

BLEADON PARISH COUNCIL

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Clerk to the Parish
Hazel Brinton
BA (Hons)

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The Chair opened the public session by commenting on the concern of the staff at the mobile library regarding the considerable drop in footfall and that there was a fear that the facility would be withdrawn.

District Cllr Porter addressed the meeting. He commented on the enforcement case in respect of the radio repeater and that an enforcement officer had visited the site. The officer noted the planning permission was for one radio repeater and asked that the others either be removed or planning permission sought. The smaller posts are acceptable. On the site there was no indication of commercial use; a spot check revealed no sign of residential use and there was no evidence of overnight stays but the users could be up there for long hours at a time. In terms of lighting, there is no breach or statutory nuisance. The officer had no comment on the reports of loud music but residents should report if they hear it again as the Environmental Protection Officer can go out at night. Cllr Porter has met the residents who had complained and explained that no breach could be found. Cllr Clarke commented that there was a camera on the site but Cllr Porter replied that there was no infringement of liberties or any statutory reason to intervene..

Cllr Porter went on to comment regarding the flooding at Bridge Road and a survey has revealed contamination from the drains at the garage. This cannot be taken into the rhyme and NSC is awaiting a report from Environment Agency but the garage needs to do something to stop the contamination and NSC are stuck at the moment in terms of providing a solution. He further commented that this was why nothing had happened as the authority were waiting for Environment Agency to come back and let it know what was to be done.

Cllr Sheppard asked Cllr Porter about the promise from Cllr ap Rees for traffic lights as it was now the end of the financial year. Cllr Porter replied that he thought it would be for next year as Cllr ap Rees has told him the survey had been done.

There being no further questions or information, Cllr Porter departed.

Minutes of the Parish Council Meeting of Bleadon Parish Council that was held in the Coronation Hall Coronation Road Bleadon on Monday 14th March 2016 that commenced at 7.30 pm when the following business was transacted.

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

In addition there were 5 members of the public.

282.1 To receive any apologies for non attendance

None

282.2 To receive any declarations of interest

None received

282.3 To received and approve the Minutes of the Meeting of Bleadon Parish Council that was held Monday 8th February 2016

Received and approved unanimously that the minutes be accepted as a true record.

282.4 Past Subject Matters – For the purpose of report only

- 1) Transfer of domain name** **281.7.2**
The Clerk confirmed that this had now been done by Webglu and the name bleadonparishcouncil.co.uk was operational. Cllr Findlay suggested that posters be put around the village announcing the new web address.
- 2) Letter to Mr Butler** **281.7.3**
The Clerk confirmed this had been sent
- 3) Standing Orders and Code of Conduct to be sent to ALCA for comment** **281.7.4**
The Clerk confirmed that this had been done but no comments received back so far
- 4) Cheque for CCTV item 130** **281.8**
The Clerk confirmed that a correct VAT invoice had now been received and the cheque sent

282.5

Resolutions

1) To consider and resolve to elect a Vice Chair of Bleadon Parish Council

The Chair asked for nominations.

Cllr Sheppard proposed Cllr Gutsell. Cllr Gutsell confirmed that she was willing to accept the nomination. Cllr Clarke seconded the proposal. The Chair asked for other nominations – none were forthcoming.

It was resolved that Cllr Gutsell be elected Vice Chair of Bleadon Parish Council for the remainder of the municipal year.

2) To consider and resolve to elect the Chair of the Planning Committee of Bleadon Parish Council

Cllr Gutsell nominated Cllr Findlay who indicated her willingness to accept the nomination. Cllr Clarke seconded the proposal.

It was resolved that Cllr Findlay be elected Chair of the Planning Committee of Bleadon Parish Council for the remainder of the municipal year.

3) To consider and resolve to formally adopt the updated Vexatious Complaints Policy – copy sent to councillors

The Chair asked council for any observations.

Cllr Clarke asked for clarification of the policy to be used for the complaint currently going through as she understood that any new policy adopted would take immediate effect.

The Chair confirmed that the current complaint would be considered under the previous policy. Cllr Clarke asked then whether the council would then have two policies in operation and was concerned at some of the comments going around that in respect of the current policy it was not brought in for just one person.

Cllr Sheppard suggested that the previous Vexatious Complaints Policy was just brought in by the previous clerk.

