



## MINUTES OF A MEETING OF BLEADON PARISH COUNCIL HELD IN THE CORONATION HALL AT 7.30pm ON MONDAY 13<sup>TH</sup> MAY 2024.

<b>PRESENT:</b>	Councillors Mary Sheppard (Chairman), ID Clarke, Jo Gower-Crane, Ann Davies and Steve Sugg.
<b>IN ATTENDANCE:</b>	Craig Bolt (Parish Clerk)
<b>WARD COUNCILLORS:</b>	None
<b>MEMBERS OF THE PUBLIC:</b>	Three

Before the meeting was convened, members of the public were invited to speak.

### i) **Members of the public**

A member of the public shared concerns raised regarding the further period of closure of Bleadon Road in connection with works at the Quarry site.

A member of the public raised concerns around increased parking in the vicinity of Celtic Way/Shiplate Road/ Coronation Road. It was noted that road markings in the area had faded over time and there was a lack of Police enforcement. Councillor Sugg undertook to look into these matters as part of wider considerations in relation to highways issues.

### ii) **Beat Manager's Report**

The written report forming part of the agenda papers was noted.

For up-to-date information residents can keep in touch via the Avon & Somerset website or follow them on social media, Facebook "Weston & Worle police" or Twitter "ASPNorthSom" or email [8338@avonandsomerset.police.uk](mailto:8338@avonandsomerset.police.uk)

### iii) **Ward Councillors' report**

No Ward Councillors report was available.

**Cllr Sheppard opened the meeting by welcoming everyone.**

**The meeting was convened.**

### **377.1 To elect a Chairman of the Parish Council for 2024/25**

**Resolved:** That Cllr Sheppard be appointed Chairman of the Parish Council for 2024/25.

**The resolution was correctly proposed and seconded (unanimous).** Cllr Sheppard accordingly signed a Declaration of Acceptance of Office.

### **377.2 To elect a Vice-chairman of the Parish Council for 2024/25**

**Resolved:** That Cllr Scarisbrick be appointed Chairman of the Parish Council for 2024/25 (subject to acceptance).

The resolution was correctly proposed and seconded (unanimous).

### 377.3 To receive apologies for absence (LGA 1972 s85 (1))

Cllr Andy Scarisbrick's apologies were received and accepted.

### 377.4 Roles and Responsibilities

**Resolved:** That the following roles and responsibilities be approved:

Area	Councillor
<b>Outside Body</b>	
ALCA North Somerset Group	Cllr Clarke & Cllr Gower-Crane
Bleadon Youth Club	Cllr Scarisbrick
Coronation Hall Management Committee	Cllr Davies & Cllr Sheppard
NSC Standards Sub-Committee	Cllr Clarke
Church Liaison	Cllr Clarke
Play Area	All Cllrs as Trustees
<b>Portfolio Responsibility</b>	
Open Spaces Working Group Chair	Cllr Clarke/Cllr Sheppard
Parish News Working Group Chair	Cllr Gower-Crane
Climate Change & Biodiversity	Cllr Gower-Crane
Allotments	Cllr Sheppard
Planning	Cllr Clarke
Neighbourhood Watch & Community Safety	Vacant
Finance	Cllr Davies
Food Security	Cllr Gower-Crane
Parish Clock	Parish Clerk
Halls/Car Park Environs	Cllr Davies
Public Toilets	Cllr Davies
Public Engagement / Consultations	Cllr Gower-Crane
Drains	Cllr Sugg
Highways – Safety/Signage/Parking and PC laybys	Cllr Sugg
Historic Structures – Market Cross, Pump and Well	Cllr Sugg
Public Rights of Way	Cllr Sugg
Life Saving Equipment – Defibs & Bleed Kits	Vacant
Churchyard/Church Walls	Cllr Sheppard
Play – All ages	All Councillors
Bus Stops	Cllr Sugg
Affordable Housing	All Councillors
Contactus/Social Activities/Grants	Cllr Davies
Planting schemes	Cllr Scarisbrick
<b>Committees of the Council</b>	
Personnel & Contracts Committee	Cllr Scarisbrick Cllr Sheppard Cllr Clarke Cllr Gower-Crane

Appeals Committee	To be comprised of Cllrs not forming part of the Personnel Committee
<b>Working Groups of the Council</b>	
Open Spaces Working Group	Cllr Clarke Cllr Sheppard Cllr Davies Cllr Scarisbrick Cllr Sugg
Parish News Working Group	Cllr Gower-Crane Cllr Sheppard Cllr Clarke Gill Williams Les Masters

### 377.5 Declarations of Interest

Cllr Sheppard declared a non-pecuniary interest in relation to agenda item 377.10.

