

# BLEADON PARISH COUNCIL

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Clerk to the Parish Council

**Maria Bird**

**Coronation Hall, Coronation Road, Bleadon BS24 0PG**

Tel: 07453 358 318 Email: [parishclerk@bleadonparishcouncil.gov.uk](mailto:parishclerk@bleadonparishcouncil.gov.uk)

Minutes of the meeting of Bleadon Parish Council held in the Coronation Hall, Bleadon, which commenced at 7.30pm on Monday 9<sup>th</sup> October 2017 when the following business was transacted.

Present: Councillors, Steve Hartree (Chairman), Mary Sheppard (Vice Chairman), Kathy Strong and Ray Blezard (after 300.3)

Clerk: Maria Bird                      District Cllr Terry Porter

Sixteen members of the public were present.

**300.1            To receive any apologies for non-attendance**

Apologies were received due to personal reasons from Cllr Chinn and Cllr Dobson.

**300.2            To receive any declarations of interest in items on this agenda**

Declaration of interest received from Cllr Sheppard on agenda item 300.11, 300.13, 300.20, and 300.21.

**300.3            To consider the co-option of Ray Blezard to the Parish Council.**

Mr Blezard briefed the Council, and then left the room whilst a decision took place.

**It was resolved** to co-opt Ray Blezard to the Parish Council. Cllr Blezard read out and signed the declaration of acceptance of office.

**300.4            To approve the minutes of the Parish Council meeting held on 11<sup>th</sup> September 2017.**

**It was agreed** to approve the minutes. The minutes were signed by the Chairman as being a correct record of the meeting.

**300.5            To invite public participation –**

i)            Members of the public

A parishioner provided thanks for the cleaning of the notice boards which was noted by Councillors (Cllrs).

A parishioner raised points regarding 300.26 on the agenda. In April 2017, it was unanimously resolved to increase the Clerk weekly contract from 15 to 18 hours. This has seen an increase in monthly salary costs paid by the Parish Council and

once the Clerk is qualified this will increase further and affect the precept. Bringing additional staff has not been seen in other Parishes to support an increase in workload. They requested this to be taken into consideration and with the right encouragement to ask for support from Parishioners as previously achieved in 2005 with the Parish Plan.

ii) District Councillor

District Cllr Porter congratulated new Cllr Blezard on his co-option. Cllr Porter confirmed that no planning application form has been received by North Somerset Council (NSC) for the two hundred and fifty houses at the land west off Bridge road.

District Cllr Porter provided an update regarding the shooting on accommodation road and confirmed that landowners were served with a Community Protection Warning (CPW) on 26 September 2017, issued under the Anti-Social Behaviour, Crime and Policing Act 2014. The CPW requires the landowners to stop allowing the discharge of firearms from their land with immediate effect. If shooting is heard, District Cllr Porter informed members of public and Cllrs to report it, with the dates and times to North Somerset Council Officers.

Public Space Protection Orders are being rolled out by North Somerset Council and can be found on the North Somerset Council website.

A member of the public highlighted that the planning application 17/P/2278/O on the agenda is not available on the NSC Planning Portal. District Cllr Porter confirmed that the planning portal is not fully operational and any planning applications not on the NSC Planning Portal, hard copies will be sent to the Parish Clerk and an extension on the submission date is provided. The clerk confirmed that no hard copies have been received from NSC in regards to planning application 17/P/2278/O. District Cllr Porter confirmed he will investigate.

Parish Cllr highlighted that the cleaning of the drains within Bleadon has not been done effectively. District Cllr Porter confirmed that he will follow this up.

A Parishioner highlighted that cyclists within Bleadon are a growing concern with Parishioners at certain points throughout the village and asked if this is a concern in other Parishes. District Cllr Porter has not heard of any concerns regarding cyclists. The Chairman highlighted those Parishioners with concerns to report to North Somerset Council or the Police.

District Councillor Terry Porter left the meeting.

iii) The Police

PCSO was not in attendance. The Clerk highlighted that the PCSO had requested to be notified of any planned Halloween Events or Firework Nights/Displays that will be occurring in the Parish. The Clerk asked Parishioners to let her know so information can be forwarded to the PCSO.

### **300.6 To receive the Clerk's report.**

The External Annual Return - Audit Documents 2016-17 have been received and published on the Parish Council website. [www.bleadonparishcouncil.co.uk/parish-council/reports/](http://www.bleadonparishcouncil.co.uk/parish-council/reports/)

The Fallen Branches reported to NSC have been collected from The Veale.

The next Marshalls meeting date has changed to the 14th November 2017.