Cllr Clarke then commented that she was not happy to introduce a new policy when there is an on-going situation and she would like to defer the decision. The Chair asked Cllr Clarke if the suggestion was being made that any complaint would be dealt with under the new old policy then? Cllr Gutsell replied that any new complaint would not be dealt with under the old Corporate Policy but under the new. The Chair responded that actions would be taken from the implementation date and that those received before would be dealt with under the policy in place at the time. It is common law that any complaint be dealt with under the policy in place at the time and is not retrospective.

Cllr Gutsell commented that the current policy has a pre-ambule which welcomes comments from parishioners and that the council wants people to participate but if behaviour gets out of control, then the Vexatious Complaints policy is implemented – none of this is included in the new policy.

The Chair replied that the new policy can be prefaced with the introduction of the old policy if that was council's wish.

It was resolved unanimously that subject to the addition of the introduction of the previous Vexatious Complaints Policy, the new Vexatious Complaints Policy be adopted and implemented with immediate effect for any new complaints.

4) To consider and resolve to formally adopt the updated model Publication Scheme for Parish Councils as recommended by the Information Commissioner's Office

Cllr Findlay proposed this be adopted as the most up to date on the ICO website. Cllr Sheppard seconded. Cllr Gutsell abstained.

It was resolved to formally adopt the updated model Publication Scheme for Parish Councils as recommended by the Information Commissioner's Office

5) To decide which areas of the village the parish council wishes to be part of the Public Space Protection Order and resolve to inform North Somerset Council of its decision

Cllr Findlay suggested the Children's Play area and the green at the entrance to Mulberry Lane – the well green and area of the village cross/pump. She also suggested that both halls be listed as currently only one is.

Cllr Sheppard asked how this was to be policed. The Chair responded that the only way really was to name and shame and that Bleadon Parish Council has agreed to that before but that two witnesses were required before the naming and shaming.

Cllr Findlay said that this order was like an extra power such as a bye-law with an even heftier fine.

It was resolved that the Children's Play area, the area by the village cross, both village halls and the well green be put to North Somerset Council for inclusion in the PSPO

6) To consider and resolve which areas of the village the parish council wishes to be part of the Portable Vehicle Activated Signs rollout by North Somerset Council.

Cllr Findlay observed that in order for the sign to be effective, it needed to be placed on a long run. Cllr Sheppard suggested Bleadon and Shiplate Roads. Cllr Findlay concurred that Shiplate Road was a problem. The Chair suggested Bridge Road.

It was resolved that North Somerset Council be advised that Bleadon Parish Council wishes the sign to be placed on Shiplate Road, Bleadon Road towards the bend and Bridge Road.

7) To consider and resolve to confirm the recommendation of the Finance and Personnel Committee in respect of the timing and level of payment of the Church Clock honorarium.

The Chair advised that the recommendation from the Finance and Personnel Committee be £200 per year paid quarterly in advance.

Cllr Findlay queried the payment to be made in advance. She asked about the timing of the salary payments to both the clerk and the ranger and the clerk informed council that both the employees were paid significantly in arrears of up to two weeks. Cllr Chinn queried whether the parish council has the ability to increase the payment. It was confirmed that the parish has the power to do so.

It was formally resolved that the Church Clock honorarium be paid quarterly in arrears and at the amount of £200 from March 2016.

8) To consider and resolve to confirm the recommendation of the Finance and Personnel Committee in respect of the grant application from Bleadon Youth Club.

Cllr Clarke suggested that applicants be reminded that the council needs a formal grant application to consider the matter.

The Chair advised that historically the Youth Club had a charitable grant which paid for this but this had now expired and in the future the club would be advised to make a formal grant application.

It was formally resolved to confirm the recommendation of the Finance and Personnel Committee to pay £200 towards the cost of running and maintaining the community lighting to Bleadon Youth Club.

9) To consider the response of Bleadon Parish Council to the Queen's 90th Birthday celebrations specifically the provision of funding of £200 for children's entertainment and the provision of a memento to the children of the village.

The Chair commented that the council had not had a chance to input into the village discussions.

Cllr Findlay said that she would have gone but was not available at the time due to illness and that no one had been officially invited to the discussions; they original meeting was an informal get together to discuss options.

