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 Financed & 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

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)* Southern Electric Public Toilets Bleadon</td>
<td>15.27</td>
<td></td>
</tr>
<tr>
<td>(2) Sage UK Ltd Stationery (£27.00 &amp; £5.40 divided by 3</td>
<td>9.00 1.80</td>
<td></td>
</tr>
<tr>
<td>(3) Mr S Capel Public Toilets – Cleansing</td>
<td>216.00</td>
<td></td>
</tr>
<tr>
<td>(4) Mr T Derrick Travel &amp; Stationery</td>
<td>24.53</td>
<td></td>
</tr>
<tr>
<td>(5) ALCA Annual Subscription 2014/2015</td>
<td>200.09</td>
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<tr>
<td>(6) North Somerset Rates – Public Toilets</td>
<td>447.45</td>
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<tr>
<td>(7) Clerks &amp; Councils Direct – Subscription Renewal 2014</td>
<td>12.00</td>
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<td>(8) Strutt &amp; Parker Allotment Rent</td>
<td>72.50</td>
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<td>(9) SSE Contracting Lighting Maintenance – 4th Qtr 2013/14</td>
<td>15.65 3.13</td>
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<tr>
<td>(10) North Somerset Re-Charge of Election Expenses</td>
<td>2253.36</td>
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</tr>
<tr>
<td>(11) Intouchcrm Monthly Licence – March</td>
<td>29.99 6.00</td>
<td></td>
</tr>
<tr>
<td>(12) North Somerset Dog Bin Collection</td>
<td>32.00 6.40</td>
<td></td>
</tr>
<tr>
<td>(13) Mr Tony Derrick Travel</td>
<td>31.50</td>
<td></td>
</tr>
<tr>
<td>(14) EDF Energy Lighting Supply</td>
<td>75.44 3.77</td>
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<tr>
<td>(15) Microshadevsm Monthly Hosting Fee</td>
<td>43.00 8.60</td>
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<tr>
<td>(16) Staff Salaries &amp; Expenses – March</td>
<td>1332.50</td>
<td></td>
</tr>
<tr>
<td>(17) BT Broadband Services – Coronation Hall</td>
<td>39.00 7.80</td>
<td></td>
</tr>
<tr>
<td>(18) Intouchcrm Monthly Licence – April</td>
<td>29.99 6.00</td>
<td></td>
</tr>
<tr>
<td>(19) Zurich Local Council Advisory Service</td>
<td>95.00 19.00</td>
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</tr>
<tr>
<td>(20) Sage UK Ltd Instant Payroll</td>
<td>130.00 26.00</td>
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</tr>
<tr>
<td>(21) BT Broadband Services – Coronation Hall</td>
<td>39.00 7.80</td>
<td></td>
</tr>
<tr>
<td>(22) Came &amp; Company Annual Insurance Renewal</td>
<td>2734.96</td>
<td></td>
</tr>
<tr>
<td>(23) NALC DIS Annual Subscription</td>
<td>90.00 18.00</td>
<td></td>
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<tr>
<td>(24) ICO Renewal of Registration 14/15 D/D</td>
<td>35.00</td>
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<tr>
<td>(25) Eurosings Cold Calling fittings</td>
<td>147.00 29.40</td>
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<tr>
<td>(26) Staff Salaries &amp; Expenses – April</td>
<td>1380.30</td>
<td></td>
</tr>
<tr>
<td>(27) Mr Capel Toilet Cleansing</td>
<td>216.00</td>
<td></td>
</tr>
<tr>
<td>(28) Clearing blockage</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>(29) Bust a Stump Tree Stump Removal – Churchyard</td>
<td>650.00</td>
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<tr>
<td>(30) North Somerset Dog Bin Emptying</td>
<td>32.00 6.40</td>
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</tr>
<tr>
<td>(31) Southern Electricity Public Toilets – Lighting</td>
<td>14.41 .72</td>
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</tr>
<tr>
<td>(32) South Bank Nurseries – Plants</td>
<td>249.86 47.97</td>
<td></td>
</tr>
</tbody>
</table>

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

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 scalpings 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 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

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 result now means that 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
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

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
(5) NALC Legal Briefing Notes C
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 C
(10) CPRE Charter Information C
Field Work – Spring 2014 C
Countryside Voice 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 Extra 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 Extra 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 update 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 BP
Updated Letter of Standard Terms of Business E

See 263.23.3
(37) ALCA County Secretary’s Report
(38) NALC DIS Extra Issue 833 02/05/14

Additional items received after circulation of the agenda for information purposes

(39) Mr A Derrick Time Sheets & Inspection Reports

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