

BLEADON PARISH COUNCIL

www.bleadonparishcouncil.gov.uk



Clerk to the Parish

Bruce Poole

BA (Hons); Fellow ILCM, MMC

Rooftops 10 South Street Burnham-on-Sea Somerset TA8 1BS

Tel: 07887802922 E-Mail: bruce.poole2@btopenworld.com

Office Hours 10.00 am – 1.00 pm Monday to Friday



2004&2009

Prior to the meeting Mrs Julie Kell Head of Joint Commissioning for the NHS in North Somerset and a colleague Dali Sidebotham of the department for Commissioning Maternity & Children's Services addressed the Parish Council on future Commissioning needs in respect to North Somerset. A quantity of presentational documents was given out to both the members of the public present. Both visitors answered a number of question and on being thanked for their attendance departed from the meeting.

District Councillor Terry Porter was then invited to speak who informed those present of the revised bus service and new timetable. Again several questions were asked he was also thanked for attending and then left the meeting.

Minutes of the Annual Parish Council Meeting of Bleadon Parish Council that was held in the Coronation Hall Coronation Road Bleadon on Monday 12th May 2014 that commenced at 7.30pm when the following business was transacted.

PRESENT Councillors Mrs P J Skelley (Chairman) together with Councillors Mrs M Sheppard Messrs I Findlay S Hartree C Morris K Pyke together with the Parish Clerk Mr B Poole

In addition there were two members of the public present together with a reporter from the Weston Mercury

263.1 To elect a Chairman

Councillor Mrs P J Skelley was unanimously re-elected Chairman

263.2 To receive a Statutory Declaration of Office

The Statutory declaration was sworn and signed/countersigned

263.3 To receive any apologies for non attendance

Councillors Mrs ID Clarke Messrs R House & M Orme

263.4 To receive any declarations of interest

None

264.5 To elect a Vice Chairman

Councillor Mr I Findlay was duly elected. Councillor C Morris was warmly thanked for his past services as Vice Chairman

263.6 To Elect the following Committees (*Those names underlined indicate the Committee Chairman*)

(a) Planning

Councillors Miles Orme P Skelley M Sheppard S Hartree and C Morris

(b) Open Spaces

Councillors ID Clarke M Sheppard I Findlay R House M Orme & K Pyke

(c) Footpaths and Bridleways...

Councillors I Findlay & R House

(d) Finance & Personnel

Councillors S Hartree P Skelley Ian Findlay C Morris & K Pyke (Personnel)

(e) Roads & Transport

Councillors I Findlay & R House

263.6 To propose Representatives to the following Village Organisations

(a) Coronation Hall

Councillors ID Clarke & I Findlay

(b) Youth & Youth Club

Councillors M Orme & K Pyke

(c) ALCA

Vacant

263.7 To re-adopt the Council's Corporate Policy

Resolved to re-adopt

263.8 To approve the Council's Asset Register

Resolved to formally approve

263.9 To review the Council's Insurance Policy

Agreed to defer until the next scheduled Parish Council Finance & personnel Committee Meeting

263.10 To approve the Council's Bank Mandate

Resolved to be any two from Mesdames Clarke Sheppard Skelley Messrs Findlay Hartree House Morris Orme & Pyke together with the Parish Clerk Mr B Poole for the purpose only of making contact with the Bank.

263.11 To receive the Parish Council's Financial Statement for the year ending 31st March 2014

(a) To approve the Annual Accounts for the year ending 31st March 2014

Resolved to approve the Annual Accounts for the year ended 31st March 2014
(copy attached to the minutes)

The members having confirmed that they had duly perused the Internal Auditor's Report they were happy to:

(b) To approve the Annual Governance Statement

Resolved to approve the Annual Governance Report

(c) To review the effectiveness of the internal audit

Resolved to review the effectiveness of the internal audit when it was agreed that a more comprehensive perusal would be undertaken by the Finance & Personnel Committee

