

BLEADON PARISH COUNCIL

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Clerk to the Parish
Hazel Brinton
BA (Hons)

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Cllr Hartree introduced himself as Vice Chair and confirmed that he would be chairing the first part of the meeting.

Members of the public were invited to speak before the formal meeting began by the Vice Chair. He reminded member of the public of the time limit and that they may only speak once on one subject.

He further confirmed that notice had been given of three speakers; Mr David Chinn and Mr Pat White seeking co-option onto the council and District Cllr Porter. He asked Mr Chinn and Mr White to address the meeting first.

Mr Chinn thanked the Vice Chair for his invitation and gave a presentation to councillors. He asked for any questions; none were asked by councillors.

Mr White read out an email sent to the Vice Chair this morning and confirmed that he wished to permanently withdraw his application to the council for co-option. He expressed concern at the order of the agenda, meaning if he joined he would be co-opted after policies were voted on. He further expressed his dismay that Ian Gibson had resigned as Chair. Cllr Hartree stated that he had responded to Mr White via email this morning and whilst he appreciated his concern of the agenda order, in his opinion the order was correct and that it is not uncommon for new councillors to be in a position of accepting decisions made previously by council.

Cllr Sheppard commented that the loss of Cllr Gibson was a great shame and felt that the extraordinary meeting held last week was illegal and should have been signed by two councillors. Mr White said that he would still defend Bleadon Bob as an essential tool of this village.

Cllr Hartree responded by making two points; firstly that the meeting was called at the instigation of the Chair and not the clerk and confirmed that if the Chair will not call an extraordinary meeting then two members can call one. Secondly, that the issues of Bleadon Bob were discussed fully at the meeting and that the prime issue was one of control of the parish council website and that the advice from local government bodies concerned and especially ALCA was that the website should always be in the total control of the council. He further commented on his disappointment at Mr White's decision and commended his attendance at meetings as second to none.

Mr White stated that he had a list of questions for councillors that he had not had the opportunity to put and asked that they be taken by Cllr Hartree at the end of the meeting; Cllr Hartree agreed to this request.

Cllr Gutsell asked Mr White to reconsider; Mr White refused the request.

As there were no other parishioners who wished to speak, District Cllr Porter spoke. In respect of the planning matter relating to Bleadon Hill, it would be coming to the March Planning Committee – officers had refused recommendation. The developer has gone to appeal on the basis of non-determination and it will go back to the March meeting. The application has been turned down on the basis of landscaping and lack of sustainability. In terms of Wentworth Road, the bat survey changed what could be done from 60 dwellings to 50; landscaping did not meet the criteria for turning down but there is one issue with Highways. It is 50/50 as to whether they can come up with a solution.

Cllr Porter commented on Site Allocations and policies for new housing and said that no areas of extra development were proposed for Bleadon as it is an infill village but it is out for consultation. The bad news he had was that council tax was going up because primarily staff costs were increasing. 2% had been added on and there had to be another provision for National Insurance which was going up. The proposition to the NSC next week would be for an increase of 3.75% to help protect some services.

Cllr Porter informed the meeting that there were plans to regenerate Weston's High Street and a town centre development plan was underway. NSC had bought the old police station and magistrates' court and is looking to sell

the freehold of Locking Road car park to the Homes and Community Agency for shops, parking and homes – it was trying to create a busy environment in Weston.

Cllr Sheppard brought up the issue of the recent rainfall and the flooding at Bridge Garage. Cllr Porter said that there was a scheme to put in new ducting and piping but will raise the fact that there is flooding there again. Another agency had filled up the outlet pipe but there was an extra £3m in the budget for the scheme.

The Vice Chair thanked Cllr Porter for his contribution. Cllr Porter left the meeting.

Cllr Hartree explained that there were two additional items on the agenda; to receive the resignation of Cllr Gibson as Chair and councillor and to elect the Chair for the remainder of the year.

Minutes of the Parish Council Meeting of Bleadon Parish Council that was held in the Coronation Hall Coronation Road Bleadon on Monday 8th February 2016 that commenced at 7.30 pm when the following business was transacted.

