

**Draft Minutes  
of the Meeting of  
Yatton Parish Council  
held on**

**Monday 11 November 2024**

At Hangstones Pavilion, Stowey Road, Yatton.

Meeting opened: 7.30 p.m. Meeting closed: 9.08 p.m.

**Present:** Councillors: Jonathan Edwards, Graham Humphreys, James Hooper, Steve Humphrey, Chris Jackson, Robert Jenner, Peter Lomas, Jessie McArdle, Caroline Sheard, Bryan Thomas and Roger Wood.

**Also in attendance:** Clerk and District Councillors Wendy Griggs and Steve Bridger. Gordan Gibson candidate for co-option to the Parish Council.

**Presentation by the Hinckley C Connection Project was deferred to 13th January 2025 Full Council meeting.**

**PRAYERS OR MOMENTS OF REFLECTION**

**MATTERS FOR DECISION**

**COU59/24: To receive apologies for absence, and to approve reasons where appropriate.** Apologies have been received Parish Councillors Steve Lister and Ann Hodgson.

**COU60/24: To receive declarations of interests by Parish Councillors and to consider any written applications for dispensations.**

**NONE.**

**MATTERS FOR INFORMATION**

**PUBLIC PARTICIPATION**

**COU61/24: Public participation.**

North Somerset Councillors' report.

District Councillor Steve Bridger gave the report on behalf on both District Councillors. The final phase of the High Street improvements are starting Monday 18<sup>th</sup> November with an anticipated completion date of 20<sup>th</sup> December. The work will start with the 20mph signs and speed cushions with traffic management using stop and go paddles not traffic lights. The upgrading of the crossing by the school entrance and the new crossing by Cherry Grove will follow with some work being carried out under night road closures. The last and most complex work was the crossing by the Coop. This would require Chescombe Road to be closed for approximately a week between the 12<sup>th</sup> and 17<sup>th</sup> December. There was a meeting scheduled for 3<sup>rd</sup> February 2025 to review the project and assess how well it was working.

North Somerset Council finances and budget setting was proving very challenging indeed. There was a funding gap for the current financial year and very difficult choices were needed for 2025-26. The District Councillors urged the Parish Council to try the budget setting tool on the North Somerset Council website as it demonstrated very well how difficult it was balancing the budget.

Councillor David Crossman asked if the District Council were being capped again at a 5% increase in Council Tax. This would not be known until December.

#### Police report

PCSO Rachel Sellars had sent a report of crime figures for Yatton, Kingston Seymour and Claverham in the last month as follows:

Violence against a person – 18

Public Order Offences – 5

Vehicle Offences – 4

Theft – 3

Arson & Criminal Damage – 2

Fraud – 1

The violence against a person figure was larger because of counter allegations. She highlighted that the Police were working hard to identify the off road bikes that had been causing a nuisance over the past few months.

**\*\*\* The Police report was noted by the Parish Council.**

### **MATTERS FOR DECISION**

**COU62/24: To confirm the minutes of the meetings held on 9<sup>th</sup> September 2024.**

The minutes of the meetings held on the 9<sup>th</sup> September 2024 were approved and were signed by the Chairman.

**COU63/24: Exclusion of public:**

**RESOLVED:** that the public be excluded from the meeting during consideration of agenda items 15 and 16 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business of competitive quotes.

**COU64/24: To consider the co-option of a new Councillor.**

An application had been received from Mr Gordon Gibson to become a Parish Councillor. He had been interviewed by Chairman Chris Jackson and Vice Chairman Peter Lomas ahead of the meeting and both recommended him as a suitable candidate for co-option. Mr Gibson had attended a number of Committee meetings ahead of this evening's co-option and he had indicated which Committees he would like to join.

**RESOLVED:** to co-opt Mr Gordan Gibson as Parish Councillor for the vacancy in South Ward.

**RESOLVED:** to appoint Councillor Gordan Gibson to the Amenities and Properties Committee and the Planning Committee.

**\*\* Councillor Gordan Gibson opted to make his declaration of acceptance of office after the meeting and therefore did not vote on any item.**

**COU65/24: Finance**

The Clerk had circulated all finance papers including payments, receipts and petty cash prior to the meeting.

