

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

**Monday 15 September 2025**

At Hangstones Pavilion, Stowey Road, Yatton.

Meeting opened: 7.30 p.m.    Meeting closed: 8.59 p.m.

**Present:** Councillors: Nick Adams, David Crossman, Jonathan Edwards, Ann Hodgson, Graham Humphreys, Steve Humphrey, Chris Jackson, Peter Lomas, Massimo Morelli, Caroline Sheard and Roger Wood.

**Also in attendance:** Clerk and District Councillor Steve Bridger.

**PRAYERS OR MOMENTS OF REFLECTION**

**MATTERS FOR DECISION**

**COU44/25: To receive apologies for absence, and to approve reasons where appropriate.**

Apologies have been received from Parish Councillors Jessie McArdle, Bryan Thomas and District Councillor Wendy Griggs.

**COU45/25: To receive declarations of interests by Parish Councillors and to consider any written applications for dispensations.**

NONE.

**MATTERS FOR INFORMATION**

**PUBLIC PARTICIPATION**

**COU46/25: Public participation.**

North Somerset Councillors' Report.

District Councillor Steve Bridger gave the following updates:

- Woodstock and Alliance Homes were bringing forward a 100% affordable housing development on the former site of Oxford Instruments.
- Wain Developments were working on a planning application for a development of 130 homes on land off Claverham Road. They were going out to public consultation shortly.
- The potential development by Latimer Homes of 120 homes off the High Street in Claverham (no planning application submitted to date) is the subject of very strong and organised local opposition. The site had not been allocated in the local plan until now. However, Councillor Steve Bridger reported that the planning policy department was now minded to include it as an allocation in the local plan that was going to Cabinet for approval next month. He was very disappointed that this was being done very late and close to the point of approval of the plan. This gave two weeks to try and persuade them against this change in designation.
- There had been no further indication from the High Court regarding the petition that had been submitted for a judicial review of the appeal approval of the Batch development.

Councillor Steve Bridger asked for any questions.

Councillor David Crossman asked if any progress had been made with the Strawberry Line extension from Yatton to Clevedon in the last twelve months. Councillor Steve Bridger stated that it was a huge complex project which had a long way to go with many different landowners involved. A stakeholder meeting was held last week but it was the first one in 2025. The ambition for the project was still very much there but it had no established timeframe for progress.

Councillor Peter Lomas highlighted that there had been a lot of activity on the land that Wain Developments were proposing for houses in the last two months with traffic counters and site clearance. It suggests that the process is more advanced than they have advised.

Chair Chris Jackson asked District Councillor Steve Bridger if he had informed Claverham Future about the two issues of the Wain Development and the re-designation of the land off the High Street Claverham. He advised that he had informed the group.

Police Report  
NONE.

### **MATTERS FOR DECISION**

**COU47/25: To confirm the minutes of the meeting of the Parish Council held on 14th July and the 4<sup>th</sup> August 2025.**

**RESOLVED:** that the minutes of the meeting held on 14<sup>th</sup> July 2025 were approved as a correct record and signed by the Chair.

**RESOLVED:** that the minutes of the meeting held on 4<sup>th</sup> August 2025 were approved as a correct record and signed by the Chairman.

**COU48/25: Exclusion of public:**

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

‘That the public be excluded from the meeting during consideration of agenda item(s) ... on the ground that publicity would be prejudicial to the public interest [by reason of the confidential nature of the business] or [for other special reason which must be stated].’

**NOT REQUIRED.**

**COU49/25: Finance**

To authorise payments, including to note receipts and petty cash payments for August and September 2025.

**RESOLVED:** to authorise payments, including to note receipts and petty cash payments for August and September 2025.

**COU50/25: To review the 2025-26 budget.**

The current budget 2025-26 to Month 5 and an Ear Marked Reserves Report had been circulated to the Council prior to the meeting. Chair Councillor Chris Jackson invited the Chair of the Finance Committee Councillor Peter Lomas to report on the status of the budget. The following points were reported to Councillors for information.