PRESENT Cllrs S Hartree (Vice Chair) together with Councillors I D Clarke, C Findlay, M Sheppard, C Gutsell, and the clerk Miss H Brinton

In addition there were a 11 members of the public.

281.1 To receive any apologies for non attendance

None

281.2 To receive the resignation of Councillor Ian Gibson

The Vice Chair read out Cllr Gibson's written resignation received by the clerk. He further commented that it was with much regret that it was accepted and he further requested a letter of extreme regret be sent to Mr Gibson.

281.3 To elect a Chair of Bleadon Parish Council for the remainder of the municipal year

The Vice Chair invited nominations.

Cllr Findlay nominated Cllr Hartree; the nomination was seconded by Cllr Sheppard.

No further nominations were received.

A vote took place with two votes for Cllr Hartree and two against. Cllr Hartree elected to cast his deciding vote in support of his nomination solely because there had been no other nominations.

Cllr Hartree was duly elected Chair of the council for the remainder of the municipal year on a vote of three to two.

The Chair commented that he is exactly of the opinion that the past is only of use if it informs the present and the future and looked forward to decisions being based on this premise.

281.4 To receive any declarations of interest

Asked for clarification, the Chair confirmed that this was a declaration of pecuniary interest only.

None received

281.5 To receive and approve the Minutes of the Meeting of Bleadon Parish Council that was held on Monday 11th January 2016

It was resolved unanimously to accept the minutes of the Meeting held on Monday 11th January 2016 to be a true record.

281.6 Past subject matters – For the purposes of report only

1) The clerk confirmed she had written to the allotment holders as requested informing them of the charge for water going forwards

2) Car park lining – the clerk informed the council that she was struggling to find the information required in respect of the complaint submitted to NSC Trading Standards particularly as she did not

have an invoice to which to refer and therefore no contact details for the contractor. The clerk was advised that the information may be held in the filing cabinet in Coronation Hall. The Chair explained to council that the lack of induction and handover was hampering the clerk's work in respect of past issues. Cllr Gibson had requested the attendance of the previous clerk or a locum when the clerk could not be present in December but this did not happen. Cllr Clarke expressed dismay at the lack of a proper handover and asked what other information the new clerk did not have.

3) The clerk advised that the allotment changes had now been processed as advised by Cllr Sheppard but that she was still awaiting an address for Mrs Davis so that she may be billed for a number of years.

281.7

Resolutions

1. To consider the future of the council's audit procurement

The clerk explained the need to consider the council's audit procurement going forwards and the implications of procuring the service on a go it alone basis or remaining as part of a group tender given NALC/ALCA's advice to small councils on this issue.

It was resolved unanimously that Bleadon Parish Council would remain within the Sector Led Body for procurement of the external audit

2. To consider and resolve the name for the parish council website from April 2016

The clerk explained the need for council to choose a new domain name for the Parish Council website from April as it had previously resolved not to continue with the use of bleadonparishcouncil.gov.uk. The clerk offered up several suggestions.

It was resolved unanimously that Bleadon Parish Council would use bleadonparishcouncil.co.uk as its domain name in the future

The clerk indicated she would make the necessary arrangements with Webglu for the transfer to take place.

3. To consider and ratify the proposals, if any from the Extraordinary Meeting of the Parish Council held on 4th February 2016

The clerk read the resolution to the meeting:

"It is this council's opinion that to serve the whole of the parish of Bleadon that it treats Bleadon Bob in the same manner as any parishioner of Bleadon in making available via the parish council website information which is available under law to parishioners within due time. The Parish Council further wishes to draw to the attention of Bleadon Bob, the amount of time spent by the Parish Council Clerk in responding to Bleadon Bob's requests"

The Chair asked for any comments. Cllr Gutsell asked the clerk how much time and how many emails had been received and answered. As the clerk was not able to answer the question given no warning of it the Chair asked that the clerk let councillors know by email.