The Clerk met with NSC Senior Engineer to discuss the request of making the car park one way, with the entrance on the Eastern Side (near the public conveniences) and the exit on the Southern Side (adjacent to the front of the hall). A summary of the meeting was provided and the clerk will add this onto the November agenda for a full discussion.

The Clerk to attend a Training Course on October 19<sup>th</sup> 'Clerk the knowledge Part 3 - finance and precept.

The policy documents discussed at the September meeting are in the process of being updated by the Clerk.

All invoices which included the notice of the increase in rental payment for 2018 /2019 were sent out to all allotment holders on the 15<sup>th</sup> September 2017.

The Clerk informed NSC of the request to look at repainting some of the white lines on Coronation Road and has received confirmation that NSC added the location to their list of works and will get it done as soon as possible.

W-S-M Town and Parish Forum meeting with ALCA will be held on the 1st November 2017. The Clerk and Chairman will be attending.

The Clerk made apologies to ALCA for Cllrs non-attendance to the ALCA Annual General Meeting.

The Clerk is waiting for a response from NSC enforcement team regarding enquires raised in the last meeting.

The Grass Tender advertisement has been publicised as agreed. Three enquiries have been received and the documents have been provided to the interested parties.

### **300.7 Exchange of information between Councillors.**

Cllr informed that old NSC notices are still up and around The Veale. The Clerk will ask for an update from NSC.

Cllr provided an update regarding activities within the village. The Chairman requested that any concerns should be recorded to the Police.

Chairman thanked Marshalls for the donation of the paving slabs, which have been laid by the Village Ranger for the storage container to be placed on. Cllr confirmed that we are waiting delivery of the container.

Chairman requested permission to suspend standing orders for member of the public to speak on agenda item 300.8. Permission agreed by Cllrs.

### **300.8 To receive an update from the Bleadon Action Group meeting.**

Member of the public informed that meetings have been held and a process has been put in place in regards to the proposed development of 250 houses west of Bridge Road and other developments within the Parish.

Chairman asked if the Bleadon Action Group could consider meetings to be publicised on the Parish Council notice boards to inform parishioners when meetings will happen so they can submit any concerns / observations to the group prior to the meeting. A member of the public confirmed that volunteers will be visiting all houses within the parish to provide an update.

It was agreed to reinstate standing orders and go back into session.

**300.9 To consider the recommendations for the following policies:-**

Policy	Comments
i) Complaints Procedure	Recommendations to be discussed at the November meeting
ii) Financial Regulations	Recommendations to be discussed at the November meeting
iii) Procurement Policy	Recommendations to be discussed at the November meeting
iv) Standing Orders	Recommendations to be discussed at the November meeting

**300.10 To consider reinstating planning committee meetings at regular intervals and agree the terms of reference.**

The Chairman confirmed this has been requested to be considered by three councillors as per standing orders and the Clerk has recommended the committee to have five members. He informed the meeting that Cllr Sheppard has indicated that she does not want to be a member of the planning committee.

**It was agreed** to reinstate the planning committee and the present members of the council with the exception of Cllr Sheppard to be members of the planning committee. The terms of reference of the planning committee to be discussed at the first planning committee meeting and presented back to the full parish council meeting.

The Chairman highlighted that Agendas will be created and relevant notice provided to members of the public prior to the planning committee meeting.

**300.11 To consider the following planning applications.**

17/P/2103/F Haywood Park, Roman Road, Bleadon, BS24 0AB  
Insertion of 2 No. conservation style rooflights and 2 No. dormers to garage roof.

**It was agreed** not to object to the planning application.

17/P/2171/F Rose Mount, Hillcote, Bleadon, Weston super-Mare, BS24 9JT  
Minor Material Amendment to permission 17/P/0506/F (Re-submission with altered design of permission 15/P/2484/F for demolition of existing dwelling and erection of replacement dwelling ) to allow for an additional first floor window.

**It was agreed** not to object to the planning application.

17/P/2189/F CELTIC HIDE, Celtic Way, Bleadon, Weston-super-Mare, BS24 0NB raised roof height incorporating 3 no. dormers to front, Rear dormer to create additional living space. Partial rear/side extension. Provision of canopy to front and raised terrace area to the rear, following the demolition of the existing garage and front boundary wall.

**It was agreed** to object to the planning application as the revised plans are contrary to the agreements made prior to the new plans submitted.

17/P/2278/O Land Adjacent to RIVERMEAD, Purn Way, Bleadon, Weston-super-Mare, BS24 0QF Outline application for the erection of a single dwelling house and garage, with matters of access and layout to be considered. Matters of appearance, landscaping, and scale reserved for subsequent approval.

