

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

Monday 10th November 2025

At Hangstones Pavilion, Stowey Road, Yatton.

Meeting opened: 7.30 p.m. Meeting closed: 9.17 p.m.

Present: Councillors: David Crossman, Jonathan Edwards, Graham Humphreys, Steve Humphrey, Steve Lister, Peter Lomas, Jessie McArdle, Massimo Morelli, Caroline Sheard, Bryan Thomas and Roger Wood.

Also in attendance: Clerk and District Councillors Steve Bridger and Wendy Griggs.

**** Chair Chris Jackson had given apologies therefore the meeting was chaired by Vice Chair Peter Lomas.**

PRAYERS OR MOMENTS OF REFLECTION

MATTERS FOR DECISION

COU63/25: To receive apologies for absence, and to approve reasons where appropriate. Apologies have been received from Parish Councillors Nick Adams, Ann Hodgson and Chris Jackson.

COU64/25: To receive declarations of interest by Parish Councillors and to consider any written applications for dispensation.
NONE.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

COU65/25: Public participation.
No members of the public present.

North Somerset Councillors' Report.

District Councillor Wendy Griggs gave the following updates:

- She had attended a meeting with representatives from Court De Wyck school and Parish Councillors Chris Jackson and Jessie McArdle. It was regarding the closure of the rear entrance to the school on Police safeguarding advice. She understood that it was to be discussed at the next suitable meeting of the Parish Council. The closure meant that all children walking to school had to do so on the narrow pavement from the High Street round the bends to the village hall. It also meant that whether walking or being dropped off, all children had to now cross the road to access the school.
- The new school building at Yatton Infant and Junior school was to be opened by a VIP on December 3rd and the entrance into the school from the Co-op car park had re-opened.
- She highlighted that the Clerk may receive an email complaining about dogs being a nuisance in Mendip Road allotments.

- She raised the fact that Woodspring Wings planning application for a container was still not determined and that the planning department had asked for a lot of additional information for what would seem to be a straight forward application.

Councillor Steve Bridger stated that he had given a full update on planning issues at the last planning meeting 20th October so he had no new issues to mention. He asked for any questions. The Clerk asked if he could follow up with Curo as she had received no response from the CEO regarding her emails about the S106 for Public Art.

Police Report

NONE.

MATTERS FOR DECISION

COU66/25: To confirm the minutes of the meeting of the Parish Council held on 15th September 2025.

RESOLVED: that the minutes of the meeting held on 15th September 2025 were approved as a correct record subject to the addition of Councillor Steve Lister as an attendee and signed by the Vice Chair.

COU67/25: Exclusion of public:

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

COU68/25: Finance

To authorise payments, including to note receipts and petty cash payments for November 2025. The Clerk advised of an additional payment to the finance report issued and that the CIL of £165,000 for the Rectory Farm development had been received. She had also obtained a refund from Yu Energy of £1,971.88 for unmetered electrical supply for Christmas lights they had charged in error. The AVG subscription had also been cancelled and a refund claimed of £84.99

RESOLVED: to authorise payments, including to note receipts and petty cash payments for November 2025.

COU69/25: To consider any matters relating to the new cemetery including amending the regulations to reflect the responsibility for carrying out interments.

The Clerk advised that she had received a number of requests from families to inter ashes themselves. This was a relatively new type of request and very rare, most interments being done by funeral companies. She had sought advice from the Council's insurers to check if this was covered by public liability insurance. It had been confirmed that there was no insurance cover for this but there was also nothing in the regulations for either burial site to preclude it. The Clerk suggested that the Council update the regulations for both sites to prevent families from interring ashes and only allow it to be done by a professional service. The Clerk also advised that the new sign and noticeboard were to be installed this weekend. The opening ceremony could be organised following this.

RESOLVED: to approve 'in principle' a clause in both sets of regulations stating that all interments must be carried out by professional companies who have their own insurance in place. The precise wording was to be finalised by the New Cemetery working group who were meeting on Thursday 13th November.

COU70/25: To consider the review and recommendation from the Finance Personnel and Administration Committee for the approval of new model Standing Orders. To review and approve Financial Regulations and the Procurement Policy.

Vice Chair Peter Lomas reported that the National Association of Local Councils (NALC) had issued new model Standing Orders and Financial Regulations earlier in the year. The Financial Regulations and the Council's Procurement Policy had been reviewed and approved in May 2025. However, the Standing Orders which were a more complex document required additional scrutiny. He had carried this out and produced a draft that the Clerk had also checked which resulted in the copy that was reviewed and recommended for approval by the Finance Personnel and Administration Committee. He advised that it was preferable to re-adopt all three key documents at this meeting so they were then all reviewed at the same time in 2026.