Cllr Clarke stated her belief that this resulted from a query going back to the circulation email. The Chair explained that the situation was now different. The previous clerk has used the list as a temporary measure whilst the parish council did not have an operational website (according to the previous clerk). He further explained that the situation now is the council does have an operational website which has the agendas and minutes etc and it will contain the up to date version of the parish council's Corporate Policy.

Cllr Clarke stated she believed the council was in breach of its Corporate Policy. The Chair disagreed and said that Bleadon Bob should not be treated in the same way as councillors in terms of the sending of agendas and minutes – the publication scheme says that these will be available to members of the public via email three working days prior to the meeting. He added that if a specific requirement came from any parishioner came in, they would be directed to the parish council website unless the parishioner concerned did not have access to the internet and then it could be printed and sent at a cost of 10 pence per sheet.

Cllr Clarke said that the publication scheme could not be interpreted that way. The Chair asked for Cllr Clarke's interpretation of it. The Chair added that the publication scheme does not state that this is for all agendas and minutes – it is meant for a specific agenda or set of minutes.

Cllr Clarke felt this was a big issue over a trivial thing. Cllr Sheppard concurred.

The Chair continued that this issue had been discussed at length in the closed meeting and he heartily concurred with the outcome in that there is a parish council website with agendas and minutes that any parishioner can access in due time.

Cllr Gutsell said she could not see a problem with adding Bleadon Bob in the email to say that agenda and minutes are available.

The Chair explained that to achieve this objective, the council would need to notify every parishioner of the date on which the minutes etc were on the parish council website otherwise the council would be treating one parishioner in a more favourable way.

Cllr Clarke said she felt that a discussion should have taken place before the decision was taken.

Cllr Findlay commented that once the new standing orders were ratified, one of the changes would be that draft minutes would be available on the parish council website 7 days before the next meeting so parishioners would know when they would be put on the website – they would be on there as soon as practicably possible and at the very latest 7 days prior to the next meeting. She felt it was unreasonable to ask the parish council to email to let anyone know when they were available. She added that this is what Cllr Clarke particularly wanted in the next standing orders when the issue was discussed two meetings ago.

The Chair commented that the council had draft standing orders to consider later; that councillors had heard the clerk read the resolution and wished to know if councillors recommended the resolution. He added that he did not propose entering into another 2-3 hours of debate and that the council had as a small council wished that the resolution be subject to ratification so that it can look forward and not to the past.

The Chair asked for a resolution to ratify the proposal

Cllr Findlay indicated her assent to ratify the proposal as did the Chair. Cllrs Gutsell and Clarke indicated voted against the ratification; Cllr Sheppard abstained. Accordingly the Chair gave his casting vote in favour of the proposal.

It was therefore resolved that Bleadon Parish Council ratify the proposal from the Extraordinary Meeting of 4th February 2016 by three votes to two with one abstention

The Chair asked that the Clerk write to Mr Butler informing him of council's decision.

Cllr Findlay suggested that the letter also contain the council's thanks for the previous posting of the minutes and agendas on the Bleadon Bob website whilst the council was waiting for the setting up of its new website; further that due to personal and administration reasons, the minutes for November and December were delayed and that the parish council apologised for any inconvenience caused.

Cllr Gutsell seconded the proposal which was agreed by the Chair and Cllr Sheppard. Cllr Clarke abstained from the vote.

The Chair commented that Bleadon Bob served the parish well but any parishioner or group of parishioners must be treated equally.

4) To consider and approve for use the following documents:

- a) Standing orders**
- b) Code of Conduct**

Cllr Findlay reported that with the clerk she had researched lots of other standing orders and had based the proposal on a set of model standing orders whilst using the best parts of others so that the council now had a much simpler and clear version.

She explained that she had earlier circulated three amendments; firstly that the election of the Chair and Vice Chair if any be done by secret ballot or vote. The reason for this was on Cpalc's advice to help prevent one person being chair for many years. The second amendment related to the Chair being able to serve for a maximum of three years continuously. The third amendment related to the publishing of draft minutes on the parish website.

The Chair said that the document had been circulated to all councillors and asked for any comments on the revised standing orders.