- 263.12 To re-appoint the Clerk as the Council's Responsible Financial Officer**
Resolved to re-appoint the Parish Clerk as the Council's Responsible Financial Officer
- 263.13 To re-affirm acceptance of The Audit and Account Regulations 2011 (England) Regulations 2011 (SI 2011 No 817)**
Re-affirmed
- 263.14 To re-adopt the Council's Publication Scheme and confirm the Parish Council's Qualified Persons under Section 36 of The Freedom of Information Act 2000**
Re-adopted with the Parish Clerk Mr B Poole being confirmed as the qualified person.
- 263.15 To give formal approval to the Parish Clerk that he may send summons and notices to Parish Councillors and other such documentation electronically**
Formally Approved
It was noted with some satisfaction that a letter had been received from DCLG acknowledging that Bleadon Parish Council was the first Parish Council in the country to have a petition accepted by Government within the Sustainable Communities Act to amend the LGA 1972 accordingly to allow electronic dispatching of Meeting Agendas
- 263.16 To review the Members Register of interests**
 The members were reminded of their personal obligation to ensure that their personal register entry was up to date.
- 263.17 To confirm the re-appointment of Mr Terry Lewis of T P Lewis & Partners as the Council's Internal Auditor**
Confirmed that Mr Terry Lewis of T P Lewis & Partners continue to be the Council's Internal Auditor.
Resolved that a letter of thanks be sent to his office in respect of the 2013/14 audit.
- 263.18 To review Allotment Rents and Magazine Advertising Charges**
Resolved to defer this to the Finance & Personnel Committee for further deliberation
- 263.19 Issues Arising from the Annual Parish Meeting – 14th April 2014**
 None
- 263.20 To receive and approve the Minutes of the Parish Council Meeting held on Monday 10th March 2014**
Resolved that the Minutes of the Parish Council Meeting held on Monday 10th March 2014 that had been duly circulated be taken as read and approved as being correct and signed as such by the Chairman
- 263.21 Past Subject Matters – for report purposes only**
- | | |
|--|----------|
| (1) Matters raised by members of the public at the previous meeting of the council | 262.4.1 |
| (a) Pot Hole in Facum Lane | |
| (2) Churchyard Wall | 262.4.4 |
| See 263.22.2 | |
| (3) Yellow Lining – Bleadon Mill | 258.4.2 |
| Waiting for progress by North Somerset | |
| (4) Churchyard – Trees | 262.8.1b |
| Tree Stump now removed | |

The Chairman wishes that you widely circulate details of this event

263.22**Resolutions****1. To resolve to make arrangements for the Village Ranger Interview proceedings**

Resolved that the proposed interviews for two candidates would be held on the morning of the 27th May when the following Councillors would form the interview panel namely P Skelley I D Clarke and K Pyke

2. To resolve to consider the Churchyard Wall quotations

Resolved that Mr John Churchill be instructed to carry out the work

(this subject matter was discussed at the end of the meeting when a formal resolution was moved that it be considered because of the confidential nature when neither the public of the press were present)

3. To note the formal signing to acknowledge the updating of the Standard Terms of Business by the Parish Council's Internal Auditors T P Lewis & Partners

Noted

263.23**Finance & Personnel Committee Report****(1) To receive the Minutes of the Finance & Personnel Committee Meetings (if any)****(2) To approve the following items of expenditure for the month**

(1)* Southern Electric	Public Toilets Bleadon	15.27	
(2) Sage UK Ltd	Stationery (£27.00 & £5.40) divided by 3	9.00	1.80
(3) Mr S Capel	Public Toilets – Cleansing	216.00	
(4) Mr T Derrick	Travel & Stationery	24.53	
(5) ALCA	Annual Subscription 2014/2015	200.09	
(6) North Somerset	Rates – Public Toilets	447.45	
(7) Clerks & Councils	Direct – Subscription Renewal 2014	12.00	
(8) Strutt & Parker	Allotment Rent	72.50	
(9) SSE Contracting	Lighting Maintenance – 4 th Qtr 2013/14	15.65	3.13
(10) North Somerset	Re-Charge of Election Expenses	2253.36	
(11) Intouchcrm	Monthly Licence – March	29.99	6.00
(12) North Somerset	Dog Bin Collection	32.00	6.40
(13) Mr Tony Derrick	Travel	31.50	
(14) EDF Energy	Lighting Supply	75.44	3.77
(15) Microshadevsm	Monthly Hosting Fee	43.00	8.60
(16) Staff	Salaries & Expenses – March	1332.50	
(17) BT	Broadband Services – Coronation Hall	39.00	7.80
(18) Intouchcrm	Monthly Licence – April	29.99	6.00
(19) Zurich	Local Council Advisory Service	95.00	19.00
(20) Sage UK Ltd	Instant Payroll	130.00	26.00
(21) BT	Broadband Services – Coronation Hall	39.00	7.80
(22) Came & Company	Annual Insurance Renewal	2734.96	
(23) NALC	DIS Annual Subscription	90.00	18.00
(24) ICO	Renewal of Registration 14/15 D/D	35.00	
(25) Eurosigns	Cold Calling fittings	147.00	29.40
(26) Staff	Salaries & Expenses – April	1380.30	
(27) Mr Capel	Toilet Cleansing	216.00	
	Clearing blockage	25.00	
(28) Bust a Stump	Tree Stump Removal – Churchyard	650.00	
(29) North Somerset	Dog Bin Emptying	32.00	6.40
(30) Southern Electricity	Public Toilets – Lighting	14.41	.72
(31) South Bank	Nurseries – Plants	249.86	47.97

Resolved to ratify those invoice no's 1 – 17 paid by way of delegated powers and to approve for payment the remainder

263.24 Planning Committee Report

- (1) To receive the Minutes of the Planning Committee held on the 14th April 2014 – to receive a verbal report of the Planning Meeting held previously that evening and to note the outcomes

Received and outcomes noted

263.25 Open Spaces Committee Report

- (1) To receive reports from the following brief holders

- (a) Allotments

It was noted that work was due to start in relation to the laying of scalplings on the approach path. Concern was expressed at the current state of two plots

- (b) Churchyard

See 263.22.2

- (c) Footpaths & Bridleways

A verbal report was given to the meeting of the work recently undertaken

- (d) Roads & Transport

Nothing tangible reported

- (e) Children's Playground

It was noted from recent inspection sheets received that 2 Fence posts were broken/damaged and that some tree branches were needed to be trimmed

- (f) Newsletter

The next issue was currently in production

- (g) Website

Councillor Morris indicated that the task was needed to be led by someone else

- (h) Neighbourhood Watch & Community Safety

Noted that the "Non Trading Village" signs had been erected

263.26 Reports

- (1) Coronation Hall

Development Plans were still being considered

- (2) Youth Club

The Youth Club Leader now has a full time job and has relinquished his post which as a result now means that the Committee with some help from the parents are effectively covering Tuesday nights.