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

**COU66/24: To consider a request to purchase a piece of the Parish Council owned land at Barberry Farm Road to extend a garden.**

The details of the request had been circulated to Councillors prior to the meeting and the maps of the land and the area requested were displayed at the meeting. Members discussed the request and made the following decision.

**RESOLVED:** to refuse the request to purchase a piece of the land at Barberry Farm Road because it would set an unwelcome precedent, not only at that location but at a number of other locations where residential property is on the boundary of Parish Council owned land.

**COU67/24: To review Standing Orders, Financial Regulations and the Procurement Policy.**

The National Association of Local Councils had issued new Model Financial Regulations recently. The regulations comprise of item in bold that must be included by law with the remainder that may be adapted to cover the working procedures of each individual Council. Councillor Peter Lomas and the Clerk had reviewed the regulations and adapted them where applicable to the Parish Council's methods of operation. These new draft regulations had then been cross referenced with Standing Orders and the Procurement Policy so that all three documents were aligned.

These three draft documents had been circulated to Councillors prior to the meeting for their consideration.

**RESOLVED:** to approve and re-adopt the new Financial Regulations, Standing Orders and Procurement Policy. The next review was in November 2025.

**COU68/24: To consider the External Auditor's Report 2023-24.**

The External Auditor's Report had been received just after the last Full Council Meeting on the 9th September. The completion of audit process was carried out and the report has been on the Parish Council website since then. The report had been sent out to Councillors by email at the time and was also circulated again with the papers for this evening's meeting.

**RESOLVED:** to accept the External Auditor's Report which had no matters that had come to the attention of the auditor that gave concern and all relevant legislation and regulatory requirements had been met.

\*\* The Council thanked the Clerk and Finance Officer for all their work and diligence in obtaining this clean audit report. The Clerk highlighted that a new internal auditor will need to be appointed next year due to the retirement of the current provider, Auditing Solutions.

**COU69/24: To discuss a number of issues on Chestnut Park including the 20mph speed limit, unadopted roads and management company problems and to consider any possible actions that may be taken.**

Councillor Bryan Thomas led on this item. He reported that residents were upset and complaining about the lack of maintenance in grass cutting, the state of pavements and the speed limit issue which had prompted an interest group to be set up. He had attended the meetings and the issue of the high charges for the service they received and lack of evidence of what the money was spent on was a main cause for complaint. Recently the maintenance company Firstport had increased the maintenance schedule which had improved matters. The group were intending to form a Residents Association to try and gain a representative on the management team at Firstport.

In regard to the roads, the places that required outstanding work were now marked in blue and the company CJL were working their way through these marked up places. Once complete an

inspection was required ahead of North Somerset Council adopting the roads. This inspection process was also required for the adoption of the streetlights.

Councillor Bryan Thomas was pleased to report that everything was starting to progress after a long period of stagnation. Once the adoption was completed then progress can take place with the 20mph speed limit.

There were still interconnecting issues between Bloor Homes, North Somerset Council and Firstport and who was responsible for what i.e. the path coming out on to North End Road was not up to a safety audit standard, Bloor were refusing to carry out upgrading it as it was not within the scope of their planning approval.

The Clerk was asked to check what stage all the Highways Improvement Request Forms had reached.

**COU70/24: To consider a quote for upgrading the CCTV to 8 cameras and installing two new cameras.**

The Parish Council had agreed a budget for upgrading the CCTV system this financial year. The recent antisocial behaviour had highlighted the need for this to be carried out as soon as possible. The company who provided the existing system supplied a quote for the upgrading work and the new cameras.

**RESOLVED:** to approve the quote of £1,350 for upgrading to an eight camera CCTV system and provide and install two new cameras.

**COU71/24: To consider a request to move the dog bin in Chapel Lane, Claverham approximately 5 metres further up the lane opposite the footpath through to Whitehouse Road.**

The location of the Chapel Lane dog bin and its new proposed position had been circulated to Councillors prior to the meeting. It was also displayed on the PowerPoint for the evening's meeting. Councillor Peter Lomas had looked at the location on foot. The request was deemed understandable as was the proposed location apart from it being more appropriate to keep it in the verge rather than move it across the lane to the entrance to the Whitehouse Road path.

**RESOLVED:** to grant the request to move the dog bin up the lane but retain it in the verge opposite the entrance path that leads to Whitehouse Road.

