

BLEADON PARISH COUNCIL

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DRAFT Minutes of the Annual Meeting of Bleadon Parish Council held in the Coronation Hall, Bleadon at 7.00 pm on Monday, 14th May, 2018 when the following business was transacted.

Present: Councillors Steven Hartree, Mary Sheppard, Ray Blezard, Jim Baines, Andy Scarisbrick, Anne Selway and Gill Williams

Clerk: Marian Barber

District Councillor: Cllr Terry Porter (to 19:55)

From item 309.5: Councillors Jo Richardson and Kirsten Hemingway

19 members of the public were present.

309.1 TO ELECT THE CHAIRMAN FOR THE YEAR 2018/19

Cllr Hartree opened the meeting and asked for nominations for the office of Chairman of the Parish Council for the year to May 2019. Cllr Baines was nominated by Cllr Sheppard, seconded by Cllr Scarisbrick and **Elected** unanimously; there were no other nominations. Cllr Baines read out and signed the Declaration of Acceptance of Office, thanked the Council for electing him then took the chair. He looked forward to the support of the councillors, in particular Cllrs Hartree and Sheppard who have considerable knowledge of the village as well as the legal duties and practical tasks regarding Parish Council work.

309.2 To Elect a vice-Chairman for the year 2018/19

Cllr Sheppard was nominated by Cllr Baines, seconded by Cllr Selway and **Elected** unanimously; there were no other nominations. Cllr Sheppard read out and signed the Declaration of Acceptance of Office.

309.3 To Receive any apologies for non-attendance

PCSO Mitchell was not able to attend but had sent a report to the Clerk (309.12.iii)

309.4 To Receive any declarations of interest in items on this agenda

None declared.

309.5 To Consider Applications for Co-option to the Parish Council

Two applications had been received by the closing date. Jo Richardson and Kirsten Hemingway were asked to stand and say a few words about themselves and their reasons for applying. Councillors then signed voting slips for each and these were counted by Chairman and Clerk. Both applicants were **Co-opted** by a simple majority. Each then read out and signed the Declaration of Acceptance of Office and were welcomed as full members of the Parish Council.

309.6 To Elect members and chairmen for the following Committees:

(note that the Chairman is a member *ex officio* of all committees and sub-committees)

a) Planning = **All Councillors**

- b) Finance and Personnel = **Cllrs Hartree, Baines and Selway**
- c) Vexatious Correspondence and Complaints = **Cllrs Hemingway, Richardson, Sheppard and Baines.**

Note that Chairmen of each committee will be agreed at the first meeting.

309.7 AGREED representatives on the following village organisations:

- a) Youth Club = **Cllr Williams**
- b) Marshalls Liaison Group = **Cllr Blezard**
- c) ALCA = **Cllr Hemingway**

309.8 AGREED the following Councillors responsible for:

- a) Allotments = **Cllr Sheppard**
- b) Churchyard = **Cllr Sheppard**
- c) Footpaths & Bridleways = **Cllr Hemingway**
- d) Roads & Transport and Marshalls Liaison = **Cllrs Blezard and Scarisbrick**
- e) Children's Playground = **Cllr Williams**
- f) Bleadon Village News = **Cllr Richardson**
- g) Website = **Cllrs Hemingway and Richardson**
- h) Neighbourhood Watch & Community Safety = **Cllr Richardson**
- i) Bleadon Floral = **Cllrs Blezard and Hemingway**

(It was noted that 'Bleadon in Bloom' was a misnomer as the village did not enter that national competition.)

309.9 To Approve the Minutes of the Annual Parish Meeting held on 9th April 2018

The minutes were **APPROVED**.

309.10 To Approve the minutes of the Extraordinary Parish Council meeting held on Friday 4th May 2018.

The minutes were **APPROVED**.

309.11 To Confirm the schedule of ordinary meetings of the full council until May 2019

The full council is scheduled to meet at in the Coronation Hall at 7pm on the second Monday of each month except August (no meeting). The meeting in April will be the Annual Parish Meeting. The schedule was **CONFIRMED**.

