

# BLEADON PARISH COUNCIL

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

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## Public Session MINUTES

**Minutes** of a **Virtual Meeting** of **Bleadon Parish Council** held by way of Zoom on **Monday 20<sup>th</sup> July 2020** held over from the **13<sup>th</sup> July 2020** which had to be postponed due to technical difficulties. The meeting commenced at **7.05 pm** when the following business was transacted.

### PRESENT

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

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

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

Councillor Steve Hartree

#### **334.2 Declarations of interests**

##### **Reference 20/P/1081/FUH**

The Chairman who is also a member of the Parochial Church Council was asked by a fellow councillor if she intended to declare an interest. She indicated that it was not her intention do so due to the fact that she did not have a pecuniary interest. Members were reminded that any declarations are at the behest of each individual councillor and need not to be reminded by either fellow councillors or indeed the parish clerk.

On this occasion she did in fact declare an interest.

#### **334.3 To approve and sign as a correct record the Minutes of a Virtual Meeting of the Parish Council held on Monday 8<sup>th</sup> June 2020.**

**Resolved** that the **Minutes** of the **Virtual Meeting of the Parish Council** held on **Monday 8<sup>th</sup> June** as circulated be taken as read approved as such and signed by the Chairman

#### **334.4 Past Matters for report purposes only.**

(i) Defunct Defibrillator (Mr M Gammons)

332

This particular action has been somewhat long winded for various reasons but matters are now in hand for the remedial work to be undertaken

- (ii) Dropped Pavement 332.5.1
  - (III) Youth Club Lease 332.5.4
  - (IV) Coronation Hall – Fire Inspection 332.5.7
  - (V) “Tommy” – there but not there 332.11
- Subject matters in abeyance due to Covid-19

- (vi) Bleadon Village News 333.9.i  
An update on the current position was provided to members whereby it was indicated that a Miss Ellie Young had agreed to take up the challenge. Her charge for the first publication hopefully due in September 2020 would be £350.00.

- (vii) Location – WI Bench 332.7.4  
Members were reminded that the proposed draft agreement had been previously circulated. – (See 334.7.8)

**Resolved** that the terms were acceptable and that the Clerk should proceed to sign the Agreement and return same.

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.

- (viii) Supplementary Standing Orders 333.7.1  
Following the recent approval a formal copy had been placed on the village website.

- (ix) Bleadon in Bloom 333.7.3  
It was noted that the agreed actions had been undertaken.

- (x) AGAR 333.7.4.b/c  
Noted that it had been duly signed and sent to the External Auditor

- (xi) Bleadon Village Covid-19 Group Donation 333.7.9  
Appropriate action had been taken.

- (xii) Use of iPads Policy 333.7.6  
Following the recent approval a formal copy had been placed on the village website.

- (xiii) Planter – Bleadon Mill 333.7.10  
Now in situ

- (xiv) Quotations – Toilet cleansing 333.7.11  
(See 334.7.7)

#### **334.5 Chairman’s Announcements**

None

#### **334.4 Planning**

It was noted that North Somerset had just issued a Refusal Notice in respect to Planning Application 18/P/5035/OUT which was for an Outline application for the proposed erection of 14 no dwellings at Land off Purn Way Bleadon BS24 0QF

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

Number	Application Details	Position
20/P/0650/FUH	<p><i>Certificate of lawful development for exiting use of yard at Woodlands Farm for mixed storage of vehicles trailers generators and a metal container (B8) and for vehicle and equipment maintenance (B2) –Land at Woodlands Farm Mearcombe Lane Bleadon BS24 0NZ 30/04/20</i></p> <p><i>The Parish Council advised North Somerset on line that it had no objections</i></p>	<p><b>Approved</b></p> <p>25/06/20</p>
20/P/0793/FUH	<p><i>Erection of a detached garage – Hoveland Shiplate Road Bleadon BS24 0NG 04/06/20</i></p> <p><i>The Parish Council recommended approval – by e-mail 01/07/2020</i></p>	
20/P/0853/FUH	<p><i>Proposed construction of a new porch and proposed new side window to South elevation. – Cobblestones Purn Way Bleadon BS24 0QE</i></p> <p><i>The Parish Council recommended approval – by e-mail 14/04/20</i></p>	<p><b>Approved</b></p> <p>19/06/20</p>
20/P/1081/FUH	<p><i>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</i></p> <p><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></p>	
20/P/1139/FUL	<p><i>Construction of a two storey dwelling – Land adjacent to the Lay-By to the East of Bridgwater Road. – 06/07/20</i></p> <p><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></p>	
20/P/1125/FUH	<p><i>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</i></p> <p><i>Following a visit to the property it was agreed that the recommendation should to approved – by e-mail 09/07/20</i></p>	
20/P/1365/FUH	<p><i>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</i></p> <p><i>The Parish Council recommended approval – by e-mail 01/07/2020</i></p>	
20/P/1458/FUH	<p><i>Proposed ground floor extension of existing bungalow with associated alterations – Windrush Roman Road Bleadon BS24 0AD.</i></p> <p><i>The Parish Council recommended approval – by e-mail 02/07/20</i></p>	

## 334.7 Resolutions

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

No such applications received

- (2) **To appoint members to the following three Committees of the Council.**

It was recommended that due to the current low number of councillors it would be difficult to ensure independent membership for both committees let alone them being quorate.