- He advised members of how the budget was presented i.e. previous year's figures in the left column, current year in the middle and the right hand column was for next year's budget setting figures (in due course).
- The precept was paid in two equal instalments in April and September of each financial year and the second payment had now been received but had not been at the point the budget was circulated.
- **101/1090** – Deposit funds with CCLA pay interest at or around market rate. It was currently paying interest at 4.02% compared to Bank of England Bank Rate of 4%.
- **101/4001, 4002, 4003, 4007** – These codes are for salaries and National Insurance and Pension contributions for staff. In August it was advised that there was an agreed pay increase for 2025-26 of 3.2% backdated to April. The backdated pay has been calculated and was due to be paid at the end of this month. When the Finance Committee drafted the Budget proposals last year a decision was taken to flex the salaries by 5%. Adjustments were also made to cover the increase in National Insurance imposed by the current government. He therefore believe that salaries will come in under budget.
- **107/4701,02,12,22,23,26 budget codes for Grants** - Most annual grants have already been awarded for this year apart from the youth club who receive theirs in staged grant payments. It was anticipated there would be further grant applications from those organisations who regularly applied. If they do so, and at the same level as last year, there will be around £400 left in the Budget.
- **299/1085 – Community Infrastructure Levy Income (CIL)** - CIL income is paid to Parish Councils by North Somerset Council and is dependent on developers and property owners completing building projects in the parish. Thus, if there is no housebuilding, then we would not expect to see any CIL income. This is why we have not raised a Budget figure for this category and no CIL has been received this financial year to date.
- **299/4942** - Hangstones alterations have now been almost completed. To offset the cost £18,582 has been transferred from EMR 362. The Clerk had been advised by NSC officers that there were S106 funds for Public Facilities available for the project that would cover any costs that had not been claimed yet from that fund of £49,000.
- **299/4934 – New Cemetery** - The expenditure of £3,927 has been offset by a transfer of a similar amount from the CIL 23/24 EMR .

Finally it was highlighted by Councillor Peter Lomas that all other income and expenditure were in line with the Budget and are at levels that were normally expected to be seen at this point in the financial year.

Chair Councillor Chris Jackson thanked the staff and Councillor Peter Lomas for the work that was done to manage the finances of the Parish Council in a prudent manner.

The Budget and Ear Marked Reserves Report were duly noted by the Parish Council.

#### **COU51/25: To consider any matters relating to the new cemetery.**

The Council may in due course consider whether to continue to fill the remaining space at the existing burial ground (approx 6-8 new plots) or to open the new cemetery or to have both open.

The Clerk displayed a picture of the space that remains at the existing burial ground for cremations. She had contacted a local funeral director who had been and tested the ground to ascertain if another row was possible as it was becoming closer to the tree adjacent to the area. They had advised that another row would be fine.

The Clerk advised that she had been asked a couple of times if it was possible to use the new

Mendip Road Cemetery but it was not completed at the time these requests were made and they had been advised that there was still space in the existing burial ground. However, the time was approaching when the space would run out and the Mendip Road cemetery was going to be fully finished soon.

Councillors discussed a number of scenarios that were presented i.e. use all the space in the current burial ground before using Mendip Road, start using it now without utilising the final spaces, delegate to the Clerk the decision as she was best able to deal with the sensitivities of each enquiry made and to offer the choice to all enquiries. As most of the time interments came through funeral directors they would need to be advised in order to offer this choice.

**RESOLVED:** to delegate the decision to the Clerk to administer the choice of which burial ground/cemetery was offered. She would inform the funeral directors as required.

An opening ceremony for the Mendip Road cemetery was discussed briefly and was to be an agenda item for the next suitable Amenities meeting.

**COU52/25: To consider the External Auditors Report 2024-25.**

The Clerk had circulated the External Auditors Report and Certificate 2024-25 prior to the meeting. The notice of completion of audit process had been completed. The Clerk had advised the Council at the meeting on the 14th July regarding the comment about the tick box error for 11B on Section 2 Accounting Statement. This did not have any effect on the financial figures for the AGAR. She had corrected it at the time as she was instructed to by the auditor on the copy that was on the website.

Councillor Peter Lomas highlighted that apart from this comment under other matters not affecting the audit opinion it was a clean audit report. He thanked the staff for all their work. The Clerk mentioned that in light of the requirements for the audit of a project over £100,000 which had been an additional body of work required in 2024-25 it was very pleasing that all the processes for that project had gone through audit with no matters at all raised either by internal or external audit.

The Parish Council duly noted the External Auditors Report and Certificate 2024-25.

**COU53/25: To consider the Community Governance Review Consultation Stage 2.**

A draft response to the stage 2 consultation had been circulated to all Councillors prior to the meeting. The response re-iterated the comments the Parish Council made in March 2025. It was noted that the draft comments required a small amendment to the number of Councillors within the two wards of Yatton and Claverham suggested by the Parish Council. It should state twelve Councillors in Yatton ward and four in Claverham ward instead of the allocation of thirteen and three in the circulated document.

**RESOLVED:** to submit the comments as drafted subject to the change above stating the number of Councillors in each ward should be twelve in Yatton and four in Claverham.

**COU54/25: To consider formally requesting that Network Rail increase the size of the car park by utilising Jewson's Yard and to re-paint the footbridge.**

Councillor David Crossman had raised this as an issue and he highlighted the car park was often full causing on-street parking when the former Jewson's site lay almost empty. The listed footbridge was looking very much in need of repair and re-painting and the condition of the floor was deteriorating. It was also noted that the footbridge when it was originally listed had a roof on it which if reinstated would help to maintain the condition of the floor. Councillor David Crossman had been advised by a member of staff at Yatton station that Nailsea and Backwell were due to have some work carried out first but there had been a possibility that the footbridge

may be removed, renovated then reinstated. It would also be a great benefit in terms of accessibility if lifts could be installed to access the footbridge from both platforms. He suggested that the Parish Council write to Network Rail and request the use of the Jewson's site as car parking and ask for the footbridge to be renovated and re-roofed. He considered it would also be beneficial to ask MP Tessa Munt to become involved in progressing this.