309.12 To Invite public participation – This session is open to the Public to present comments, observations, information, petitions or lead deputations and is the only time members of the public may participate during the meeting. (Please note that the Council is unable to make any formal decisions under this item). This section of the meeting will take no longer than 30 minutes.

i. Members of the public – none wished to speak at this time.

ii) District Councillor – Cllr Porter reported that Hutton had borrowed the flashing speed sign for a few months; its purpose is to alert drivers when they are over the speed limit. Bleadon may wish to try it too, although it has limited effect.

Action: Clerk to contact Hutton Clerk for more information.

The hand-held speed gun requires police-designated and trained users. A parishioner stated that Bleadon used to have one and asked where it had gone.

Action: Clerk to see if it is in the storeroom.

iii) Police – PCSO Mitchell had provided a written report showing 26 calls were received from the parish between 9th April and 14th May. Seven crimes were recorded: 3 x road related offences; 1 x burglary non-dwelling; 1 x burglary dwelling; 1 x fraud; and 1 x theft. There are no current police priorities in this area.

A councillor asked if there is an asset list, and could it be circulated to councillors. It was confirmed that the asset list was due for updating and would be circulated. Also a list of the duties and responsibilities of local councils, and a map of the parish.

Action: Clerk to source and circulate by email.

309.13 To Approve the Setting Up of Internet Banking with Unity Trust Bank

Internet banking will reduce the time and cost of some aspects of the Parish Council's administration. Clerk will be able to view the accounts and submit invoices for payment. Councillors will be able to view the accounts and authorise payments (two to authorise every payment). No-one will have authority to submit AND pay. These are standard precautions to reduce the likelihood of fraud.

APPROVED.

309.14 To Approve Signatories for Unity Trust Bank Accounts

Two signatures are required on all cheques. Currently there are only two signatories. It is recommended that a minimum of two additional signatories be approved.

APPROVED – Cllrs Baines and Selway to be added.

309.15 To Note that Insurance Cover is in year two of a three-year agreement.

The Parish Council entered into a three-year agreement from July 2017 to June 2020 with Came and Company, renewed annually. Annual expiry is 12th June 2018 and the renewal premium is £2,346.05 (listed in Expenditure at 309.18). The agreement holds the premium cost level but there is a slight increase due to an increasing in tax. The insurance covers all required risks including public, employer and professional liability.

NOTED.

309.16 To Consider the following Planning Applications:

None received prior to publishing the Agenda.

309.17 To Consider a contribution to improvements to Footpath AX6/12/30 – South Hill

A resident reported that this footpath had been extremely wet over the winter. NSC suggested that stone to be placed along approximately 30 metres. NSC estimated the cost at £350 and asked if the Parish Council would contribute 50%. Options include: 1 – agree to fund; 2 – prepare a schedule of the footpaths in the parish and rank their 'importance' to residents in order to agree best use of Parish funds.

Standing Orders were suspended to allow a discussion.

Parishioners noted that several paths were a problem but considered that roads were a problem too, suggesting double yellow lines be put on the corner by Coronation Hall. A Councillor explained that this had been suggested within the last three years, at which time parishioners did not wish to have yellow lines at all.

Standing Orders reinstated.

Councillors responsible for roads, transport and footpaths will look at these issues together. The definitive map requires updating but gives a reasonable picture of the Public Rights of Way in the parish.

AGREED that a schedule of the paths will be created in order to determine relative importance.

Action: Clerk to write to NSC to ascertain their planned expenditure on PROW in Bleadon (copy to Cllr Porter).

309.18 To Approve Items of Expenditure and Income.

Paid after last meeting:

Chq	Payee	Details	Net £	VAT £
300791	Sole Trader	Public Toilets cleaning April	225.00	
		Store cupboard key cut	5.00	

APPROVED

Expenditure

Chq	Payee	Details	Net £	VAT £
DD	Vodafone	Mobile phone 27 April	17.07	3.41

300792	Came & Co	Parish Council Insurance	2346.05	
300793	Bin-it	Dog bin emptying	70.54	14.11
debit	Unity Trust Bank	Service Charge April	11.70	

APPROVED.