Cllr Clarke said she was concerned about the changes going through. Cllr Gutsell commented that she felt the consideration should be the other way round; Code of Conduct and then standing orders. The Chair replied that items should be considered in the order in which they are on the agenda and he could not see that it was a matter of urgency that the order be reversed in this respect.

Cllr Gutsell said that as the parish council does not have a qualified clerk how does it know what should be put in. Cllr Findlay replied that anything in bold is a legal obligation and that the most recent and up to date model standing orders had been used.

The Chair commented that once council had adopted the new standing orders and Code of Conduct and any future policies that it was advisable before being formally adopted that they be sent to ALCA for any comments.

Cllr Clarke said that this was an illustration as to why she was concerned and that she didn't feel she could make decisions like that. The Chair gave his assurance that if during the discussion of the Code of Conduct that if anything impacted on standing orders then they would be revisited.

Cllr Clarke and Cllr Gutsell stated that they had started to read the revised standing orders but had not completed it and they had not proceeded to read the proposed Code of Conduct. Cllr Clarke said that she had not read the Code of Conduct thoroughly enough to know its impact on standing orders. Cllr Gutsell commented that the documents came through in a different order. The Chair replied that legally standing orders are the primary document and others feed into it but that he was quite willing when discussing the Code of Conduct next that if it impacted on standing orders then the discussion would go back to standing orders.

The Chair noted that the documents had been circulated some time before this meeting and believed that councillors had had sufficient opportunity to review them.

The Chair wished to discuss two proposed amendments of his own. He suggested that committees and sub-committees be allowed to make recommendations only and not decisions with the exception being the Planning Committee when the target date is before the next meeting so that it had delegated decision making powers. He also proposed that in respect of previous resolutions, section 7a the words be added "or if for any reason the resolution has been found impractical or illegal to implement".

It was resolved unanimously that Bleadon Parish Council accept the proposed amendment to the wording of the new standing order 7a.

The Chair asked if council was happy to accept the proposed amendment regarding to Section 4 of the new standing orders relating to the powers of committees or sub-committees.

It was resolved unanimously that Bleadon Parish Council accept the proposed amendment to the wording of new standing order 4

The Chair asked for a vote on the proposed amendment 5e in respect of the new standing orders.

It was not resolved that Bleadon Parish Council accept the proposed amendment to the wording of new standing order 5e with one vote for and three votes against

The Chair asked for a vote on the proposed amendment relating to Section 5f of the new standing orders

It was resolved unanimously that Bleadon Parish Council accept the proposed amendment to the wording of the new standing order 5f

The Chair asked for a vote on the amendment to section 12 of the new standing order relating to draft minutes

It was resolved unanimously that Bleadon Parish Council accept the proposed amendment to the wording of the new standing order 12

The Chair asked council if it was its wish with the proposed and accepted amendments that the new standing orders be adopted. Cllr Findlay proposed the motion; Cllr Sheppard seconded.

Cllr Clarke asked whether they would be referred to an outside body. Cllr Findlay suggested that this should only be if there was no charge to the council.

It was resolved unanimously that Bleadon Parish Council adopt the proposed standing orders with aforementioned agreed amendments

The Chair noted the adoption of the standing orders subject to anything coming up under the Code of Conduct. He asked if councillors had any observations regarding the proposed Code.

Cllr Clarke suggested some councils had queried the amendments based on the model code

Cllr Findlay said that nothing had been altered and that the main body of the Code of Conduct comes from NALC – it is a standard Code of Conduct

Cllr Clarke suggested there has been an amendment in Appendix B under “Other Interests” and that wording relating to any gift over £50 had been taken out

Cllr Findlay replied that the wording can be added in. Cllr Clarke proposed that it was added in; Cllr Sheppard seconded.

It was resolved unanimously that wording relating to gifts in Appendix B in the NALC model Code of Conduct be inserted into the proposed Bleadon Parish Council Code of Conduct

It was questioned that on point 15 that dispensation should not be in writing to the Proper Officer. The Chair pointed out to council that a councillor cannot be the clerk although a councillor can clerk a meeting; further no employee of the council can be a councillor. He asked for view on the dispensation wording. Cllr Gutsell said that other councillors or the Chair should make that decision. The Chair suggested the wording therefore be amended to “request to the Council’s Chairman” so that it would be at the discretion of the Chair and would not have to be in writing.