RESOLVED: to approve and re-adopt the updated Standing Orders Financial Regulations and Procurement Policy. The next review was in November 2026.

COU71/25: To receive a progress report on the Local Devolution process.

The Clerk advised that the final licence that had been approved by the Council in August had been received, signed and returned to North Somerset Council. It had been suggested that the takeover of Horsecastle and Grange Farm Road play areas and open spaces maybe 1st December 2025. There has been no response on this date. The staff are continuing to prepare for this by creating inspection sheets and risk assessments. It had been confirmed that the play areas would be covered under the existing insurance policy with no additional cost. The Clerk and staff were liaising with the dog bin emptying company in regard to taking on the dog bins in the area. The general refuse bins were being serviced by the grounds team. North Somerset Council had agreed to give it a final mow in November prior to the hand over.

COU72/25: To consider the future of Congresbury surgery.

A briefing had been provided by District Councillor Steve Bridger and circulated prior to the meeting. Councillor David Crossman had raised this as an agenda item following comments made to him by Yatton surgery staff about how much it would help them if some services could be run by reopening Congresbury Surgery. The Clerk had contacted Cleeve, Kenn and Congresbury Parish Councils to inform them of this agenda item and would let them know the outcome from this evening. Councillors discussed the surgery and the following comments were made:

- Councillor Peter Lomas asked District Councillor Steve Bridger about the status of the housing and surgery on the land at Smallway. He advised it had been refused.
- Councillor Caroline Sheard mentioned that the voluntary drivers group in Congresbury would really struggle to keep going when the two people who have run it for thirty years give up. They have tried in vain to get new volunteer drivers. The Yatton Volunteer Drivers Scheme only had four drivers and also had found it very difficult to get volunteers. It was highlighted that a resident recently paid a taxi £50 to go to a doctor's appointment and how the voluntary schemes were often the only option for some people to reach appointments.
- There was definitely a need for an additional medical facility in Yatton and Congresbury given the new developments that were coming in both parishes and this also affected the other smaller adjacent parishes, many residents of which use Mendip Vale Medical

Practice. This was the case even if it wasn't a full size surgery because if not, how would the current facilities keep pace with the increasing number of people resulting from new development?

- If an urgent appointment was needed residents were sent to any of the surgeries further away which was very difficult for those without their own transport.
- District Councillor Steve Bridger highlighted a number of issues including how the replacement of the local Clinical Commissioning Group with the Integrated Care Board (ICB) had resulted in Yatton dropping down the priority list. He agreed we needed to plan for the future but was not very hopeful that the Congresbury Surgery would be re-opened as Mendip Vale Medical Practice (MVMP) were applying to close it permanently for reasons of unviable costs to refurbish the building for any medical purpose and the site was very constrained. However, MVMP were actively pursuing other non-clinical but essential ways that the building could be used such as wellbeing support, social connection, signposting to local services including access to health and social care advice. In general, the impetus was towards bigger facilities that do more procedures locally. He will continue to argue that all of the current and future development in Yatton (and Congresbury) should be supported by increased primary care capacity and a new medical facility.
- Councillor Massimo Morelli highlighted that the NHS ten year plan was centred on prevention, more work in communities, digitalisation of systems and there was no shift from austerity. He mentioned that it was possible that our area ICB might be merged with Gloucestershire. It was also embedded in politics which made planning and moving forward very difficult and protracted.

RESOLVED: to write letters to MP Tessa Munt and Tim James at the ICB to raise all the concerns highlighted above.

COU73/25: To consider a grant application from the Yatton Junior Park Run.

Councillor Peter Lomas confirmed there was sufficient funds in the grant budget to consider the application. The junior park run would like to offer a special Christmas run for the children and give them a gift of a medal that is embedded with seeds to grow a tree or wild flowers. The medals are made by unpaid carers, single parents, pensioners and people managing health conditions.

RESOLVED: to approve a grant of £200 for the Yatton Junior Park Run for the above project.

COU74/25: To consider IT costs for upgrading the office computer systems.