The following payments have been **APPROVED, SUBJECT TO** signatories' sight of the payroll information from PATA, in order that the employees can receive their salary cheque on the 28th of the month.

DD	NEST	Clerk's pension	42.57	0
	HMRC	PAYE/NI	340.29	0
	Clerk	Salary May	718.88	0
	Ranger	Salary May	312.00	0

Income

Pay in slip	Ch/cash/BA CS	Details	Amount £
	BACS	NSC Council Tax Support Grant	457.21
	BACS	NSC Village Orderly (Ranger) Grant	161.09

APPROVED.

309.19 To Consider a contribution towards the pedestrian improvements at A370 / Bridge Road junction.

A scheme has been prepared by NSC costing just under £22,000. It is not programmed for this financial year and it is not in the NSC budget. It would be possible to include it later on in this financial year if fully funded from non-NSC budgets. Otherwise it will be put on the programming list for 2019/2020. Marshalls have offered materials to the value of approximately £5k but councillors have asked for a cash contribution as well. The Annual Parish Meeting attendees wanted an early solution. The Parish Council has around £20k reserve specifically for 'improvements for the benefit of the village' and a further £30k free reserve. However, it was suggested that the scheme as shown did not slow the traffic down sufficiently and that something more robust was required.

Standing Orders were suspended to allow public discussion. Some of these points were made at 309.22 but have been included here for clarity.

It was suggested that all parishioners need to see plans and discuss options, however it was noted that NSC, as the statutory highway authority, has the final say on what is installed. Both junctions on the A370 (Bridge Road end and Anchor Inn end of the village) should be looked at together.

Having one-way traffic in at Anchor Inn and out at Bridge Road would cause more Marshalls lorries to travel along Purn Road.

Temporary traffic lights for road works had slowed the traffic well without causing any jams. NSC 'promised' traffic lights at the Anchor using S106 money some years ago; the Parish Council considers this promise to be still on the book.

Pedestrians need a traffic island to cross by the bus stops; drivers need to be slowed down to protect cars turning right into Bridge Road.

It was alleged that NSC has not required S106 money from certain recent developments in Bleadon.

Standing orders were reinstated.

The following actions were **AGREED**:

1. Produce a leaflet for every household with a request for suggestions. Suggestions to be put in the Parish Council post box.
2. Information also on website and in summer edition of Bleadon Village News.
3. A public meeting to be arranged for 14th August to discuss parishioners' proposals for road safety improvements.
4. NSC Highways Officer to attend to explain options (Cllr Porter to arrange).
5. A figure from reserves for spend in 2019/20 to be proposed later in the year when

any scheme cost is understood.

Action: Clerk to write to NSC requesting information regarding S106 monies for highway and road safety improvements in Bleadon. Copy to Cllr Porter.
Action: Clerk to book the Hall for 7pm on 14th August.

309.20 To Consider the Quote for a Churchyard Tree Survey.

The Clerk has had sight of professional and appropriate reports and plans produced by the contractor and is confident that satisfactory documents will be provided. Further research has shown that the quoted price is not exceptional. Recommend accepting the quote of £220.00 plus VAT from Drinkwater Tree Services (previously reported at Minute 306.9).

AGREED to accept quote. Clerk to liaise with contractor.

309.21 Motion: To Amend a paragraph in the Grant Request Policy.

The Policy currently reads "*Applications: Applications for grants should be in writing on the prescribed application form and should be submitted to the Clerk via email to parishclerk@bleadonparishcouncil.co.uk.*

Applicants are welcome to attend the meeting at which the application is to be considered and at the Chairman's discretion may address the council to give background and further information for a maximum time period of 3 minutes."