Cllr Gutsell asked who had been involved in the discussions. Cllr Findlay said the WI, the Bleadon Youth Club and the village ranger – it had not been officially led by the WI but was just a group of people who had come together.

The Chair expressed concerns regarding public liability insurance and that the request for finance which can only be paid over to recognised bodies. As it was in his opinion, the plans were too loose for the council to consider finance. No formal committee had been formed but there was £200 in the budget for this celebration. He suggested that the council may wish to provide a commemorative coin to the village children.

Cllr Clarke commented that the last time coins were ordered by the council, not all were given out and she had concerns too about where the money was going to go in.

The meeting was suspended to allow Mr Findlay to advise on the actions taken so far.

The Chair reconvened the meeting after information was given to council by Mr Findlay.

The Chair commented that the concerns of the council may be answered if the group came under the auspices of the Hall committee for example but it did need to be a formal group and to take out 3rd party insurance. He felt that the council must be sure that the statutory concerns were met.

Cllr Gutsell added that if a different organisation met would it be possible for the parish council to set up 3rd party insurance? The Chair commented that this would only be possible if the council approves the action and the insurers agree. He further added that the prime concern is that the council acts in a statutory manner.

Cllr Gutsell suggested that as £200 had been set aside in the budget, there was potential for the parish council to be involved. The Chair agreed if the necessary structure was set up but that there does need to be a formal overarching body. Cllr Chinn volunteered to represent the council in the matter. **It was formally resolved that Cllr Chinn represent Bleadon Parish Council in attending meetings to do with the celebrations.**

Cllr Gutsell added that she was happy to go along too if the dates were circulated. Cllr Chinn was asked to report back to council.

The Chair had obtained a sample of a commemorative medal for £1.99 each plus £7.50 shipping. The medals could be given to the children as a memento. The sample was passed to Cllr Chinn to take to the group.

10) To consider the request from the Parochial Church Council in respect of erecting a banner when staging exhibitions.

It was formally resolved to accept the request from the Parochial Church Council to erect a banner when staging exhibitions.

11) To consider and resolve how to respond to the complaint made by Mr Butler and Ms Gower-Crane

The Chair handed out a hard copy of the communication received together with the advice from the clerk on the matter and asked for short comments or observations for the matter to be considered in the light of the Complaints Policy.

The clerk explained what could be considered under the council policy and what could not.

The Chair asked for comments in the light of the current council policy on complaints.

Cllr Findlay replied that she felt much of the complaint had already been dealt with by both the previous resolution of the council and the subsequent letter sent to Mr Butler in which the council expressed its thanks for past support and reminded Mr Butler of what its policy would be going forward. She felt therefore that it had been dealt with in the most part.

Cllr Chinn commented that the clerk had researched the way forward in handling the complaint and that this is all the council can comply with.

Cllr Gutsell felt that the only way to resolve the issues is to respond to the letter point by point. She suggested the setting up of a sub committee to see if there were any gaps that needed to be addressed.

The Chair responded that this seemed to be a reasonable suggestion. Cllr Findlay commented that the letter was a few questions with a lot of filler.

The Chair asked for the composition of the sub-committee.

It was formally resolved that a sub-committee of the Chair, Vice Chair and Clerk be set up to investigate the complaint and respond to the complaint.

282.6 To approve the following items of expenditure for the month

(137)	BT	Broadband February 2016	40.99	8.19
(138)	Salary and expenses	February 2016	1212.26	
(139)	HMRC	PAYE etc Feb 2016	261.04	
(140)	Webglu	Hosting, tsf of domain name	98.00	19.60
(141)	Bin-it	Dog bin emptying Feb 2016	68.98	13.79
(142)	ALCA	Annual Subscription	208.26	
(143)	Agilisys	BVN printing	360.00	72.00
(144)	Sage UK	Payroll software March 2016	17.50	3.50
(145)	North Somerset Council	Non Domestic rates	459.80	
(146)	EDF Energy	Street lighting Jul – Dec 15	233.23	10.89
(147)	Clerks and Councils Direct	Subscription renewal	12.00	

Additional items since agenda sent out

(148)	Microshade	Remote hosting March 16	45.25	9.05
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It was formally resolved that the items be paid

The Chair informed that council that earlier the Finance and Personnel Committee recommend that the grant of £100 to the Contactus group be paid. **It was resolved that this be formally agreed by full council.**

He further reported that the contracts for both the clerk and the village ranger are to be further investigated by the Finance and Personnel Committee but that this would be done quickly.