**It was agreed** for the Clerk to contact North Somerset Council Planning Department, to inform them that the Parish Council has been unable to discuss the application at the meeting as relevant documentation was not placed onto the NSC Planning portal for Cllrs to review. The Clerk to request an extension to the submission dates to after the next parish council / planning committee meeting to allow Cllrs to review the application in detail.

- 300.12 To note the following planning decisions.**
- 17/P/1920/F Mendip Croft, Celtic Way, Bleadon, BS24 0NA Formation of parking area including access to highway. **GRANTED**
- Decision was noted.
- 300.13 To agree the response to North Somerset email request regarding 17/P/1502/F Land at Purn Holiday Village, Bridgwater Road, Bleadon, BS24 0AN Change of use of land involving the siting of 90 static and touring caravans' (as initially proposed) to 40 static and touring caravans.**
- It was agreed** that the initial decision and comments of no objection to the planning application but for the developer to be asked to contribute to the levy for the general improvement of traffic issues likely to be caused by the development particularly at the junction of the A370, still stands.
- 300.14 To consider the Terms of Reference for the Neighbourhood Plan Steering Group.**
- It was agreed** to approve in principle, subject to minor amendments which the Chairman will discuss in detail with Cllr Dobson.
- 300.15 To review and agree the Risk Assessment Schedule.**
- It was agreed** to discuss this in detail at the November Parish Council meeting.
- 300.16 To consider and agree the arrangements in regards to the maintenance of the Churchyard.**
- The Chairman read out Cllr Dobson's email report from the PCC meeting.
- It was agreed** to discuss this in detail at the November Parish Council meeting.
- 300.17 To consider and agree the response to the email received from Quentin Alder Architects regarding the condition of the South Boundary Wall in the Churchyard.**
- It was agreed** to thank the architect for the email and inform them that it is on hold until further notice.
- 300.18 To consider the project recommendations from the management working group.**
- It was agreed** to discuss this in detail at the November Parish Council meeting, when the author of the document is present.
- 300.19 To consider bark top-up quotations and agree the Playground Surface Options available to be used for the Playground area.**
- A councillor has been in contact with Fountain Timber and informed the meeting that bags of bark are £49.20 each and five bags is the minimum order with £18.00 delivery.
- It was agreed** to purchase five bags of bark to top up existing bark levels from Fountain Timber.
- It was highlighted that, alternative playground options is a potentially large expense if considered in the future by Councillors and should be looked at in the 2018 /2019 budget.

Cllr Strong agreed to look at costs of alternative playground options and provide to the Clerk for the end of October to consider in the proposed 2018 /2019 budget.

Cllr Mary Sheppard left the meeting.

**300.20 To agree the response to the 'Draft Accessible Housing Needs Assessment Supplementary Planning Document' from North Somerset Council.**

**It was agreed** no response to be provided to North Somerset Council.

**300.21 To agree the response to the North Somerset Site Allocations Plan Proposed Modifications Consultation.**

It was highlighted under Main Modification number MM75 on the Policies Map and Reference AM103 on Community Facilities Schedule (page 84) in the document, Under the topic 'Strategic Open Space - West of Bridge Road, Bleadon', where the proposed change is to 'Delete the strategic open space allocation' with the Comment: 'Land is privately owned and proposal not funded or in any programme.'

It was highlighted that a document from the developer on behalf of a landowner had been submitted in May 2017 to NSC regarding the land west of Bridge Road.

The Clerk read out the change in wording proposed for the Undesignated Green Space.

It was highlighted that the consultations documents are available on the North Somerset Council website for review and the deadline date for comments is the 30<sup>th</sup> October 2017.

**It was agreed** to object to any change to the original description of the allocation of the land west of Bridge Road and support the continual designation of use of the land as being for recreational purposes.

Cllr Mary Sheppard returned to the meeting.

**300.22 To agree the purchase of Adult Defibrillator Powerheart G5 AED with CPR Device pads from Defibshop at £90.00 (exc. VAT) (£108.00 inc. VAT).**

**It was agreed** to purchase the Defibrillator Pads at a cost of £90.00.

**300.23 To consider the request in principle to allow the use of one portable bar in a converted horse box near to the Coronation Hall, this would occupy two car parking spaces.**

**It was agreed** to refuse this request due to noise consideration and its proximity to the playground.

**300.24 To agree Cllrs to open and review received grass contract tenders after the closing date.**

**It was agreed** for the Clerk and the Chairman to open and review the grass cutting tenders after the closing date of 5pm on the 31<sup>st</sup> October 2017.