The Motion is to amend the second paragraph to read: "**The Parish Council requires that any individual or group requesting funding from the Parish Council should if possible be represented at the meeting where their application is to be considered in order to give background and information at the request of the Chairman.**"

AGREED.

309.22 To Receive the following Reports:

- (a) Allotments – Lower 2 and Lower 3 are not being tended and **Clerk will ask** the occupant if they wish to continue. Upper Lower 2 occupant has paid but resigned and so **Clerk will prepare** a new contract for the people who wish to take it over. There are still one and a half plots vacant.
- (b) Churchyard – no report.
- (c) Footpaths & Bridleways – trees are encroaching on the footpath behind the post office on to Purn Hill. **Clerk to write** to landowner asking for them to be trimmed. Caravans parked on the area behind the post office may require planning permission – **Clerk to notify** NSC enforcement officers.
- (d) Roads & Transport and Marshalls Liaison – The 30MPH and 7.5t weight limit sign by Walnut Cottage is not visible. NSC had promised new signage to go with the traffic order. **Clerk to inquire.**
Marshalls Liaison Meeting – due 17th May
- (e) Children's Playground – no report.
- (f) Bleadon Village News – in production at the moment, due out in July.
- (g) Website – basic updates by Clerk regularly.
- (h) Neighbourhood Watch & Community Safety – no report.
- (i) Bleadon Floral – awaiting notice from NSC of plants ready to collect.

309.23 To Receive the following Brief Holder's Reports:

- 1) Coronation Hall – The Hall Management Committee is employing a caretaker. The AGM is on 17th May at 7.30pm in the Hall.
- 2) Youth Club – the lease expires in November and the Trustees should give written notice to the Parish Council whether or not they wish to renew. **Clerk to write** to the trustees (via the manager) to ask for an early reply.
- 3) ALCA – no report.

4) Chairman – no report.

309.24 To Receive the Clerk's report.

- The missing stile on the footpath exit on Roman Road close to Hillside Road was reported on 15th March and a reply received on 14th May: *"The landowner has been offered a new pedestrian gate to replace his stile but, as yet, has not come back to me. There's no problems for the public so the gap will remain until the landowner decides on what he wants to do. Previous clerk updated in January."*
- Planning Applications – from the NSC officer's point of view it is better for the Parish Council to say 'support' rather than 'no objection' if it is happy with the application. Options on the portal are Support, Neutral, Object.
- Caravan dumped in Roman Road layby – Ranger reported, police present, NSC marked as a 5-day response.
- The toolstore container has a new single padlock. Graffiti removed. Suggestion that it be painted a neutral colour (green/brown); and perhaps to have young people 'decorate' it!
- Responded to a further complaint regarding the muddy path from churchyard to South Hill, and a question of which paths are strimmed by Ranger.
- New PVC poster holders to be placed in noticeboards. Still seeking quotes for noticeboard replacement / renewal.
- Year-end accounts and report in preparation – support from previous Clerk Tony Jay and also Internal Auditor Richard Young. Need to be approved at our June meeting and submitted to the external auditor PFK Littlejohn by end of June.
- NSC to be thanked for doing the rubbish collection early on the morning of 7th May ahead of the May Fayre.

309.25 To Confirm the date of the next Parish Council Meeting.

The next meeting will be on Monday 11th June 2018 at 7pm in the Coronation Hall.

309.26 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the following agenda item by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

The public left the room at 9.08pm.

309.27 To Consider quotes for the new pedestrian pathway from Coronation Road to the Hall entrance.

This will provide safer access when the one-way working is implemented in the Hall car park. The land is owned by the Parish Council. Three quotes have been received by the Coronation Hall Management Committee and the Parish Council have agreed to pay 50% (minute 306.13 refers) subject to scrutiny of the quotes. The Parish Council will procure the contract. The quotes were assessed and Company A selected subject to the Clerk confirming that the company has the correct licences, insurances and certificates.

AGREED to award the contract to Company A **subject to** Clerk's confirmation.

The meeting closed at 9.24pm.