

BLEADON PARISH COUNCIL

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Clerk to the Parish Council

Bruce Poole

Dip. HE Local Policy; Fellow ILCM; CMC



QUALITY
PARISH
COUNCIL

2004&2009

Minutes of the Annual Meeting of Bleadon Parish Council that was held in the **Coronation Hall Coronation Road Bleadon on Monday 14th May 2012** that commenced at **7.30 pm** when the following business was transacted.

PRESENT Mrs P J Skelley (Chairman) together with Mrs M Sheppard and Messrs B Gamble C Morris M Orme K Pyke together with the clerk Mr B Poole and the assistant clerk Mr J Furze

In addition there were four members of the public present.

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”

243.1 To elect a Chairman

There being only one nomination – Councillor Mrs Penny Skelley was duly proposed by Keith Pyke and seconded by Brian Gamble and thereafter unanimously elected as chairman for the ensuing year.

243.2 To receive a Statutory Declaration of Office

The Statutory Declaration was made and duly signed

243.3 To receive any apologies for non attendance

Councillors Rob House and Trevor Marshall

The Chairman agreed to take item 243.23.2 at this juncture:

243.23 Resolutions

- (1) To resolve to elect Mr Peter Trevitt as a Parish Councillor to fill the Casual Vacancy created by the resignation of Mr David Plaister as recommended by the Finance & Personnel Committee.**

Resolved that Mr Peter Trevitt be elected as a Parish Councillor

- (2) To receive a Declaration of Office from Councillor Peter Trevitt**

The Statutory Declaration was made and duly signed

243.4**To receive any declarations of interest**

Ref	Councillor	Type	Relationship
243.24.26/28	C Morris	Personal	Coronation Hall
243.27.1 243.29.1	C Morris	Personal	Council Representative/Treasurer Coronation Hall
243.24.2 15/16/17/18/19 243.27.2	K Pyke	Personal	Council Representative Youth Club
243. 24.2 15/16/17/18/19 243.27.2	M Orme	Personal	Council Representative Youth Club

243.5**To elect a Vice Chairman**

Again there being only one nomination that of Mr Clive Morris proposed by Mr K Pyke and unanimously elected as Vice Chairman.

243.6**To Elect the following Committees**

(a) Planning

Chairman Councillor M Orme together with Councillors Marshall and Sheppard together with Councillors P Skelley and C Morris

(b) Open Spaces

Chairman K Pyke together with M Sheppard P Skelley R House M Orme and P Treveitt

Brief holders:-

Churchyard – Councillor P Skelley
Playground – Councillors Orme and Pyke
Allotments – Councillor M Sheppard

(c) Footpaths and Bridleway

Brief Holder – Councillor R House

(d) Finance & Personnel

Finance Chairman – Councillor Brian Gamble with Councillors P Skelley and C Morris

Personnel Chairman – Councillor P Skelley together with Councillor K Pyke

(e) Roads & Transport

Brief Holder – Councillor B Gamble

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

(a) Coronation Hall

Councillors C Morris & T Marshall

- (b) Youth Club
Councillors M Orme & K Pyke
- (c) ALCA
Councillor B Gamble

243.8 To adopt the Council's Corporate Policy

Resolved that current Corporate Policy be adopted

243.9 To approve the Council's Asset Register

Resolved that the Council's Asset Register be adopted

243.10 To review the Council's Insurance Policy

Resolved that the Finance Committee be charged with reviewing the current policy

243.11 To approve the Council's Bank Mandate

Resolved that the signatories on the Council's Bank Accounts be any two from the following Parish Councillors – Mesdames Sheppard and Skelley together with Messrs Gamble House Orme Marshall Morris Pyke and Trevitt. In addition the Responsible Financial Officer (RFO) Mr Bruce Poole Parish Clerk's signatory is also included for the purposes of making direct contact with the Bank in order to affect transfers between the two accounts on the Parish Council's behalf

243.12 To receive the Parish Council's Financial Statement for the year ending 31st March 2012

- (a) To approve the Annual Accounts for the year ending 31st March 2012

Resolved that the Annual Accounts for the year ending 31st March 2012 be approved – copy 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. It was also agreed that the Internal Audit Report would be fully considered by the Finance Committee.