**Resolved** that the formation of the two undermentioned committees be held in abeyance for the time being.

(a) Grievance Committee

(b) Appeals

(c) Personnel

**Resolved** that the following Councillors form the membership of the Personnel Committee.

I D Clarke A Scarisbrick M Sheppard and G Williams

- (3) **To appoint representatives to:**

(a) Youth Club – G Williams

(b) Coronation Halls Management Committee – S Hartree and A Scarisbrick

(c) ALCA – S Hartree if not I D Clarke

(d) Neighbourhood Plan Group – A Scarisbrick G Scott M Sheppard R Tyson and G Williams

(e) Bleadon in Bloom – A Scarisbrick

- (4) **To appoint members responsible for:**

(a) Allotments and Churchyard – M Sheppard

(b) Public Rights of Way and Footpaths

(c) Neighbourhood Watch and Community Safety

(e) Roads and Transport

Cllr Scarisbrick agreed to keep a watching brief on these three subjects until additional councillors joined the council.

(f) Play Area – G Williams

(g) Bleadon Village News – R Tyson

(h) Finance – S Hartree

- (5) **To note the receipt of the Parish Council Accounts for the period ending 30<sup>th</sup> June 2020**

**Receipt Noted** *(copy attached to the Minute Book)*

- (6) **To resolve to install an additional Dog Bin in Purn Way/Allotment Access**  
Resolved to install an additional Dog Bin in Purn Way location
- (7) **To receive quotations for the deep cleaning and refurbishment of the men's toilets.**  
Resolved that action be taken for the deep cleaning and refurbishment of the toilets and to accept the higher of the two quotations received.
- (8) **To resolve to locate the WI Bench to the front of the Wessex Water Pumping Station on Bleadon Road subject to satisfactory agreement arrangements.**  
Resolved to accept the agreement terms from Wessex Water so that the WI Bench could be located there with planters.
- (9) **To appoint Mrs B Bowen as the Parish Council's Internal Auditor**  
Resolved to appoint Mrs B Bowen as the Parish Council's Internal Auditor.
- (10) **To note the review of the Parish Council Insurance Policy with Came & Co on a further three-year contract.**  
Noted that satisfactory discussions had taken place with Came & Co to secure a further three year contract.
- (11) **To proceed towards a paperless Council.**  
Agreed that this subject matter be held over until the need for Zoom Meetings cease.
- (12) **To note the receipt of the Annual RoSPA Report and the actions taken**  
Receipt of the annual report noted and the subsequent action taken to maintain a report/repair register
- (13) **To receive and note the paper produced by the Bleadon & Bleadon Hill Coronavirus Help Group dated 30<sup>th</sup> June 2020.**  
Receipt of the report noted.
- (14) **To adopt the following policies**
- (i) **Co-option Policy**
  - (ii) **Data Privacy Policy**
  - (iii) **Decisions by Officers**
  - (iv) **Delegation**
  - (v) **Equal Opportunities Policy**
  - (vi) **Filming Audio Recording and Photographing Meetings Policy**
  - (vii) **Health Safety Home Working Policy**
- Resolved to adopt the above mentioned policies
- (14) **To review the following Policies**
- (i) **Bullying and Harassment at Work Policy**
  - (ii) **CCTV Policy**

- (iii) Code of Conduct Policy
- (iv) Communications Strategy Policy
- (v) Complaints Procedure Policy
- (vi) Environmental Policy
- (vii) Expenses Policy
- (viii) Financial Regulations
- (ix) Grievance & Discipline Policy
- (x) iPad Policy
- (xi) Internet Banking Policy
- (xii) Legionella Risk Assessment Policy
- (xiii) Press and Media Policy
- (xiv) Publication Scheme
- (xv) Sickness and Absence Policy
- (xvi) Social Media Policy
- (xvii) Standing Orders
- (xviii) Standing Orders - Supplementary
- (xix) Vexatious and Complaints Policy
- (xx) Volunteer Policy

Resolved that the aforementioned adopted policies be taken as have been reviewed (July 2020) subject to any comments subsequently being made to any if the detail contained therein not later than the September 2020 Parish Council