**COU72/24: To discuss progress with alteration work to Hangstones Pavilion.**

The Clerk reported that there had been notification today that an S106 fund of £49,277 for public facilities had been allocated to Yatton Parish Council. This fund was suitable for expenditure on the Hangstones alterations project and was welcomed because this had stalled due to lack of funds. North Somerset Council required the provision of a quote or invoice to access the funds for this project. The project had also already received £16,520.92 of S106 funds for Community Buildings .

In 2022 the original quote obtained for the entire project was £62,360.

The Clerk had obtained quotes for the remaining building and plastering work and the supply and fitting of all new toilet facilities totalling £22,541. There may be a small variation on these figures should any unforeseen matters arise during the work.

The work undertaken to date including initial enabling work £8,900 i.e. creating new entrances and blocking up others, fitting RSJs etc. Further building work to create a new entrance with disabled ramp access and enlarge existing window and other corrective work £7,444. The supply and fitting of all new windows in that part of the building and a new entrance door £3,920. The supply and fit of new radiators and all allied new pipework £2,355.

Quoted work yet to be undertaken - Electrical work £2,100. The supply and fit of flooring £2,965 (up to date quotes required) - Total £27,684 + £22,541 Total 50,225

Councillors were pleased to see that the project could be delivered for approximately £12,000 less than the 2022 quote and that the project was achievable using S106 funds.

**RESOLVED:** that the Clerk instruct the remaining building and plastering work, plumbing and toilet/sinks supply and fitting and electrical and flooring work itemised above to bring the project to completion. The Clerk would inform the Council of any variation to the costs of the above work yet to be carried out and will submit the necessary invoices/quotes to recover the S106 funds.

**\*\*\* At this point in the meeting District Councillors Wendy Griggs and Steve Bridger left the meeting due to the following confidential items.**

**COU73/24: To consider the replacement of the fire doors at Hangstones Pavilion. Confidential Item.**

The Clerk had obtained two quotes for the new doors following an incident of anti-social behaviour that resulted in the doors being kicked in. The replacement of the doors was essential for the security of the building. Councillors asked the Clerk to check that the doors were compliant with Fire Safety Regulations

**RESOLVED:** to accept a quote from Worle Glass and Joinery subject to the doors being Fire Safety Regulation Compliant. If not, then a quote up to the value of £3,500 may be accepted. This was to allow the new doors to proceed without delay.

**COU74/24: To receive an update of progress with the new cemetery and approve any matters required including quotes for the stage two surfacing and front boundary hedging. Confidential Item.**

The Clerk displayed slides of the newly completed front boundary fencing at the new cemetery. All the gates on the site were now locked. The Clerk had advertised the stage two surfacing work on the Governments Contract Finder in compliance with financial regulations. This had resulted in four quotes having been received. The new cemetery working group members had each independently scrutinised the quotes indicating their preferred contractor. This had resulted in the working group recommendation based on the majority of who the preferred quote was from. The quotes were displayed at the meeting. The work must be completed by the 5<sup>th</sup> February 2025 which is when the six months PROW closure notice expires. The Clerk had also obtained a quote for the front boundary Hornbeam hedging.

**RESOLVED:** to accept the quote of £36,000 from B.R Day Groundworks Ltd to provide the stage two surfacing at the new cemetery.

**RESOLVED:** to accept the quote of £259.20 from Chew Valley Trees to provide the Hornbeam hedging for the front boundary of the new cemetery.

## **MATTERS FOR INFORMATION**

**COU75/24: Clerk's Report.**

- i) The Repair Café had asked if they may have Hangstones Hall free of charge to offer a basic sewing skills workshop in January 2025. This was referred to the Finance Committee for decision at the December meeting.
- ii) The Clerk was on holiday on Wednesday 13<sup>th</sup> November.
- iii) A letter had been received from a resident of Stowey Road who had a number of concerns with North Somerset Council (NSC) regarding the installation of the speed cushions in Stowey and Mendip Road. He had received a reply from NSC which he had responded to. The resident had asked that Councillors were made aware of the correspondence and that he had

pursued a Freedom of Information request for evidence from the consultation process and other queries.

**COU76/24: Future agenda items.**

The new proposed cemetery off Mendip Road.

Weight limit signs in the Parish.

Newsletter provision.

To consider other venues for some Council meetings.

High Street Improvements Report.

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Chairman

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