

# BLEADON PARISH COUNCIL

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Marian Barber, Clerk to the Parish Council  
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**DRAFT** Minutes of a Meeting of Bleadon Parish Council held in the Coronation Hall, Bleadon at 7.00 pm on Monday, 9<sup>th</sup> July, 2018 when the following business was transacted.

Present: Councillors Jim Baines (Chairman)(from 7.14pm), Mary Sheppard (vice-Chairman), Ray Blezard, Steven Hartree, Kirsten Hemingway, Anne Selway, Jo Richardson and Gill Williams

Clerk: Marian Barber

13 members of the public were present.

## **Cllr Sheppard (vice-Chairman) took the Chair and opened the meeting at 7.05pm**

### **311.1 To receive any apologies for non-attendance.**

Cllr Scarisbrick; PCSO Mitchell.

### **311.2 To receive any declarations of interest in items on this agenda.**

None declared.

### **311.3 To invite public participation.**

i) a member of the public declared that the public should not be excluded for item 311.19.

ii) no report

iii) there were 21 calls to the police in the last month; four crimes were recorded, namely 2 Assault, 1 Theft and 1 Fraud.

### **311.4 Exchange of Information between Councillors**

Cllr Blezard was concerned that the F&P Committee meeting did not approve the minutes of the previous meeting. He reported that a parishioner was also concerned that councillors discussed negotiating with individual contractors in advance of asking for quotes. Clerk confirmed that the correct procedure for securing contracts would be followed, that the council need not accept the lowest quote, and that negotiation was acceptable.

Cllr Hartree congratulated all parishioners who participated in the Bleadon Floral 'plant-up' led by Cllrs Blezard and Hemingway. He suggested reinstating the Autumn plant-up to keep the tubs and planters looking good throughout the winter.

Cllr Hemingway outlined her plan to have a volunteer 'ground force' team to work around the village.

Cllr Sheppard took the details of a member of the public who was interested in renting an allotment.

### **311.5 To Approve the Minutes of the Parish Council meeting held on 11<sup>th</sup> June 2018. Approved.**

### **311.6 To Consider the following new Planning Applications:**

**18/P/3187/FUH Shiplett House Farm** - Shiplate Road, Bleadon, BS26 2XA  
Erection of a single storey kitchen extension to the rear. **AGREED: No objection.**

**18/P/3188/LBC** Listed Building Consent for same (Shiplett House Farm, BS26 2XA)  
**AGREED: No comment.**

**18/P/3254/FUH** Ingleside, Shiplate Road, Bleadon BS24 0NJ  
Erection of outbuilding comprising office, garden room and store within footprint of existing garage including car port as an extension to the frontage. **AGREED: No objection.**

**18/P/3485/FUL** Mendip Way Farm, Canada Combe BS24 9UT.  
Conversion of existing adjoining outbuilding to additional annex residential accommodation. **AGREED: support.**

### **311.7 To Consider the Recommendations of the Finance & Personnel Committee.**

**53.5** F&P Committee Terms of Reference – **APPROVED.**

**53.6** Village Ranger a) – seek quotes for a contract of eight hours per week (contractor to have certification for chemical use and relevant equipment use). **AGREED** that the Council will secure a contractor rather than recruiting an employee. **Clerk to draft Environmental Policy for Council approval prior to seeking quotes.**

b) – retain the interim services of contractor Mark Howe until the September council meeting. **APPROVED.**

**53.7** Amendments to Financial Regulations – the following paragraph was **APPROVED FOR ADOPTION**: “10.3. For purchases over £500 at least three written quotations shall be sought from different suppliers. This requirement may be overruled when highly-specialised advice is required and is agreed by Council resolution. Orders will only be placed following Council resolution”.

**53.10** Payroll a) – approve all salary payments to the end of March 2019, to be noted at each council meeting. **APPROVED**

b) – approve payment of all associated NI/PAYE and Pension contributions to the end of March 2019, noted monthly. **APPROVED**

**53.11** Commercial Waste contract a) – approve Parish Council to liaise with NSC regarding the imposition of commercial waste collection. **APPROVED**

b) – When details provided by NSC, approve Parish Council to liaise with NSC, the Hall Management Committee and the Youth Club regarding need and cost. **APPROVED**

**53.12** Priority booking in the Halls – approve considering the matter within the discussion regarding the amendments to the Youth Club lease. **APPROVED**

**53.15** Youth Club lease – approve: a) – the Parish Council does **not** agree to a lease drawn up by anyone other than a solicitor. **APPROVED**

b) – the Clerk, Chairman and Cllr Hartree to meet with the Trustees to draw up Heads of Terms to inform the preparation of a new lease. **APPROVED with the addition of Cllr Williams as the council’s Youth Club representative.**

c) – the appointment of a solicitor to be agreed at the September Parish Council meeting. **APPROVED**

**53.16** Clerk Probationary review – approve the appointment of the Clerk, noting the satisfactory probationary review. **APPROVED**

### **311.8 To Consider arrangements for Public Meeting in August regarding A370 road safety improvements.**

The Hall is booked for 7pm on 13<sup>th</sup> August. Parishioners are invited to come and air their

views and suggestions for road safety improvements at both ends of the village. A new option for reducing the speed limit and providing a crossing point has been suggested and potential solutions will be on display. **AGREED** that the Parish Council will convene this as a public meeting (not a council meeting) and notify NSC and Police for officer attendance. Clerk to secure plans, options, feasibility and costings from NSC. Chairman and note-taker to be determined by those present at the start of the meeting.

