

**Draft Minutes  
of the Annual Meeting of  
Yatton Parish Council  
held on  
Monday 13 May 2024**

At Hangstones Pavilion, Stowey Road, Yatton.

Meeting opened: 7.30 p.m. Meeting closed: 9.34 p.m.

**Present:** Councillors: Jonathan Edwards, Graham Humphreys, Steve Humphrey, Chris Jackson, Robert Jenner, Steve Lister, Peter Lomas, Jessie McArdle and Roger Wood.

**Also in attendance:** Clerk, District Councillor Steve Bridger, North Somerset Council Officers from the Bus Service Improvement Plan team and two members of the public.

## **PRAYERS OR MOMENTS OF REFLECTION**

### **To receive a short presentation on the new transport hubs and bus stops under the Bus Service Improvement Plan.**

The presentation was given by two representatives from the Bus Service Improvement Plan (BSIP) team. The aims of the BSIP were to reduce average bus service times along key corridors, improve punctuality, decarbonize buses, increase passenger satisfaction and return to pre-pandemic bus service use levels by 2025 and grow patronage by at least 24% from that level by 2030. The BSIP delivery programme was to provide bus priority schemes, large and small transport hubs and traffic signal upgrades.

The transport hubs were being planned to provide access to different types of sustainable transport, offering more options for travel. They will offer a focal point for local communities, as well as to make public places more attractive and would include useful facilities, such as secure cycle parking and maintenance stands, planting and seating and local information displays. These would also align with the First and Last Mile Action Plan which refers to the start and end sections of a journey, that can be made up of multiple transport modes so reducing car use. The BSIP will also include one hundred and eighty new bus stop improvements.

The Parish Council were asked for ideas for location of transport hubs and new/upgraded bus stops. A provision at Atlay Court was suggested as it was very close to the station. Councillors would submit any further ideas in due course.

## **MATTERS FOR DECISION**

**COU1/24: To elect a Chairman for the ensuing year.**

**RESOLVED:** that Chris Jackson be elected Chairman of Yatton Parish Council, to hold office until the next Annual Meeting of the Council.

**COU2/24: To receive the Chairman's declaration of acceptance of office or to permit him/her to make the declaration before or at the next meeting of the Parish Council.**

Councillor Chris Jackson made his declaration of acceptance of office as Chairman of the Council. The declaration was signed by Councillor Jackson and the Clerk.

**COU3/24 To appoint a Vice-Chairman for the ensuing year.**

**RESOLVED:** that Peter Lomas be appointed Vice-Chairman of Yatton Parish Council, to hold office until the next Annual Meeting of the Council.

**COU4/24: To receive apologies for absence, and to approve reasons where appropriate.** Apologies have been received from Councillors David Crossman, James Hooper, Anne Hodgson, Caroline Sheard, Bryan Thomas and from District Councillor Wendy Griggs.

**COU5/24: To receive declarations of interests by Parish Councillors and to consider any written applications for dispensations.**

NONE.

## **MATTERS FOR INFORMATION**

### **PUBLIC PARTICIPATION**

**COU6/24: Public participation.**

NONE.

#### North Somerset Councillors' report.

District Councillor Steve Bridger had circulated a full report to Councillors prior to the meeting. He highlighted the following items:

- The new Local Plan was going out to consultation again because there had been two major changes made to it since the last consultation. The first was the removal of a quite controversial employment site to the east of Clevedon. The second was the inclusion of a 14 hectare site for a secondary school in this area.
- Bristol Airport were producing a new and updated master plan which would probably include further expansion.
- Persimmon Homes had submitted an appeal for The Batch site and it was being fought by North Somerset Council. This was likely to take place much later in the year.

Councillor Peter Lomas asked a question regarding the advice District Councillor Bridger mentions in his report that passenger numbers on the X5 were 'very low'. He highlighted that when he had seen the X5 it looked quite full. Councillor Steve Bridger agreed as he had also seen the X5 service looking well used. He considered it was rather early to assess the advice he had received from a North Somerset Officer.

Councillor Steve Humphrey asked if the High Street Improvements were all going ahead. District Councillor Steve Bridger advised that the only element that may be delayed was the re-alignment of the junction on Stowey Road with Well Lane. He also advised that the cycle path from Clevedon to Weston Super Mare should be open by the next school half term.

#### Police report

No report.

## **MATTERS FOR DECISION**

**COU7/24: Minutes of the meeting of the Council held on 11th March 2024.**

The Minutes of the meeting held on 11th March 2024 were approved as a correct record and signed by the Chairman.