**RESOLVED:** that the Clerk would write to Network Rail and request that the former Jewson's site be used for car parking, that the footbridge be renovated including re-instatement of the roof in line with its original listed status and two lifts to access the footbridge on both platforms.

**RESOLVED:** to write to MP Tessa Munt and ask for any assistance she is able to give in progressing these requests with Network Rail.

**COU55/25: To consider any matters for the new changing room project.**

The Clerk had circulated to Councillors the minute from the last Amenities meeting on the 1<sup>st</sup> September that had discussed the changing room project and where it had got up to. The Clerk had requested quotes from three companies to provide building regulation drawings and specification and this was to be on the agenda for an additional meeting of the Committee on 29<sup>th</sup> September. The Clerk was to set a deadline for receiving quotes and it was hoped that the changing room working group would be able to meet to look at this prior to the meeting.

**COU56/25: To appoint two more Councillors to the Cadbury Hill Joint Management Committee.**

The Joint Committee had found some issue of quoracy with only a small Committee membership of three members from each Council. Congresbury Parish Council have the same item of the agenda.

**RESOLVED:** that Councillors Massimo Morelli and Roger Wood be appointed to the Joint Committee.

**COU57/25: To approve the Annual Report 2024-25.**

The draft Annual Report 2024-25 had been circulated prior to the meeting. A photograph for the front cover was still needed; the Clerk suggested the new cemetery would be appropriate.

**RESOLVED:** to approve the draft Annual Report 2024-25 and submit it for printing.

**COU58/25: To receive a progress report on the Local Devolution process.**

The Clerk had circulated to Councillors the minute from the last Amenities meeting on the 1<sup>st</sup> September that had discussed Local Devolution and appointed members who would represent Yatton on North Somerset Council's Local Devolution Steering Group. A Local Devolution framework had been drafted by North Somerset Council which would be used as guidance when engaging with Town and Parishes about Local Devolution and asset transfers. The draft framework had been circulated to steering group members Portishead, Nailsea, Weston and Yatton but with a quite short deadline. There had been various amendments suggested e.g. that the default on asset transfer be changed from leasehold to freehold. The framework had been approved by North Somerset Council on the 10<sup>th</sup> September but was subject to further updating in due course as it was still work in progress. There had not been any formal meeting of the Local Devolution steering group since Yatton had been approved to join.

**COU59/25: To consider the details of the S106 agreement regarding the provision of an item of public art.**

The Clerk advised that Bloor Homes had agreed to the S106 funds being used for public art in places other than the North End roundabout but Curo had still not replied though they had been chased several times for a response. District Councillor Steve Bridger agreed to provide a different contact at Curo and ask the S106 officer about any time constraints for spending the funds. An idea for carving artistic sculptures from tree stumps was presented for members to consider. Members were still more attracted to the artistic signs. The Clerk was to ask the art group in Hangstones if they had any ideas for the kind of art that could go onto signs.

**COU60/25: To consider progress with the compliance for Assertion 10 in the Annual Return 2025-26.**

The Clerk advised that most of the progression toward attaining compliance with Assertion 10 for the AGAR 2025-26 would be under the responsibility of the Finance Personnel and Administration Committee. The Clerk had instructed an audit of the website to check it was compliant with the required accessibility standards for Assertion 10 i.e. WCAG 2.2 AA accessibility. We already fulfill the display of an accessibility statement and Freedom of Information (FOI) and Transparency Code. It was also a requirement that all staff and Councillors undertake training in Data Protection and FOI and a number of courses were available. Unfortunately, both dates offered by ALCA for the training fell on the same days as the scheduled meetings of Full Council 10th November and Finance Committee 8th December. The Clerk suggested that the meetings could be moved to free up these dates for getting as many Councillors and staff as possible trained before Christmas.

**RESOLVED:** to move 10th November Full Council to the 17<sup>th</sup> November and the Finance Committee from the 8<sup>th</sup> to the 15<sup>th</sup> December.

**MATTERS FOR INFORMATION**

**COU61/25: Clerk's Report.**

- i) A collection had been made for former Councillor Robert Jenner. The Clerk and Councillor Graham Humphreys were to choose a gift and progress organizing a presentation for him.
- ii) The Clerk was on holiday from Thursday 18<sup>th</sup> September returning to work on the 29<sup>th</sup> September.

**COU62/25: Future agenda items.**

The new cemetery off Mendip Road.

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Chairman

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