### 377.6 To approve and sign as a correct record the Minutes of the Parish Council meeting on Monday 20<sup>th</sup> March 2024.

**Resolved:** To approve the Parish Council minutes of 20<sup>th</sup> March 2024.

**The resolution was correctly proposed and seconded (unanimous)**

The minutes of the meeting were signed by the Chairman as a correct record.

### 377.7 To note the Minutes of the Annual Meeting of Electors on Monday 29<sup>th</sup> April 2024.

It was noted that the record should be amended to reflect attendance by Cllr Davies and apologies from Cllr Scarisbrick

It was noted that the record should be amended to reflect attendance by Cllr Davies and apologies from Cllr Scarisbrick. The record would also be amended to reflect the fact that ward Councillor Solomon had confirmed his support for the Parish Council's work in relation to developing a Rural Strategy which acknowledged the need to provide food security and protect farming communities.

**Resolved:** That the minutes of the Annual Meeting of Electors be noted and amended to reflect the comments above.

**The resolution was correctly proposed and seconded (unanimous)**

### 377.8 Reports from Working Parties/Committees

Councillors considered the minutes of the Personnel & Contracts Committee on 15<sup>th</sup> April 2024 and the recommendation arising from that meeting.

**Resolved:** That the contractual hours of the Clerk & RFO be increased from 18 hours to 20 hours per week, with effect from 1<sup>st</sup> April 2024.

**The resolution was correctly proposed and seconded (unanimous)**

### **377.9 Training and Events**

The availability of Scribe and NALC training events was noted.

### **377.10 Financial/Staffing Matters**

#### **i) To authorise bills for payment for May and note payments for April.**

Councillors were provided with an updated payment schedule for May which provided further contextual information; the payment amounts were unchanged.

**Resolved:** To authorise the payments for May of £6,153.47.

**The resolution was correctly proposed and seconded (unanimous)**

(Councillors ID Clarke and Ann Davies were duly authorised to action the online payments)

#### **ii) To note the Parish Council's end of April budget position, bank balances and bank reconciliations.**

The Parish Council's end of April position, bank balances and bank reconciliations were noted.

#### **iii) 2023/24 Year End and 2024/25 Budget.**

**Resolved:**

- i) That the 2024/25 budget is restated at £145,387, to reflect the inclusion of costs relating to the regilding of the Parish Clock (these costs having not fallen within the 2023/24 budget as originally anticipated)
- ii) That £5,000 be vired from the project cost centre for IT to the cost centre for General Maintenance.

**The resolutions were correctly proposed and seconded (unanimous)**

#### **iv) Internal Audit Report and AGAR 2023/24.**

**Resolved:**

- i) That the Internal Auditor's final report be noted.
- ii) That the 2023/24 AGAR (as submitted) be approved for publication and submission and the Chairman of the Council be authorised to sign on behalf of the Council.
- iii) That the Council confirms that it has no conflict of interest in respect of the continued appointment of BDO LLP as External Auditor.
- iv) That the current Internal Auditor be appointed to act as the Council's Internal Auditor in respect of the 2024/25 financial year and that the quote of £730 be accepted in this respect.

**The resolutions were correctly proposed and seconded (unanimous)**

#### **v) Authority to dispose of assets.**

**Resolved:**

- i) That the Clerk be authorised to dispose of equipment as surplus to requirements for best consideration – subject to any such disposals being confirmed with either the Chairman, Vice-chairman or lead Councillor for Finance.

**The resolution was correctly proposed and seconded (unanimous)**

### **377.11 Rural Strategy**

Councillors noted that the deadline for responses to the North Somerset Council consultation was 31<sup>st</sup> May 2024.