**COU8/24: Exclusion of public:**

**If the Council wishes to exclude the public for a particular agenda item, the following resolution must be passed:**

**RESOLVED:** that the public be excluded from the meeting during consideration of agenda item 22 on the ground that publicity would be prejudicial to the public interest by reason of the confidential nature of the business of competitive quotes.

#### **COU9/24: Finance**

The Clerk had circulated all documents to Councillors including payments, receipts and petty cash, the Annual Return Sections 1 & 2 and the Annual Internal Auditors Report 2023-24 for the Annual Return and also the Full Internal Audit Final Report 2023-24.

#### **i) To authorise payments, including to note receipts and petty cash payments for May 2024.**

**RESOLVED:** To authorise payments, including to note receipts and petty cash payments for May 2024.

**\*\*\* it was noted that there was an error on the agenda in the sub-numbering at this point under agenda item 9 i.e. ii) appears twice.**

**RESOLVED:** to correct the sub-numbering to run in the correct sequence.

#### **ii) To review the annual internal audit for 2023-24.**

The Parish Council had used the services of Auditing Solutions Ltd since 2010-11 and throughout the ensuing years the guidance and extensive auditing experience provided by the Director Stuart Pollard had been very much appreciated by the previous and present Clerk and Council members. The Chairman of the Finance, Personnel and Administration Committee wished to endorse his satisfaction with the excellent internal audit service provided by Auditing Solutions Ltd and recommended that we continue to use the company. The Clerk advised that Stuart Pollard had indicated he was probably going to retire after the next financial year. Therefore a quote process would be required for internal audit services in the summer of 2025.

Councillors discussed the full Internal Audit Final Report and the Annual Internal Audit Report 2023-24 to be submitted with the Annual Return (AGAR). The full report had raised one matter regarding an oversight in the amount charged for pitch hire which over this last football season 23-24 had not taken account of the £10 per match increase in the pitch hire fees implemented in June 2023 but not instigated until three months later.

The Clerk and Finance Officer had apologised and also scrutinised how this oversight had occurred. Whilst the increase had been implemented in diaries, the website and office noticeboards, because no invoicing was required for three months the change was overlooked on the accounts system. The Football Clubs had also been advised of the increase in June 2023 and they did not notice the error either. It had been immediately corrected on the accounts system and the Clerk advised the sums involved were £330 undercharge to Yatton and Cleeve FC and £60 to the two Veteran FC's. The Parish Council may consider if they wish to take any action to recoup the undercharge.

**RESOLVED:** To accept the Annual Internal Audit Report 2023-24. The Council wished to thank Auditing Solutions for the excellent internal audit service they had provided.

**RESOLVED:** to re-appoint Auditing Solutions Ltd to provide internal audit services for 2024-25.

**RESOLVED:** to not recoup the undercharge from the football clubs that occurred as a result of an error made by the Parish office.

Councillors commented that errors of this sort were very infrequent and wished to reassure staff members involved that mistakes do happen and not to focus unduly on this one matter in an otherwise excellent internal audit report.

**iii) To confirm and sign the conflict of interest form for the external auditor BDO.**

**RESOLVED:** that there were no conflicts of interest between Yatton Parish Council members and BDO LLP External Auditors. The conflict of interest form was signed by Chairman Chris Jackson and the Clerk.

**iv) To agree section 1 of the accounts for the Parish Council 2023-24 and sign Section 1 of the Annual Return 2023-24.**

**RESOLVED:** that the accounts statement in section 1 was agreed and the Section 1 of the Annual Return 2023-24 was signed.

**v) To agree section 2 of the accounts for the Parish Council 2023-24 and sign Section 2 of the Annual Return 2023-24.**

**RESOLVED:** that the accounts statement in section 2 was agreed and the Section 2 of the Annual Return 2023-24 was signed.

**COU10/24: To appoint committees.**

**RESOLVED:** that members be appointed to committees as follows:

**Amenities & Properties Committee:** Chair & Vice-Chair of Council, Jonathan Edwards, Graham Humphreys, David Crossman, Robert Jenner, Steve Lister, Jessie McArdle, Massimo Morelli, Caroline Sheard and Bryan Thomas.

**Finance, Personnel & Administration Committee:** Chair & Vice-Chair of Council, David Crossman, Jonathan Edwards, Graham Humphreys, Jessie McArdle and Roger Wood.

**Planning Committee:** Chair & Vice-Chair of Council, David Crossman, Steve Humphrey, Graham Humphreys, Robert Jenner, Steve Lister, Jessie McArdle, Bryan Thomas and Roger Wood.