Cllr Gutsell asked for a definition as to “co-opted” as in her view it meant that those co-opted could not sit on the Full Council

Cllr Findlay said that the wording did not mean that – if meant that if there was a sub-committee and an expert was needed, that expert could sit on the sub-committee but would not be allowed to vote as they had simply been invited onto the committee as expertise. The Chair added that once a parishioner had been co-opted they are a full member of the council and therefore no longer co-opted. He further concurred with Cllr Findlay’s opinion in that it was to prevent any outside person co-opted onto a council committee not be allowed to vote.

Cllr Gutsell asked whether this could be reworded. Cllr Findlay asked how she would like it reworded. Cllr Sheppard felt that the wording was sensible. Cllr Gutsell replied that she didn’t know how she felt it should be reworded.

The Chair re-iterated the description of a co-opted member versus member explanation provided by Cllr Findlay. Cllr Gutsell replied that she understood therefore that a member of the council is a member regardless of how they got there.

The Chair asked if there were any other amendments to the Code of Conduct being proposed? None were proposed.

It was resolved unanimously that Bleadon Parish Council adopt the proposed Code of Conduct with the amendments to Appendix B and Dispensations as discussed.

5. To resolve to consider the following persons to fill the current vacancies on the council:

- a) David Chinn
- b) Pat White

The Chair asked Mr Chinn to leave the room whilst the vote was taken – Mr White had previously withdrawn his application.

It was unanimously resolved that Mr David Chinn be co-opted as a member of Bleadon Parish Council

Mr Chinn made and signed his declaration of acceptance of office before the clerk and council and took his place on council

281.8 To approve the following items of expenditure for the month

(124)	Microshade	Remote hosting of software (From January meeting)	45.25	9.05
(125)	Staff	Salaries and expenses Jan 16	1111.80	
(126)	HMRC	PAYE and NIC Jan 16	261.04	
(127)	Intouch	Email addresses Jan 16	10.00	2.00
(128)	ALCA	Pension auto enrolment seminar Feb 3 rd 2016 (IG, SH, HB)	60.00	

(129)	Bin-it	Dog bin emptying Jan 16	68.98	13.79
(130)	Kubixnrg	Supply and install CCTV	498.00	99.60
(131)	RBS Software	Alpha Software Maintenance	111.00	22.20
(132)	Sage D/D	Payroll software Jan 16	12.50	2.50
(133)	BT D/D	Hall broadband Jan 16	40.99	8.19
(134)	BT D/D	Hall broadband Dec 16	40.99	8.19
(135)	Microshade	Remote hosting of software Feb 16	45.25	9.05
(136)	SLCC	CiLCA registration for clerk	250.00	

(as per Council's requirement for the clerk to obtain the

qualification)

Cllr Sheppard said that she would not authorise payment of item 130 as the invoice currently said Bleadon Youth Club. The clerk said that she was aware of the issue and had requested an invoice made out to Bleadon Parish Council to be supplied by Kubix and that the cheque would not be sent until this had happened. Cllr Clarke queried the amount as back in October it had been suggested that the council's contribution to the CCTV system would be £200-£300. Cllr Findlay explained that the net payment that the council would make would be this as two contributions for £100 each had been received from the Youth Club and the Coronation Hall as the council could also claim the VAT back. Cllr Clarke said the item had not been put forward to the Finance Committee for discussion and approval. The Chair pointed out that Full Council has power over the Finance Committee anyway but if the councillor wanted to refer it, it could be.

Cllr Findlay pointed out that the work had been done some time ago; there was no labour cost involved as the contractor had just charged for the equipment. Additionally, he had been waiting a long time for his money as the invoice had not been passed on to the council in good time. The Chair pointed out that the council share of the invoice was £300 which was within the stated amount. Councillors indicated they were happy that the amount be paid without reference back to the Finance Committee.