243.13 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 Responsible Financial Officer

243.14 To re-affirm acceptance of The Audit and Account Regulations 2011 (England) Regulations 2011 (SI 2011 No 817)

Resolved to re-affirm acceptance of The Audit and Account Regulations 2011 (England) Regulations 2011 (SI 2011 No 817)

243.15 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

- 243.16 To give formal approval to the Parish Clerk that he may send summons and notices to Parish Councillors and other such documentation electronically**
- Resolved that formal permission be given to the Parish Clerk that he may send summons and notices to Parish Councillors and other such documentation electronically.
- 243.17 To review the Members Register of interests**
- The Clerk reminded the members that it was incumbent upon them to ensure that they check their current entries.
- 243.18 To confirm the re-appointment of Mr Terry Lewis of T P Lewis & Partners as the Council's Internal Auditor**
- Resolved that Mr Charles Greenow of T P Lewis & Partners be appointed as the Council's Internal Auditor
- 243.19 To review Allotment Rents and Magazine Advertising Charges**
- Resolved that in accordance with a previous agreement the Allotment Rents would not be reviewed until 2013.
- Resolved that no action be taken at this present time with regards to the Advertising Charges
- 243.20 Issues Arising from the Annual Parish Meeting – 11th April 2012**
- The Clerk reminded the meeting of the questions that were asked at that meeting and also the answers provided.
- 243.21 To receive and approve the Minutes of the Parish Council Meeting held on Monday 12th March 2012**
- Resolved that the Minutes of the Parish Council held on Monday 12th March 2012 that had been duly circulated be taken as read approved as being a correct record and signed as such by the Chairman
- 243.22 Past Subject Matters**
- For the purpose of report only**
- (1) Matters raised by members of the public at the previous meeting of the council.
None
 - (2) Purn Bus Shelter 241.4.2
Not getting a response from North Somerset?
 - (3) Broadband Services 242.4.3
Installed but not working adequately. There is need to have BT return to sort out the problem
See Children's Play Area Report
 - (4) Bus Service – The Veale 242.8.2
Not getting any response from the Bus Company
 - (5) Mrs Highmore – Car Park Permission 242.5.6
Dealt with as requested

(6) Grant Funding 2011/12 243.6.1

Subject matter concluded – cheques issued.

243.23

Resolutions

- (1) To resolve to grant formal permission to Leanne Clark to park a Play Bus in the Coronation Hall Car Park on the 9th June 2011 in order to allow a 4th birthday party to take place on board.

Resolved to formally grant permission

- (2) To resolve to elect Mr Peter Trevitt as a Parish Councillor to fill the Casual Vacancy created by the resignation of Mr David Plaister as recommended by the Finance & Personnel Committee

See post 243.3

- (3) To receive a Declaration of Office from Councillor Peter Trevitt

See post 243.3

- (4) To resolve to change the Council's Banking arrangements from Lloyds Bank Ltd to Unity Trust Bank Ltd

Resolved to change the Council's Banking arrangements from Lloyds Bank Ltd to Unity Trust Bank Ltd

- (5) To resolve to complete North Somerset's Questionnaire in respect to the Emerging Sites and Policies Development Planning Document

No action taken

- (6) To receive and consider the possible asset transfer report prepared by Councillor Keith Pyke in respect to the Village conveniences

Received and **Resolved** that it be considered in further detail by the Open Spaces Committee

Resolved that the Parish Clerk write to North Somerset to ask who is the title owner of the land on which the Public Toilets stands