It was also **AGREED** that an Extraordinary Meeting of the Parish Council will be held immediately after the public meeting in order to consider a) choosing an option and b) allocating Parish Council reserves to part-fund it AND/OR subsequent options.

**311.9 To Note the Bank Reconciliation to 30 June 2018**

Current = £11,106.71, uncashed cheques £524.26. Reserve = £64,065.82. Total adjusted = £74,648.27. **NOTED**

**311.10 To Approve Items of Expenditure and Income.**

**Expenditure**

Chq	Payee	Details	Net £	VAT £
online	Clerk	Expenses June Home working	17.33	0
online		Mileage	20.25	0
online		Currys/PCworld ink 2 x black HP62XL	53.32	10.66
online		Strimmer service	73.00	14.60
online		Post large letter to External Auditor	1.01	0
online		Laptop Battery replacement	18.10	0
300808	Contractor	Public Toilet cleaning June 2018	225.00	
300809	GB Sport	Play equipment inspection - May	15.00	3.00
300805	Ranger	Final expenses (mileage 4-11 June)	5.85	0
300806	Aquablast	Clean and Look&See (gents WC)	95.00	19.00
300810	Contractor	Ranger duties interim – 20.5hrs	328.00	0
300810		Expenses – fuel for strimmer	6.07	1.22
300810		30 x Black refuse sacks	1.66	0.33
300810		Gauze filter funnel	0.83	0.17
300811	SSE Enterprise	Lighting	15.65	3.13
300812	Individual	Church Clock 1 May to 31 July 2018	50.00	
300813	ALCA	Three places – Councillor Training 7.6.18	180.00	
300814	Treecare	Churchyard tree survey	220.00	44.00
DD	Vodafone	Mobile phone June 2018	15.13	3.02

**To Note payment made, approved at 310.14i**

300807	Cllr Blezard	Reimbursement re Bleadon Floral - tubs	95.00	19.00
		gravel	20.00	4.00
		compost	20.00	4.00

**To Note cancelled cheque**

300804	DefibShop	Battery for defibrillator not required
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**Income**

Pay in	Ch/cash/BACS	Details	Amount £
	BACS	NEST reimbursement of overpayment	22.13

**APPROVED** – all items.

**311.11 To Approve the allocation of Reserves.**

**RESERVES**

Staff contingency £ 3,500.00  
Staff gratuity/pension £ 1,000.00

Election expenses	£ 3,100.00
Special reserve*	£21,000.00 <i>restricted specifically for improvements in the parish.</i>
General reserve	£25,000.00
Church Grounds	<u>£ 3,000.00</u>
	£56,600.00

## APPROVED

### 311.12 To Receive the Following Reports:

- a) Allotments – trees overhanging a field access by the allotments had been trimmed following a complaint to the Council. Still one and a half plots vacant.
- b) Churchyard – the Tree Condition survey detailed two trees belonging to neighbours were in need of work – one dead, one likely to damage the wall.  
**Actions:** Clerk to contact the owners. Clerk to secure quotes by the September council meeting for the other necessary works stated in the report.
- c) Footpaths & Bridleways (report circulated to Councillors). Cllr Hemingway was commended for the excellent report. Undergrowth blocking many paths and stiles/gateways.  
**Actions:** Interim Ranger to trim the two gates on Purn Hill. Clerk to write to landowners re track to Purn Hill, footpath near South Hill Farm and the Rectory. Clerk to notify NSC re the footpath alongside A370 towards WSM.
- d) Roads & Transport – the Give Way sign on Celtic Way by the Queens Arms is invisible due partly to the hedge growth. **Action:** Clerk to tell NSC and also contact landowner.  
White lines by bus stop on Coronation Road (towards Queens Arms) are worn away and people park there, causing obstruction. **Action:** Clerk to remind NSC; this was notified in October last year.  
Speed Gun training is required before gun can be used. **Action:** Clerk to ask Police to provide.  
Lorries have been seen making wrong manoeuvres from/to Marshalls. 'Lorry Watch' active in Nottinghamshire is a scheme whereby the driver is fined by the County Council for disregarding weight restrictions. **Action:** Clerk to contact Notts CC.  
Marshalls Liaison - Group to be restarted. Light pollution still a problem – some have been redirected downwards and the timers fixed, but the taller lights need shielding. Action: Cllr Blezard to convene Liaison meeting.
- e) Children's Playground – topping up of bark to be done on 10<sup>th</sup> July. A complaint about glass in the sandpit was investigated with none found. However, the sand has bark, twigs and leaves in it and needs sieving; also needs topping up. Finger trap potential on the gate, listed by GB Sport (monthly inspection), is not evident but a meeting with GB Sport, Clerk and Cllr Williams to discuss these issues will take place in the next two weeks.
- f) Bleadon Village News – due out this month.
- g) Website – updated by Clerk – review of content to be undertaken in due course.
- h) Neighbourhood Watch & Community Safety – contact made with PCSO Mitchell regarding safety and security in Bleadon.
- i) Bleadon Floral – red white and blue themed plants for RAF 100 anniversary. Planters looking good, location map prepared for future reference; a few spare ageratum available. Initial contact with organisers of Britain in Bloom. Planter by toilets needs replacing. Honeysuckle overgrown and the seat is rotting.  
Chairman thanked the public and the councillors for their hard work in looking after the village flowers.