**Personnel Sub-Committee:** Chair and Vice Chair of Council, David Crossman, Peter Lomas and Jessie McArdle.

**Yatton Parish Council members of the Cadbury Hill Joint Management Committee:** David Crossman, Jonathan Edwards and Graham Humphreys. Congresbury members TBA.

**COU11/24: Appointment of working groups.**

**RESOLVED:** that the CPR Training Workshop Working Group be re-named Heart Revivers Workshop Working Group and that members listed below be appointed to the working groups as follows:

**New Cemetery Working Group:** David Crossman, Jonathan Edwards, Graham Humphreys, Robert Jenner and Chris Jackson.

**Public Transport Working Group:** Jonathan Edwards, Steve Lister, Jessie McArdle, Caroline Sheard, Bryan Thomas and Roger Wood.

**Road Safety Working Group:** David Crossman, Chris Jackson, Jonathan Edwards, Caroline Sheard, Bryan Thomas and Roger Wood.

**Hangstones Pavilion Alterations Working Group:** Jonathan Edwards, Robert Jenner, Peter Lomas, Graham Humphreys and David Crossman.

**Christmas Lights Working Group:** Caroline Sheard, Graham Humphreys, Steve Humphrey and Steve Lister.

**Party in the Park Working Group -** Graham Humphreys, Steve Humphrey, Lucy Kehoe, Steve Lister, Jessie McArdle and Caroline Sheard.

**Heart Revivers Workshop Working Group -** Graham Humphreys, James Hooper and Steve Lister.

**Yatton Neighbourhood Plan Working Group –** Steve Lister and Jessie McArdle.

**Claverham Neighbourhood Plan Working Group –** Peter Lomas and James Hooper.

**COU12/24: To review any changes to the terms of reference for Council, Committees and Working Groups.**

**RESOLVED:** to approve the new Terms of Reference subject to them being amended to include the revisions made to working groups under COU11/24 and how the dating of review and approval is shown at the top of the document.

**COU13/24: Representatives on outside organisations.**

**RESOLVED:** that representatives be appointed as follows:

Bristol Airport Consultative Committee: Roger Wood

Strawberry Line Management Committee: Jonathan Edwards and Bryan Thomas.

YACWAG: Roger Wood.

Yatton PACT: Caroline Sheard and Bryan Thomas.

Yatton Village Hall Management Committee: Graham Humphreys.

ALCA: Chris Jackson.

North Somerset Flood Risk Action Group: David Crossman.

Yatton High Street Pedestrian Improvement Group: Chris Jackson, Peter Lomas and Jonathan Edwards.

North Somerset Cycle Forum: Jonathan Edwards.

PCAA: Bryan Thomas and Roger Wood.

Yatton United Charities: David Crossman, Graham Humphreys, Steve Lister and Steve Humphrey.

**COU/14/24: To approve the Statement on Internal Control 2023-24.**

**RESOLVED:** to approve the Statement of Internal Control 2023-24 which was then signed by Chairman Chris Jackson.

**COU/15/24: To discuss the pollution in the River Yeo and consider complaining to Wessex Water.**

Councillor Jessie McArdle had requested the agenda item and led the discussion. She highlighted that there had been a number of pollution spills locally but not actually in the parish. However many Yatton people use the River Yeo for leisure activities. She highlighted that

Wessex Water had a Pollution Reduction Plan but it was not up to date and that a letter raising concerns about the pollution spills and asking what is being done to prevent it would be worthy of consideration.

Members discussed the issue and all concluded it was important to raise this with Wessex Water. Members asked Councillor McArdle if she would be willing to draft a letter. She was happy to do this.

**RESOLVED:** that Councillor Jessie McArdle will draft a letter raising the concerns discussed to be circulated to Councillors for information and the Clerk was to send to Wessex Water, MP Liam Fox and to the parishes where the spills had occurred.

**COU16/24: To discuss possible ways for Curo to work with the community.**

The Parish Council had been approached by Curo Resident Engagement Team offering an invitation to a meeting with residents on Stowey Road between 10am and 4pm on May 23<sup>rd</sup>. The meeting was to seek feedback and listen to any issues that Curo residents were facing and encourage more dialogue.

Councillor Chris Jackson had accepted the invitation but asked for other members' ideas he could pass on to Curo in how they could work with the community. Councillor Graham Humphreys advised he would send his ideas on the Councillor Jackson by email. It was mentioned that members were aware of issues in grass maintenance and upkeep of footways at property owned by Curo. Councillors were asked to send any ideas they have to Councillor Chris Jackson before the meeting on the 23<sup>rd</sup> May.