243.24

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)*	SLCC	GPC Training Event	10.00	
(2)*	SLCC	Larger Councils Conference	146.66	29.34
(3)*	Microshade VSM	Monthly Hosting Fee – Feb	40.00	8.00
(4)*	Mr T Derrick	Strimmer – Petrol	6.00	
		Orchard Lopper	45.00	
(5)*	SSE Computing	Lighting Maintenance	15.65	3.13
(6)*	EDF Energy	Lighting Supply	50.50	2.53
(7)*	Staff	Salaries & Expenses	1445.70	
(8)*	Clerks & Councils	Direct – Annual Subscription	12.00	
(9)*	Microshade	Hosting Support- Mar	40.00	8.00
(10)*	InTouch	Monthly Web Site Support – April	29.99	6.00
(11)*	Staples	Stationery	85.12	11.12
(12)*	Janes Florist	Civic Service	90.00	
(13)*	Rob Brown	IT Support	60.00	12.00

(14)*	TSH Construction	Interim Payment – Churchyard Wall	2500.00	
(15)*	Wicksteed	Play Equipment – Repair Spares	270.38	54.08
(16)*	Fountain Timber	Play Bark	1036.86	207.37
(17)*	North West Turf	Play Sand	70.83	14.17
(18)*	Mr K Pyke	Councillor Expenses	22.50	
(19)*	Tesco	Refreshments – Annual Parish Meeting	28.81	
(20)	BT	Broadband Installation & Rental	166.07	33.21
(21)	Staff	Salaries & Expenses – Apr	1507.24	
(22)	Fountains	Dog Bin Emptying	16.00	3.20
(23)	Sage UK Ltd	Instant Payroll Annual Subscription 2012	110.00	22.00
(24)	Staples	Stationery & Stamps	21.28	
			54.66	10.93
(25)	AON Insurance	Annual Insurance Premium	3751.45	
(26)	Coronation Hall	Hall Hire April 2011 to February 2012	165.00	
(27)	Coronation Hall	Hall Hire March to December 2012	150.00	
(28)	Coronation Hall	Hall Hire January to February 2013	30.00	
(29)	Microshade	Monthly Hosting Fee – May	40.00	8.00
(30)	CRM	IT Support – May	29.99	6.00
(31)	Trees	Removal of Trees in Churchyard	550.00	

Resolved to retrospectively approve the accounts marked with an asterisk as previously approved for payment under delegated powers

Resolved to approve the accounts for payment other than invoices 20 & 25 in order to make some further enquiries

243.25 Planning Committee Report

- (1) To receive the Minutes of the Planning Committee held on the 10th April 2012

Received

243.26 Open Spaces Committee Report

- (1) To receive the Minutes of the Open Spaces Committee Meeting held on Monday 27th February 2012

Received

- (2) To receive reports from the following brief holders

- (1) Allotments

All looking extremely good except for Lower Plot 8 – clerk asked to write to ascertain what is happening.

- (2) Churchyard
(3) Footpaths & Bridleways
(4) Roads & Transport

No formal reports presented

- (5) Children's Playground

Councillor Pyke gave a verbal report on the progress to date of the improvements carried out to the Children's Play Area. The Clerk informed the meeting of the contents of three received e-mails that were commenting on the re-positioning of some of the equipment.

Agreed that the Clerk should respond indicating that in the interim the Parish Council would wait to see what was contained in the RoSPA Report that was due to be carried out in June.

- (6) Newsletter

Noted that it was due to be published in the next couple of weeks.

243.27

Reports

- (1) Coronation Hall

It was noted that one of the Heaters in the Jubilee Hall was "banging" when it reached a certain temperature and one of the heaters in the Coronation Hall was now defunct. Both were currently receiving remedial attention.

- (2) Youth Club

The new contract was now in its 6th week and appeared to be progressing well. 150 litres of paint had been secured from Dulux by way of a grant application.

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

Nothing received

- (6) The Village Plan

The Parish Clerk indicated that some consideration should be given to setting up a village working group to consider how Marshalls should be developed.

- (7) The Clerk

- (a) "The General Power of Competence"
(b) "The Localism Act"

He explained what steps will need to be taken once he the Clerk was qualified in respect to (a).