- (3) ALCA
- (4) District Councillors
- (5) Village Beat Officer
- (6) Review of Policing Priorities

No reports received other than that given by District Councillor Terry Porter at the commencement of the meeting

(7) Chairman

She personally thanked Councillor Clive Morris for all his sterling work as the Council's Vice Chairman.

She also advised the meeting of the agreed date for the next Contactus Meeting which would be on the 27th June 2014

(8) The Clerk

Notified the members that he would be on holiday from the 8th to the 15th June

263.27

Correspondence

(1)*	Coronation Halls	Letter of thanks	C
(2)	Police	Newsletter & Neighbouring Policing Awards	C
(3)	ICO	Renewal of Annual Fee - £35.00	BP
(4)	Planning	Inspectorate – Highways Act 1980 Section 119 Parts of Footpath AX 6/12 - AX 6/15 – AX 6/14 – South Hill Farm	BP
(5)	NALC	Legal Briefing Notes Tax Support Grant Electronic Payments Repeal of Section 150 (5) 1972 LGA – Policy Consultation	C
(6)	North Somerset	Local Access Forum – 08/04/14	C
(7)	Grant Thornton	Annual Audit of Accounts 31/03/2014	BP
(8)	Quicksmart	Quotation Heathgate	C
(9)	HMR&C	Government Gateway – User ID	BP
(10)	CPRE	Charter Information Field Work – Spring 2014 Countryside Voice	C C C
(11)	Mendip Society	Letter & Newsletter – Issue No 140 March 2014	C
(12)	North Somerset	Paperless Procedures from 01/04/14	C
(13)	North Somerset	Parish Workshop – 14/05/2014	C
(14)	NALC	DIS <i>Extra</i> Issue 830 21/02/14	C
(15)	Mr T Derrick	Letter of Resignation	BP

The Village Ranger's formal letter of Resignation was noted. The Parish Clerk was asked to send him a letter of thanks and appreciation.

(16)	ALCA	NALC E-Bulletin	C
(17)	North Somerset	Dog Bin Emptying	BP
(18)	LCAS	2014 Seminars - Venues & Dates	BP
(19)	A & R House	Weston Wake Park – Details	C
(20)	Police	Annual Parish Meeting Report	C
(21)	Zurich	Local Council Advisory Service – Renewal Reminder	C
(22)	Sage UK Ltd	Annual Licence Plan - Renewal Reminder	C
(23)	NALC	DIS <i>Extra</i> Issue 832 17/04/14	C
(24)	NALC	DIS Subscription Renewal Reminder	BP
(25)	North Somerset	Remittance Slip – Council Tax Support Grant - £1547.93	BP
(26)	European	List of Candidates – European Parliamentary Elections	E
(27)	Came & Company	Annual Insurance Renewal - £2878.90 (3 yrs - £2734.96)	BP
(28)	Mr L Marriott	Letter and Cheque for £190.00	BP
(29)	Littlethorpe	Bus Shelter Quotation	BP

The Parish Clerk gave an up date on the matter of insurance compensation by indicating he was meeting with a representative of the insurance company later that week.

(30)	North Somerset	Town & Parish Digest	C
(31)	Western Power	Preparing for a Power Cuts	C
(32)	Clerks & Councils	Direct – May 2014 – Issue 93	C
(33)	ICO	Renewal of Annual of Data Protection Certification	C
(34)	TJ Highmore	Church Wall Quotation	BP
(35)	Mr J Churchill	Church Wall Quotation	BP
(36)	T P Lewis & Ptrs	Internal Audit 2014-15 Report Updated Letter of Standard Terms of Business <i>See 263.23.3</i>	BP E

(37)	ALCA	County Secretary's Report	E
(38)	NALC	DIS <i>Extra</i> Issue 833 02/05/14	E

Additional items received after circulation of the agenda for information purposes

(39)	Mr A Derrick	Time Sheets & Inspection Reports	BP
------	--------------	----------------------------------	----

263.28 Other Business referred to the Clerk

(1) To note the posting of the Notice of Appointment of Date for the Exercise of Elector's Rights

Noted

263.29 Date of next Meeting Parish Council Meeting 9th June 2014 commencing at 7.30 pm.

Note : Please advise if you require copies of any of the documents that will be proposed for re-adoption.

Those items marked with an asterisk * will need to be confirmed as having already been implemented

DRAFT