### 334.8 Finance

To note the following items of expenditure for the months of June/July

(32)	Came & Company	Annual Insurance Premium	2,464.33	
(33)	WebGlu	Website Hosting – PC	70.00	14.00
(34)	WebGlu	Website Hosting – NP	60.00	12.00
(35)	Zoom	Standard Subscription	11.99	2.40
(36)	Cartridge People	Stationery	55.98	11.20
(37)	Mr B Poole	Salary & Expenses – June	1394.36	
(38)	PATA	Payroll Services – June	23.25	
(39)	Microshade	Kaspersky Security	144.00	28.80
(40)	3G Mobile	June	26.73	5.35
(41)	Amazon	iPad Covers (9)	119.88	24.03
(42)	Water Business	27/11/19 – 13/05/20	62.92	
(43)	SSE – Electricity	Public Toilets	37.77	1.88
(44)	Mr B Poole	Home Working – June	26.00	
(45)	Mrs F Thomas	Toilet Cleansing – June	225.00	
(46)	Westcroft Eggs	Summer Bedding & Compost	390.00	78.00
(47)	A Leonard	Village Services	706.00	
(48)	Mrs J Wheatley	Supply of plants	70.00	

Noted and approved by Cllrs Hartree and Scarisbrick

(49)	EDF Energy	Street Lighting	96.17	4.81
(50)	Zoom	Subscription	11.99	2.40
(51)	Adrian Leonard	Materials	60.98	

(52)	Webglu	Website Updates (May/June)	240.00	48.00
(53)	3G	Mobile Phone (Jly)	24.50	
(54)	Mr B Poole	Clerk's Salary – July	1314.04	
		HMRC	343.12	
(55)	Mrs F Thomas	Toilet Cleansing – July	225.00	
(56)	Mr B Poole	Home Working – July	26.00	
(57)	Glasdon UK Ltd	Retriever Dog Bin	259.68	51.94
(58)	Mr A Leonard	Village Services – July	686.00	
(59)	Mr A Leonard	Water Leak Repair	41.00	

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

(a) Allotments and Churchyard

Noted that although Plot Numbers 2 and 3 Lower had been strimmed but no cultivation appears to have been undertaken. Agreed that the allotment holder should be reminded of the terms of the agreement.

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

Nothing to report

- (f) Play Area – *(See 334.7.12)*
- (g) Bleadon Village News – *(See 334.4.vi)*

(h) Youth Club

It was noted that the Council were waiting for a formal response from John Shirley & Co

- (i) Coronation Halls Management Committee
- (j) ALCA
- (k) Neighbourhood Plan Group

Nothing to report

(l) Bleadon in Bloom

As reported previously at 334.4.xiii the planter is in situ

(m) Parish Councillors

Cllr. R Tyson

Indicated that he had had discussions with WebGlu who confirmed they could provide an additional page on the Council Website to embrace the Village Covid Group for a one off cost of £45.00 plus vat. Equally a new page could also be added to be named Around Bleadon that would include text and supporting photos – photo gallery – videos – YouTube Channel – cost £30/60 depending on what was to be included.

Cllr. ID Clarke

Asked if the Parish Council had received replies to its e-mails to North Somerset regarding changes to Planning procedures and the removal of the stonewall at Roman Road to which the reply was no.

The suggestion was made that a letter of thanks should be sent to Mrs Ruth Burrows for visiting the Childrens Play Area early morning the day after the visit from the Travellers to clear up the various items of litter. It was agreed that the action should be undertaken.

(n) Parish Clerk

It was at this point that the Zoom meeting halted for a third time.

**334.10 Correspondence**

(1)	GB Sports & Leisure	Order Acknowledgement – replacement Canopy
(2)	Ibabs	Proposal for paperless meetings
(3)	NS	Remittance Slip – Covid 19 Grant - £10,000
(4)	Long Ashton	Support Network
(5)	NALC	Risk Assessment – Covid-19
(6)	Mrs K Strong	Complaint – Dog Mess
(7)	Cllr M Solomon	Complaint – Old Barn Bleadon 17/P/1178/F
(8)	NS	Electoral Register January 2020
(9)	NS	Electoral Register Update June 2020
(10)	Village Covid-19 Group	Letter of Thanks – Donation
(11)	GB Sports & Leisure	RoSPA Annual Inspection Report 2020
(12)	Mrs T Millard	Parking of Ice Cream in Coronation Car Park
(13)	NS	Register of Electors – December 2019 plus updates
(14)	Bleadon Bob	Various subject matters – 3 Communications
(15)	Rialtas	Newsletter – Summer 2020
(16)	North Somerset	Town & Parish Digest Issue 47 30/06/2020
(17)	EDF Energy	Street Lighting Invoice
(18)	National Grid	Road Closure Notice – Webbington
(19)	NS	Register of Electors – Alterations
(20)	SLCC	The Clerk – July 2020 Vol.1 No.4
(21)	Clerks & Councils	Direct Magazine – July 2020 Issue 130

**334.11 Date and Time of next Parish Council Meeting – Monday 14<sup>th</sup> September 2020**