243.28

Correspondence

(1)*	Quentin Alder	Church Architect – Churchyard Wall	BP
(5)*	NALC	DIS <i>Extra</i> Issue 780 – 23/03/12	C
(6)*	Mrs A Horne	Churchyard Wall	BP
(7)*	CPRE	Avonside Village of the Year Competition	C
(8)*	North Somerset	Phase 3 Part Night Lighting Scheme	C
(9)*	ICO	Renewal of the Data Protection – 2012	BP
(10)*	National Grid	Hinkley Point C – Community Forum Agenda	C
(11)*	North Somerset	"Commuter Evolution"	NB
(12)*	National Grid	Hinkley Point C Connection Project	C
(13)*	Mendip Hills	Response to Planning Application 12/P/0418/F	C
(14)*	Mazars	Notice of Audit of Accounts – 31 st March 2012	BP

See 243.29.2

(15)*	S/S Peter/Paul	Letter of thanks – Church Clock and Church Lighting	BP
(16)*	Police	Newsletter – March 2012 – Issue 06	C
(17)*	SCC	Somerset Waste Core Strategy Development Plan Document	C
(18)*	PlantScape	Brochure & Disc	C
(19)*	Mrs A Horne	Churchyard Wall – Letter	BP
(20)*	Fortbaxter	Neighbourhood Plans – Leaflet	C
(21)*	CPRE	Countryside Voice Spring 2012	C
(22)*	North Somerset	"Streetscene" March 2012	C
(23)*	NALC	DIS <i>Extra</i> Issue 781 06/04/12	C
(24)*	You Tree	Poster	C
(25)*	Croquet Club	Letter of thanks	C
(26)*	Church Architect	Interim Churchyard Wall Report	BP

(27)*	LGA	Toward Excellence for Children	C
(28)*	North Somerset	Remittance Advice – 1 st Precept Payment - £20,000	BP
(29)*	Wicksteed	Order Acknowledgement	BP
(30)*	North Somerset	Consultation on making of Public Path Orders	RH
		(a) Part of footpath AX6/12 Lake Farm/Lakeside Barns	
		(b) Part of footpath AX6/7 Purn House Farm Purn Way	
(31)*	Sage	Changes to the Annual Payroll Support Programme	C
(32)*	T Highmore	Churchyard Wall Update & Interim Payment	BP
(33)*	North Somerset	Community Resilience Project – Pilot	C
(34)*	North Somerset	Local Access Forum – 24/04/12	C
(35)*	North Somerset	Briefing – Park & Street Scene	C
(36)*	HMR&C	Tax Codes to be used after 17 th May	BP
(37)*	NALC	DISExtra Issue 782 – 20/04/12	C
(38)*	Drainage Board	Amalgamation of Somerset Drainage Boards	C
(39)*	HMR&C	BACS Remittance – VAT Repayment - £1408.17	BP
(40)	Zurich Municipal	Renewal Questions	BP
(41)	NationalGrid	Invitation – May Local Community Forums	C
(42)	Sage UK Ltd	Briefing – Clear advice for business	C
(43)	North Somerset	Amended Dog Bye Laws – Allotments & Church Cross Area	BP

Details placed in the circulation pack

(44)	North Somerset	Streetscene – April 2012	C
(45)	BT	Information regarding the invoice	C
(46)	North Somerset	Unauthorised siting of a Caravan	C
(47)	Mrs C Whiting	Allotments – Boundary Hedge	MS
(48)	Clerks & Council	Direct – May 2012 – Issue 81	C
(49)	North Somerset	Emerging Sites and Policies DPD	C
(50)	CPRE	Field Work – Spring 2012	C

Additional items received after circulation of the agenda for information purposes

(51)	Mrs J Jones	Bridge Road Rhyne & Marshalls	C
(52)	SLCC	“The Clerk” May 2012 Vol 43 No 9	C
(53)	Mr K Pyke	Report – Village Conveniences	C

See 243.23.6

(54)	North Somerset	Public Transport Guide	C
(55)	Mrs A Horne	Churchyard Wall	BP
(56)	Mrs S Osborne	Sandpit – Children’s Playarea	KP

243.29 Other Business referred to the Clerk

- (1) **To formally note the receipt of the Coronation Hall Management Committee’s Annual Accounts for the year 28th February 2011.**

Noted

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

Noted

243.30 Date of next Meeting

Parish Council Meeting 11th June 2012 commencing at 7.30 pm.