**Resolved:** That Councillor Gower-Crane be authorised to co-ordinate a response to the draft Rural Strategy.

**The resolution was correctly proposed and seconded (unanimous)**

### **377.12 Report of the Parish Clerk**

#### **1. Insurance Arrangements**

**Resolved:**

- i) That the Clerk, in consultation with the lead councillor for Finance Councillor be authorised to appoint Clear Councils as the Council's insurers for the 3 year period from 13<sup>th</sup> June 2024.
- ii) That any variations or increases to quoted prices arising from further checks or extension of cover arrangements be authorised provided they are within the approved budget and subsequently reported to Council for information.

**The resolutions were correctly proposed and seconded (unanimous)**

#### **2. Open Spaces Working Group**

**Resolved:**

- i) That future meetings of the Open Spaces Working Group be convened on the following basis:
  - Published (standing) agenda with a calendar of meetings for the year alternating between mornings and evenings
  - All members of Council to receive papers
  - Publicly accessible venues
  - Attendance by the Clerk
- ii) That the Terms of Reference of the Working Group be amended accordingly.

**The resolutions were correctly proposed and seconded (unanimous)**

#### **3. Replacement Bench – Celtic Way**

**Resolved:** That the Hasletown bench at a cost of £737 (Exc VAT), together with the necessary ground anchors be purchased and the Clerk be instructed to make arrangements for installation.

**The resolution was correctly proposed and seconded (one abstention)**

#### **4. Replacement Bin – Pea Green**

**Resolved:** That the Clerk be authorised to make arrangements to replace the bin at Pea Green (if necessary), subject to the total costs not exceeding £600, with the final specification/design being determined by the Open Spaced Working Group.

**The resolution was correctly proposed and seconded (unanimous)**

#### **5. Roman Road Layby**

It was noted that the Council would be project managing the proposed works, with the costs being met by the Mendip Hills AONB.

**Resolved:**

- i) That the contract for works at the large Roman Road layby be awarded to J.A.R Home and Garden Maintenance subject to the costs not exceeding £2,000.
- ii) That the Clerk be authorised to issue contract variations, subject to these being within the Mendip Hills AONB budget provision and agreed with AONB representatives.

**The resolutions were correctly proposed and seconded (unanimous)**

**(The Council formally resolved to extend the meeting.)**

#### **6. Minor Works**

**Resolved:** That the Clerk, in consultation with the Chairman or Vice-chairman of the Council be authorised to advance the minor works schemes now reported.

**The resolution was correctly proposed and seconded (unanimous)**

#### **7. Playground Developments**

**Exclusion of the press and public. (The Council resolved that members of the press and public be excluded from the meeting during consideration of the following 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).**

**Resolved:**

- i) That the Council agrees, in principle, to be party to an agreement to provide play facilities at its existing site as a means of satisfying the planning conditions associated with the quarry development, subject to the following provisos:
  - Confirmation of the sums associated with any such agreements.
  - Any conditions/covenants placed upon the Parish Council being concurrent with the transfer of any agreed sums to the Parish Council to enable it to satisfy any such conditions/covenants.
- ii) That the Council agrees, in principle, to meeting the legal/planning costs of North Somerset Council, subject to the following conditions:

- That the costs only crystallise upon the signing/conclusion of any revised agreements/planning conditions – in the event that such agreements are not reached, North Somerset Council and any other affected parties understand that they are operating ‘at risk’.
- That any costs payable by the Parish Council are capped at £2,000.

**The resolutions were correctly proposed and seconded (unanimous)**

**377.13 Planning Applications**

**Proposed erection of a front Porch and creation of a rear patio**

**Fern Court Bleadon Hill Weston-super-Mare BS24 9JX**

Ref. No: 23/P/2522/FUH | Received: Mon 20 Nov 2023 | Validated: Wed 17 Apr 2024 |

Status: Registered

**Resolved:**

That the application be supported.

**The resolution was correctly proposed and seconded (unanimous)**

**377.14 Date of the next meeting**

Parish Council Meeting Monday **10<sup>th</sup> June 2024**, 7:30pm (Coronation Hall, Bleadon)

The Chairman closed the meeting at 10.01pm

.....Chairman

.....Date