installed.

- (h) Storage 335.7.3

The interested parties have been advised of the parish council's decision.

- (vix) Shelter – Celtic Way 335.7.4

Members need to provide some direction as to what sort of design and price they are envisaging.

- (i) Bleadon Village News Editorship 335.7.5

A verbal report will be given by the Personnel Working Party

- (xvii) Neighbourhood Plan Working Group Meeting Date 335.7.6

At the time of writing this report a date was still yet to be arranged. An update will be provided at the meeting.

- (xviii) Remedial Repairs – Church Boundary Wall 335.7.7.

Work in progress – an up-date report will be given at the meeting

- (xix) Hedge Cutting Allotments 335.9.a

Cllr Sheppard will provide a verbal report.

- (xx) Scalpings – Roman Road Lay-by 335.9.a

Delivery of same has been made.

(xxi) Policies 335.12

To my knowledge the Parish Council Policies are now completely up-to date and are duly recorder on the Website with one caveat and that refers to Cllr. S Hartree who indicated that the Terms of Reference (TofR) might need slightly amending.

(xxii) Children’s Play Area - Finger Injury 335.9.f

The village Ranger within 24 hours of the report carried out some slight adjustments and advised the lady accordingly of the Council’s actions.

(xxiii) Overview of the Accounts 335.9.m

Overview of Accounts – (see Agenda Item 336.1b)

## **Resolutions**

(1) **Overspends** 336.7.1

<u>Nominal Code</u>	<u>Budget</u>	<u>Spend</u>
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<u>Code 4130 – Subscriptions</u>	<u>600.00</u>	<u>863.00</u>
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In essence at the time of the budget setting it was not known that the Council would resolve to go back to the Rialtas Software Package (£224.00) and Parish on Line (£90.00)

<u>Code 4146 – IT</u>	<u>750.00</u>	<u>1485.00</u>
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During the year this overspend is going to increase. Webglu’s quarterly support package amounts to £70.00 per three months whereas the additional work that is being undertaken by the same company is charged at a different rate.(£30.00 per hr). My original suggested hours per week as you will recall were cut back to 14 hours as opposed to 18. The outcome of that decision means that Webglu carries out the regular updates as opposed to the clerk. It would be reasonable to state at this juncture the clerk works on average more hours anyhow than his paid allotted time. At the same time the Website has been completely overhauled and is now up-to date which clearly is where we should be. The agreed update of the website accessibility was costed at £570.00. None of these items of expenditure would have been known at the time of the Budget setting.

<u>Code 4445 – IT Equipment</u>	<u>0.00</u>	<u>1931.00</u>
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Purchase of 9 no Samsung IPads. Although again another items of expenditure unforeseen at the Budget setting time it has subsequently despite the various challenges of usage being experienced has without doubt been an absolute must in order for the parish council to continue operating. They will also prove to be an important purchase going forward.

(9) **Multipay Card** 336.7.3

The current fashion of making purchases on-line is increasingly relevant and in fact some companies will not trade with you unless you pay by this method. This being the case it means that a clerk is required to make these payments from his own private account. Whether a clerk has that ability or not should not however be a personal imposition upon them as an employee.

My recommendation is that such a facility should be provided and implemented immediately. The cost £50.00 set up fee and thereafter £3.00 per month.

**(5) Village Newsletter**

It is unquestionable that we are living in unprecedented times and at this point we do not know when the current restrictions will be lifted. Communication by the Parish Council is therefore in my view essential if it is going to reach out to all of its residents. The website is one such platform and the appearance once again of the Village Newsletter is yet another. To now have a break between issue 115 and next Spring surely is a far too large a gap and having another being published before Christmas surely is a must. Again I refer to use of the Covid-19 Grant for the payment of this proposed issue. The money came in a sense as a windfall and therefore putting it to good use for the benefit of the village must be a good move without any additional pressure on the current finances.

**(6) Maintenance of the Church Clock**

Mr Brian Robinson has been attending the Village Church Clock now for some 23 years where he was originally paid 1 year in arrears and more recently quarterly in arrears (£200.00 pa) at what amounts to currently £3.84 per week!

He says it can be very time consuming as changes in temperature affect the pendulum due to the metal expansion in hot weather slowing the clock and the opposite in cold weather together with amending the settings for summer time and then winter.

It is for these reasons that he feels that it is time to give some consideration in uplifting his stipend to £300.00.

**(7) Coronation Hall Projection Upgrade.**

Some years back Bleadon Parish Council were in the vanguard of being innovative in many aspects the result of which that it was accorded the recognition of being a Quality Council. It was the first smaller size council and the third overall in North Somerset to gain such an accolade. Being able to show on screen details of planning applications as well as the agenda papers were then well received. Over time I understand that the current equipment is either not up to date or indeed defective thus preventing its use by both the Parish Council and village organisations that have use of the hall.



Presentation of the Quality Status Award

Once again I would wish to see the Parish Council aspire to being accredited by “The Local Council Award Scheme” (details of which are being sent separately).

This will only be awarded if we meet certain standard requirements and part of this challenge is to prove how we communicate with our community.

The details of the costs involved have been provided by Scott Morris a Management Committee Member and the provider of IT expertise to the Halls. Again I consider the expenditure a fair use of the Covid-19 Grant monies.

## **General**

### Allotments

As is required the allotment invoices were issued on the 25<sup>th</sup> September and a greater percentage of payments has been received to-date.

### Advertising

Those adverts due from Issue 115 have also been issued and again to date the greater percentage has been paid.

### VAT

The reclaim for the period 1<sup>st</sup> July to the 30<sup>th</sup> September 2020 has been calculated and submitted to HMRC for payment.

### Precept

You will have deduced from the accounts circulated with the agenda papers that North Somerset has paid the sum of £25,000 being the second tranche Precept payment for 2020-2021.

### Council Minutes

Although the practice is recommended by NALC that Council Minutes should be made available in Draft form as soon as they have been composed I am not a great fan of the practice. Bleadon P C got into potential problem some years back when the Council made a decision on a Planning Application only for the applicant to find out subsequently from the draft minutes that it had been discussed without him having the opportunity of speaking. Since then I have been very wary of publishing too early.

My other concern and I realise I did invite members to advise me of any amendments to be made after the July meeting such as typos etc is that then the members feel inclined to add in words and matters that were in general terms just discussion. The point I am making here is that I do not want to see the practice creeping in whereby a member said this and a member said that and that they expect it to be recorded. There is simply absolutely no need for verbatim minutes. The only outcome that needs reporting is the actual subject matter that was under discussion and the resolve that emanated from such a discussion.

If any member feels that another member hasn't done something that they should have undertaken or vice versa than that is a matter for the member concerned to personally follow it through with a complaint to the appropriate body overseeing such member complaints. In conclusion can I please reiterate that if you have any typos to report then please do so prior to the meeting. Secondly if you have any questions or need clarification relating to my report or indeed details on the agenda again I would ask you please to make contact me well before the meeting date. Thank you