Councillor Peter Lomas advised the Council that the Company they had agreed to work with following a quotes process was Northstar in Clevedon. The company had carried out an audit of the IT provision in the parish office and had provided a report including recommendations and suggestions for upgrading the system. The costs to implement the recommendations had been obtained and were displayed to the Council. They consisted of costs for 'one off' (£3,740.68) and 'recurring' (£2,434 annually) improvements to the system. Councillor Peter Lomas went through the details, all of which had been scrutinized by himself and Councillors Chris Jackson and Nick Adams prior to the meeting.

The recommendations were all consistent with IT improvements that will comply with the new Assertion 10 in the AGAR 2025-26.

RESOLVED: to proceed with the recommendations for the upgrading of the IT system in the office based on the costs outlined above with the recurring elements included in the forthcoming budget setting process.

As a part of reviewing the IT provision for the Council the existing computers had also been reviewed. They were all aging i.e. laptop x 1 (8yrs), desktops x 2 are 5 and 6 yrs. A replacement cost for all the computers, screens etc. including configuration and installation had also been obtained from Northstar. The quote had only been received a short time before the meeting and therefore lack of time had precluded a detailed review of the quote (£3,320.04). It was prudent to look at comparisons to see if the cost could be reduced if the Council was able to purchase the equipment under the same specification independently and use Northstar to configure the system at a cost of £250 per machine.

RESOLVED: to approve 'in principle' costs for renewing the computer system subject to comparison costing of the same equipment purchased independently up to a maximum of £4,000.

The outcome was to be reported at the next suitable meeting.

COU75/25: To consider progress with the compliance for Assertion 10 in the Annual Return 2025-26.

The Clerk confirmed that the only remaining training not yet booked was for Councillors, which was for those not doing Data Protection Training on the 8th December. There were still a number of policies and documents to update or draft new ones on Data Protection and IT. The upgrading of the IT system would consolidate and fulfill a lot of the Assertion 10 requirements. The Freedom of Information aspect was completed from a document perspective, just completion of all the training that had been booked for everyone.

COU76/25: To consider the recommendation from the Amenities & Properties Committee for the Christmas Lights display in Glebelands gardens.

The Clerk had circulated the minute from the Amenities & Properties Committee meeting at which the recommendation had been agreed. Councillors discussed the display and the Clerk highlighted that due to the late instruction it may jeopardise being able to deliver this additional part of the display but she would instruct it first thing tomorrow if the Council wished to proceed.

RESOLVED: to proceed with the quote of £5,200 as recommended by the Amenities and Properties Committee for the new Christmas lights in Glebelands.

**** At this point in the meeting District Councillors Steve Bridger and Wendy Griggs left the meeting.**

COU77/25: To consider quotes for a new fence on the boundary with the Strawberry line and North End allotments. Confidential Item.

The Council had been setting aside funds in to an Ear-marked Reserve since the allotments were first opened because the boundary fence was not good quality and it was not going to last very long. Last winter a section blew over and the grounds team had to repair it. They found that a couple of posts were not concreted in and the posts on the entire fence were low specification and showing signs of rot. Councillor Steve Lister commented on how wrong it was that developers put in such a poor standard of fencing but appreciated it was difficult to gain any will from them to take any responsibility for their low-cost choices of materials. The boundary with the Strawberry Line was important to retain security for the allotments and the fence was clearly reaching the end of its use.

RESOLVED: to approve the quote from Eurimex of £8,650. The work was to be funded from EMR 352 Allotment Fence and CIL.

MATTERS FOR INFORMATION

COU78/25: Clerk's Report.

- i) Chair Chris Jacson had received confirmation from the Yeo Valley Lions thanking the Parish Council for the interest that had been shown in the relocation of the special needs playground. They had very carefully considered the suggestion of possibly relocating to land in the field adjacent to the cemetery but concluded that it would not meet a number of the necessary criteria for the relocation site.
- ii) The Clerk advised that she was going to arrange to have a gate installed in the fence between the paddock and the new cemetery. This was to allow access for mowing with the tractor without having to keep driving over the new paths inside the cemetery which was unavoidable.
- iii) A reminder was given that the play area working group need to meet soon ahead of budget setting.
- iv) The Clerk advised that a suggestion had been made that the thank you to Robert Jenner could be done after the opening of the new cemetery as he had been very involved with that project over the twenty years he served on the Council.
- v) The Clerk was pleased to report that the mobile speed indicator device was finally operational.
- vi) The Council had now received £165,000 in Community Infrastructure Levy from the Rectory Farm development.

COU79/25: Future agenda items.

The new cemetery off Mendip Road.

Chairman

___/___/2025