Cllr Clarke suggested that items 120-123 were missing off the January agenda. The clerk checked the agenda and confirmed that the items were on it. She confirmed that items may be added to the agenda after it had been circulated as invoices and correspondence come in after the agenda has been sent out in accordance with the required timing. She pointed out that if items were not added in, then payment would be delayed for another month until the next meeting but that they are on the amended agendas. Cllr Clarke asked that the finance items be listed in the minutes which the clerk readily agreed to do.

It was resolved that all items apart from 130 be paid. Item 130 will be paid once an amended invoice has been received.

281.9 To receive the minutes of the Planning Committee Meeting held Monday 11th January 2016 and note the decisions thereto.

Received and noted

281.10

a) Allotments

Nothing to report

b) Churchyard

Cllr Clarke reported that she had emailed the church architect two weeks ago for quotations but had received nothing. She noted that the occupant of 20 Coronation Road needs to be informed that shrubs from their property are growing into the wall.

c) Footpaths and Bridleways

Nothing to report

d) Roads and Transport

Cllr Sheppard advised the main road by Curry Cottage was splitting in the middle and NSC need to be advised. There are also a number of potholes appearing – Cllr Findlay will advise the clerk of their location

e) Children's playground

Cllr Findlay reported that the sand pit was now finished. The earth had been moved from the springers as backfill and the 4 seater springer had been repaired and fitted with a bark infill. There will be no further need for sand or bark until Spring as the sand from the sand pit had been re-used. Some settlement around the springers should be expected but it had cost £38 in total. The clerk has been asked to write thank you letters to Austin White for the use of the digger and Tony Derrick for his labour

f) Newsletter

Cllr Findlay explained that she had had no time to explore this further and asked that the clerk issue invoices to the advertisers from the latest BVN. Cllr Findlay will sent costs to the clerk.

g) Website

Nothing to report

h) Neighbourhood Watch and Community Safety

Cllr Findlay reported that emails had been circulating around re the policing for local councils. Six crimes in the parish council area had been reported but they are not the same ones as being suffered from in September. All parishes seem to have the same issues with no updates or visits. The beat officer is still on long term sick. Some parish councils have been writing to Avon and Somerset. The clerk was asked to write to the Chief Constable and Avon and Somerset Police & Crime Commissioner.

281.11

Reports

1) Coronation Hall

Cllr Clarke reported that the hall committee was pursuing grant applications. There were problems with the car park spaces on the corners and by the disabled spaces as it is hard to turn into the car park if cars are parked there. Cllr Clarke asked what the parish council views were.

Cllr Sheppard suggested that it was the parish council's decision to remove any lines as the car park is maintained by BPC.

Cllr Findlay said that this would not stop people parking there if they are removed – cross hatching would deter people. The lines could be painted over in yellow and then cross hatched. The Chair commented that he would be concerned about taking too many spaces away for the market . He suggested that the issue be taken back to the Coronation Hall management committee to hear its view and if it agrees we will appoint a contractor.

2) Youth Club

Cllr Findlay reported there was regular attendance of between 14-21 mainly boys. There were plans for the Queen's 90th birthday celebrations in conjunction with other organisations. They were starting to talk about a street party and also the May Fair. The Club is likely to need a new roof and they are aiming to do this in Spring 2017 all via fundraising which is currently going on. About £7k is needed. There have been some special events and there is a new Youth Club leader who is doing well.

3) ALCA

Nothing to report

4) District Councillor

The meeting heard from Cllr Porter earlier on

5) Village Beat Officer

No report received

6) Review of policing priorities

Nothing to report

7) Chairman

The Chair reported that there would be no further action taken by NSC against Cllr Sheppard.

8) The Clerk

The clerk reported that she had recently passed the ILCA course, an introduction to local council administration and that she is now undertaking the CiLCA to become a qualified clerk.

281.12

Correspondence

Noted

Cllr Findlay asked if long items such as DiS Extra from ALCA could be put in the correspondence pack instead of via email. The clerk readily agreed to do so.

280.13

Other business referred to the clerk

None

280.11

Date of next meeting – 14th March 2016

Meeting closed 21.46

DRAFT