**311.13 To Receive the Following Brief Holder's Reports:**

- a) Coronation Hall – early August for the one-way works in the car park. Jubilee Room being redecorated and an new frame for the picture of Len Chamberlain. Treasurer reported £16,519 reserve and £15,003 for Hall improvements. A profit of £299 was made from the May market. Hall Supervisor (caretaker) confirmed in post; he will look after the defibrillator and do the monthly check. Kitchen deep clean due next month.
- b) Youth Club – no meetings advised to Council. **Action:** Clerk to write to Secretary and forward details to Cllr Williams.
- c) ALCA – no report.
- d) Chairman – defunct BT phone box removal – **Action:** Clerk to chase.

**311.14 To Receive the Clerk's report.**

**Actions Completed from last meeting:** - received a copy of the PROW map; 'right to view accounts' dates published; comments on planning applications submitted; Planning Application rota agreed (Cllr Hemingway); A370 road safety statistics circulated, also terminology; feasibility study underway (Cllr Ap Rees); request for meeting with NSC submitted (but politely refused while study is completed).

**Defibrillator** – Hall Caretaker to check weekly and confirm monthly and notify any problems to Clerk.

**Toilets** – tap to be installed 13<sup>th</sup> July. De-scale to be undertaken soon. Plan to install different toilet roll holders.

**Email** asking about 'there but not there' grant – responded in the negative.

**Fly-tipping** (parishioner reported to Clerk) – opposite Chestnut Lane – also on West Mendip Way at end of Roman Road – reported to NSC.

**Noticeboards:** Seeking specifications and quotes for new noticeboards.

**Churchyard Tree Survey:** completed.

**Councillor email addresses:** looking at Webglu setting these up.

**Coroner's report:** newspaper article stating that the police implied Marshalls had closed. Coroner unable to provide a copy of his report as the Parish Council is not an 'interested party'. Requested information on how one gets to hear that an inquest is scheduled.

**311.15 To Approve Interim arrangements for Clerk absence**

In the event that there are particular administrative requirements while the Clerk is absent it is proposed that the previous Interim Clerk be secured on a self-employed and hourly basis as before, instructed by the Chairman.

**APPROVED** with thanks to Mr Barrett.

**311.16 To Agree the date of the next Parish Council Meeting.**

**AGREED** that the next scheduled meeting will be on Monday 10<sup>th</sup> September 2018 at 7pm in the Coronation Hall.

**AGREED** that there will be an Extraordinary Meeting of the Parish Council at 9pm on Monday 13<sup>th</sup> August 2018 in the Coronation Hall.

**311.17 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the following agenda items 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.**

**RESOLVED.** The public left at 9.25pm

**311.18 To Consider the Recommendation from the Coronation Hall Management Committee to accept Quotation C for the replacement of the fire doors.**

The Committee wishes to replace the fire doors at the Hall and Jubilee Room as they are no longer fit for purpose. Three quotes were obtained and reviewed by the Committee. The Clerk provided an anonymised comparison for the Councillors.

**ACCEPTED** quotation C. Clerk to advise the Hall Management Committee, who will let

and manage the contract.

**311.19 Special Motion: To Consider reversing Resolution 304.22 (12 February 2018) - Vexatious Communications - and to allow normal contact with the individuals.**

On 12<sup>th</sup> February 2018 the Parish Council resolved not to respond, other than a standard acknowledgement, to any communication from two named parishioners, for one year. Cllrs Hemingway, Blezard and Richardson have submitted this Special Motion in accordance with Standing Order 7.

A small number of individuals had met together with a view to enabling better relations between the parties. It had not been as successful as hoped, with the two named parishioners remaining unable to commit to moving forward in a positive manner with the Parish Council. The Parish Council wishes to engage with and serve all parishioners fairly and through direct contact, not through third parties that purport to be speaking on behalf of others.

Concern was expressed that the reasons for the application of the policy may be repeated, causing distress to staff and councillors. It was confirmed that the policy was in place to be applied in any circumstances that warranted doing so.

Cllr Hartree tabled an **Amendment**: To add to the end of the Special Motion “**Should the Clerk report to the Chairman and the Parish Council that an unacceptable amount of time is being spent on communications from the parishioners previously subject to the Parish Council’s Vexatious Communications Policy, then the Council shall take the appropriate action to enable the situation to be considered again under the Policy.**”

**The motion was APPROVED AS AMENDED:** The vote was 7 in favour, 1 against.  
Action: Clerk to write to the parishioners to advise them of the decision.

The meeting closed at 10pm.