**300.25 To review and approve monthly budget report and bank reconciliation for September.**

**It was agreed** to approve the September monthly budget report and bank reconciliation.

300.26

**To consider the allocation of an agreed contingency from the current budget to provide additional support staff to deal with an anticipated increase in workload.**

It was highlighted that it is not possible within the current budget to allocate additional costs, unless it is taken from existing budget lines or from reserves as the budget has been set for the year.

It was requested to understand costs incurred by other Parish Councils that have adopted a Neighbourhood Plan. The Clerk to ask Cllr Dobson for clarification on costs.

**It was agreed** to defer to the next Parish Council meeting in November.

300.27

**To agree a response to the LAIS - Precept Consultation.**

**It was agreed** to respond and state that we do not want to see any changes to the existing procedure for parish council precepts.

300.28

**Finance - To approve items of expenditure and income**

Chq	Payee	Details	Net	VAT
300701	EDF Energy	Street Lights Electricity	£167.50	£8.36
300702	Drink Water Tree Services	Crown Raise birch trees £60.00 and Remove birch tree and stump £160 plus VAT	£220.00	£44.00
300703	SSE Enterprise	Lighting Maintenance 2 <sup>nd</sup> Quarter 2017 /2018	£15.65	£3.13
300704	Faye Thomas	Sept Public toilet cleaning	£200.00	£0.00
300705	Bin It	Dog bin emptying	£70.54	£14.11
300706	Alistair Gill	Village Ranger salary	£312.00	£0.00
300706	Alistair Gill	Village Ranger expenses: Mileage	£19.04	£0.00
300707	Maria Bird	Clerk salary	£913.61	£0.00
300707	Maria Bird	Clerk expenses: Mileage £74.70; Home Working Allowance £17.33; Mobile Phone £4.99; Printer, Print Cartridges £17.99, Paper £3.49; Stamps £36.84	£154.76	£0.58
300708	HMRC	PAYE and NI	£149.94	£0.00
300709	B Robinson	Honorarium for Church Clock to the end of October 2017	£50.00	£0.00
300710	GAPTC	Training Course for Clerk ' Clerk's the knowledge 21.9.17	£35.00	£0.00
300711	Strutt & Parker	Tenancy of Allotments 26.3.2017 – 29.09.2017	£72.50	£0.00
300712	ALCA	Training Course for Clerk 'Information Security / Data Protection'	£30.00	£0.00
300713	GB Sports	Playground inspection	£15.00	£3.00
300714	North Somerset Council	Dog Bin Collection – April 2014	£32.00	£6.40

Income

Chq		Details	Net	VAT
BACS	North Somerset Council	Precept	£19,570	£0.00
Cheques	Various Allotment holders	Allotment Rental for 18 half plots	£135.00	£0.00

**It was agreed** to approve the expenditure with the additional item of payment to North Somerset Council of £38.40 for an outstanding invoice for Dog Bin Collection from April 2014.

**300.29 To receive the following Open Spaces Committee reports:**

- (a) Allotments – Cllr highlighted that an additional water meter will be added to monitor the water used by allotment holders. The cost of the water used will then be able to be monitored by the provider and costs passed onto the Parish Council.

It was requested for the Village Ranger to rub down and paint the entrance gate at the allotments. The Clerk will inform the Village Ranger of the request.

- (b) Churchyard – no report.
- (c) Footpaths & Bridleways – no report.
- (d) Roads & Transport – no report.
- (e) Children’s Playground – covered in agenda item 300.19
- (f) Newsletter – The date of next edition is scheduled for the end of November / beginning December. The Clerk is waiting for Advertising revenue to be provided by the editor to then send out relevant invoices.
- It was requested that details of the editor and printer to be included in the next edition of the newsletter. The Clerk to inform the editor.
- (g) Website – no report.
- (h) Neighbourhood Watch & Community Safety – no report.

**300.30 To receive the following brief holder’s reports:**

- 1) Coronation Hall – The Chairman read out key points from the 21<sup>st</sup> September Coronation Hall minutes.
- 2) Youth Club – The Chairman to attend the Annual Youth Club Meeting on 12<sup>th</sup> October 2017 in Cllr Dobson and Cllr Chinn absence.
- 3) ALCA – discussed in the Clerk report.
- 4) Chairman – no report.

**300.31 To receive a report from the Management Working Group**

The Chairman asked Councillors to read the report Cllr Dobson provided and to carry over to the next meeting. The Chairman thanked Cllr Dobson for his work and enthusiasm in attracting other Parishioners to join the working group and parish council and obtaining parishioners views across the parish.

**300.32 The date of the next Parish Council Meeting.**

**Monday 13<sup>th</sup> November at 7.30pm**

Meeting Closed 9.25pm