Cllr Clarke raised the issue of ALCA payments and suggested there was a double payment in 2014/2015. The current clerk was not in post then but would investigate.

Cllr Clarke suggested that items 121-123 were missing off the agenda for January. The clerk felt that this was not the case as an amended agenda had been supplied in hard copy that included these items but would investigate and report back.

282.7 To receive the minutes of the Planning Committee held on Monday 8th February 2016 and to note the decisions thereto.

It was formally resolved to note the decisions of the Planning Committee of Monday 8th February 2016.

282.8 Open Spaces Committee Reports

a) Allotments

Cllr Sheppard would like to thank the ranger for re-handing the allotment gate and adjusting the spring on the footpath gate.

Cllr Sheppard furnished the clerk with the address to which to send invoices for Lower 9 in the name of Mrs Davies.

Cllr Sheppard commented on the email received from Mr and Mrs Paterson in respect of the allotments specifically the rubbish on the site and noted that there had been problems in the past and that maybe a skip was required to clear? She also commented that people were walking dogs on the perimeter of the allotments.

b) Churchyard

Cllr Clarke reported that she had received two quotations from Quentin Alder, the church architect and that there was a £10k discrepancy between the two. She has written to Mr Alder and asked for two other quotations and she was hoping that he would come back with another.

Cllr Findlay offered to find out the name of the occupier of the Old Post Office so that the clerk may write in respect of the vegetation growing into the wall from their property.

c) Footpaths and Bridleways

Nothing to report

d) Roads and Transport

Cllr Clarke asked what was going on with the tracks opposite Roman Road. Cllr Chinn responded that the verge had been heavily damaged by an earth moving vehicle heading towards Bleadon Hill.

Cllr Clarke further reported that the light outside of the Rectory was permanently on and that NSC should be informed.

e) Children's playground

Cllr Findlay reported that the springers are settling down.

f) Newsletter

Nothing to report.

The Chair considered that to publicise the Annual Parish Meeting coming up in April, a single sheet of A4 for each household should be sent around.

g) Website

Nothing to report. The clerk was asked to check the date of the next Open Spaces meeting on the website and the link to the Annual Report 2013. The clerk explained that any links to previous documents had been taken from the old website so the problem if there was one was inherited from this site. Council asked that pages relating to societies and local business be placed on the agenda for discussion.

h) Neighbourhood Watch and Community Safety

Cllr Findlay reported that six crimes had been reported but nothing like that of before. There are a few Neighbourhood Watch notices and a house to house caller after antiques has been spotted in the village. Cllr Findlay asked that residents be aware of distraction incidents that are taking place in supermarket car parks and to be wary of cold callers. There is no main NHW co-ordinator but there are individual co-ordinators for some roads.

The Chair suggested appealing in the next newsletter for co-ordinators.

282.9

Reports

1) Coronation Hall

Cllr Clarke reported that the hall committee was pursuing grant applications. There were also ongoing discussions about the refurbishment of the hall and when it would and how the hall access would be managed between June and July.

The Chair commented that work was due to commence 13th June as he had been told by Les Masters.

Cllr Clarke added that the work was expected to take 8 or 9 weeks.

2) Youth Club

Cllr Findlay reported there had been no meeting.

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 reminded all chairs of committees that reports were needed for the Annual Parish Meeting in April and that one was also needed from the Coronation Hall Management Committee.

8) The Clerk

The clerk reported that training for councillors would be taking place on Monday 21st March in the Coronation Hall.

282.10

Correspondence

Noted

Cllr Findlay asked the Chair to provide the questions received from Mr Pat White at the last meeting and for sight of the responses given. The Chair responded that the questions were in fact for the Chairman and would consult the clerk on the provision of the information.

282.11

Other business referred to the clerk

The request for closure of the village hall car park for the May fayre was discussed and agreed by council.

The plant up for Spring was highlighted and Cllr Findlay confirmed that an order would be placed as usual for the planning scheme in April. Cllr Findlay was asked by the Chair to respond to Mr Pyke's email regarding the plant up.

282.12

Date of next meeting – 11th April 2016 – Annual Parish Meeting

Meeting closed 21.25

DRAFT