**COU17/24: To discuss the response from North Somerset Council to the Parish Council's formal complaint regarding the service received from their legal department in the process of the cemetery lease.**

The Clerk had circulated the original letter of complaint submitted by the Parish Council and the response received from North Somerset Council prior to the meeting. Members discussed the response and were generally unhappy with the factual inaccuracies. However, it was felt that any response back to North Somerset Council would achieve very little.

**RESOLVED:** to take no further action on the complaint.

**COU18/24: To consider requesting North Somerset Council make a variation of use for the s106 funds allocated for a piece of gateway art at North End.**

The Clerk had circulated the section of the Town and Country Planning Act 1990 that allows for variation of an S106 agreement with the agreement of the necessary parties. The details of the S106 funds allocated for public art were displayed for the meeting members to view and the funds had already been paid to North Somerset Council. Members discussed various options that the money may be re-purposed to and agreed that community views should be sought before a final decision was made.

**RESOLVED:** to request that North Somerset Council open a dialogue with the developers regarding the variation of use for the S106 allocation to public art and to consult the community on their ideas for the use of the S106 funds.

**COU19/24: To consider a quote for a new changing room window.**

The window in question was the last of the single glazed metal framed window in Hangstones Pavilion.

**RESOLVED:** to accept the quote from Shergold Conservatories Ltd of £1,010.00 ex vat for the supply and fit of the new changing room window.

**COU20/24: To consider the re-appointment of Councillor Graham Humphreys as a Trustee to Yatton United Charities.**

Councillor Graham Humphreys four year appointment as a Trustee for Yatton United Charities had just expired and he was willing to stand for a further four year term.

**RESOLVED:** to re-appoint Councillor Graham Humphreys as a trustee of Yatton United Charities for the term of four years.

**COU21/24: To consider submitting a Highways Improvement Form for the stretch of pavement from Stowey Park to Claverham Close.**

A compliant had been received about this stretch of pavement which was narrow and sloped towards the road making pedestrians, especially those on mobility scooters and with pushchairs feel very unsafe. Claverham Road at that point was also quite narrow hence vehicles travel close to the pavement further exacerbating the anxiety for pavement users at this location.

Members noted that it was not a stretch of pavement that could be widened because the road itself was too narrow.

**RESOLVED:** to complete a Highway Improvement Form for this stretch of pavement and request that it was levelled for the safety of all users.

**\*\*\* At this point members of the public were asked to leave the meeting for the following item as resolved under COU8/24.**

**COU22/24: To consider quotes for the stage one surfacing of the driveway and car park at the new cemetery. Confidential Item.**

The Clerk had advertised the stage one surfacing of the new cemetery driveway and carpark on the Government Contract Finder website as required by Financial Regulation 11 from 21<sup>st</sup> March 2024- 12<sup>th</sup> April 2024. This had resulted in ten expressions of interest from companies all of which had been provided with identical information about the project. The enquiries had come from as far away as Deeside, Doncaster and Fareham but had also proffered some local interest. The companies that had provided quotes had all completed a site visit which was essential to understanding the project. The Clerk and Councillor Chris Jackson had scrutinised the quotes received ahead of the meeting and a breakdown of the relevant costs within the quotes was displayed at the meeting for Councillors consideration.

**RESOLVED:** to approve the quote provided by BR Day of £42,500 ex vat for the stage one surfacing and kerb edge work for the new cemetery driveway and car park.

**MATTERS FOR INFORMATION**

**COU23/24: Clerk’s Report.**

i) The stock proof fencing at the new cemetery was due to start week commencing 27<sup>th</sup> May with the wall and fence work starting week commencing 3<sup>rd</sup> June. The water pipe installation and drainage work(already instructed) will be done next. The stage one surfacing could commence after completion of the above work. The stage two top surfacing, internal paths and cremation stone areas and landscaping were pending a quote process and would be later in the summer.

ii) The Clerk advised that the waiting list for Mendip Road allotments had returned to pre-pandemic levels with only a couple of people on the waiting list. The North End site still had a waiting list of 13 people but the turnover of plots was high.

iii) The Clerk had registered Hangstones Pavilion on the Community Emergency Shelter Scheme. It had been registered but North Somerset Council had asked everyone to re-register.

**COU24/24: Future agenda items.**

The new proposed cemetery off Mendip Road.

Weight limit signs in the Parish.

Newsletter provision.

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Chairman

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