

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

Monday 9th March 2026

At Hangstones Pavilion, Stowey Road, Yatton.

Meeting opened: 7.30 p.m. Meeting closed: 8.56 p.m.

Present: Councillors: Nick Adams, David Crossman, Jonathan Edwards, Gordon Gibson, Graham Humphreys, Chris Jackson, Peter Lomas, Jessie McArdle, Massimo Morelli, Caroline Sheard, Bryan Thomas and Roger Wood.

Also in attendance: Clerk and Districts Councillor Wendy Griggs and Steve Bridger and the Treasurer of Claverham Future.

PRAYERS OR MOMENTS OF REFLECTION

MATTERS FOR DECISION

COU94/26: To receive apologies for absence and to approve reasons where appropriate. Apologies have been received from Parish Councillor Steve Lister and PC Mike Jordan and PCSO Zoe Thomas.

COU95/26: To receive declarations of interest by Parish Councillors and to consider any written applications for dispensation.

NONE.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

COU96/26: Public participation.

The Treasurer of Claverham Future introduced himself and thanked the Councillors who had attended a recent meeting of the group. He mentioned that the next group meeting was Thursday 12th March and they were holding a drop in session for residents Friday 13th March.

North Somerset Councillors' Report.

District Councillor Steve Bridger advised that Yatton would be having a new bus stop at the precinct and others would be getting upgraded to e-ink digital display. The North Somerset Council Scrutiny Panel had met to discuss developer contributions and he had sent some information for circulation to Parish Councillors about this. The new Local Plan was to be submitted in April with the public examination taking place in October 2026. It was expected to be adopted around a year from now. He had sought some advice about how this would impact on the renewal of the Yatton and Claverham Plans. The advice was to progress the plans at a higher level leaving the detailed work until after the new plan was adopted.

A question was asked by Cllr Bryan Thomas about the recent road closure and traffic lights on North End Road by the Bridge Inn.

Police Report

The Clerk advised there were new members to the Yatton and Claverham Beat Team, PC Mike Jordan and PCSO Zoe Thomas.

Note: a report had been received but was too late to be included in the meeting.

MATTERS FOR DECISION

COU97/26: To confirm the minutes of the meeting of the Parish Council held on 12th January 2026.

RESOLVED: that the minutes of the meeting held on 12th January 2026 were approved as a correct record and signed by the Chair.

COU98/26: 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 items 12,13 and 14 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business of competitive commercial quotes and a personnel matter.

COU99/26: Finance

To authorise payments, including to note receipts and petty cash payments for March 2026.

RESOLVED: to authorise payments, including to note receipts and petty cash payments for March 2026.

Chair Chris Jackson highlighted to the Council that the new computer system was still not installed four months after being instructed. The Clerk had endeavoured to chase this on a number of occasions and due to the lack of progress she had last week asked Chair Chris Jackson to become involved. The company had promised a meeting with some dates to be provided but none had been received so far. The Clerk advised that the response to any IT problems with the existing system had been very prompt with no cause for complaint. Councillors discussed the situation and concluded with the following outcome:

RESOLVED: to write a formal letter of complaint to the company emphasising that not delivering our new system was a breach of the contract that represented a poor and disappointing level of service.

COU100/26: To consider writing to the Post Office regarding the poor and sporadic delivery of mail in Yatton.

Vice Chair Peter Lomas spoke regarding the poor level of letter delivery (approx once a fortnight) he receives and had spoken to others in Claverham, Cleeve, Nailsea and Backwell who shared this view. This has been the case since the sorting office moved from Yatton to Clevedon two years ago. Councillors discussed experiences with deliveries and it appears to be varied across the Parish. Further to the discussion regarding any action that could be taken the following was the outcome:

RESOLVED: to write to Royal Mail and ask for data on their service delivery for 1st and 2nd class mail in our area, highlighting any current problems and how they propose to address any issues.

COU101/26: To consider the options for a variation of the S106 agreement allied to the provision of a piece of artwork.

Chair Chris Jackson updated the Council on the process leading up to the current position regarding this matter. The Parish Council had pursued the idea of providing some form of

artistic gateways to the four entrances to the Parish rather than one piece of art originally provided for

under the S106 agreements for both Chestnut Park and Eaton Park. The Clerk had been asked to approach both developers to ascertain the agreement for the above change to the S106. They both agreed in principle but it required a deed of variation in order to make that change. This has led to North Somerset Council looking into this and the following options were put to the Parish Council for consideration.

- Draw up Deeds of Variation x 2 (1 for Bloor, 1 for Curo) which had very high legal costs.
- Arrange with Bloor and Curo for the S106 funds to be made to the Parish Council with North Somerset Council then paying back both developers.
- To leave arrangements as they stand for one piece of art to be provided at North End.

RESOLVED: to approach both developers and ask for the S106 funds to be passed to the Parish Council and for North Somerset Council to refund to Bloor and Curo their contributions.

COU102/26: To consider air quality monitoring in the Parish.

The Clerk had been contacted by a resident asking if any air quality monitoring had been carried out in the Parish. Further to enquiries, Chair Chris Jackson advised that air quality monitoring has not been routinely carried out in Yatton since 2014 and at that time the NO₂ levels were well below the threshold reading of 40µg/m² with the highest being 24.9µg/m². The monitoring was done at the junction of Well Lane and the High Street.

The company the resident was allied to provided postcode search facilities to look at air quality and Yatton High Street was scored as low. There were also no problems with air quality across North Somerset though this did not measure particulates only NO₂. North Somerset Council had offered to monitor a location if the Parish Council wished to suggest one.

RESOLVED: to ask North Somerset Council to carry out air quality monitoring at the precinct in Yatton.

COU103/26: Assertion 10 compliance.

The Clerk was pleased to advise that all Councillors and staff had completed training in Data Protection and Freedom of Information. The Clerk and Chair Chris Jackson had both completed advanced versions of training on both subjects and along with Vice Chair Peter Lomas had also completed Preparing for Assertion 10 parts 1 and 2 training. The Clerk had circulated three documents for review prior to the meeting that included updates which further strengthened Assertion 10 compliance. The Clerk highlighted that the ICO website was still unable to provide updated guidance following the passing into law of the Data Usage Act in June 2025 much of it was still under review.

Information & Data Protection Policy.

RESOLVED to re-adopt the Information & Data Protection Policy as drafted with a review in March 2027.

Data Breach Reporting Procedure.

RESOLVED: to adopt the Data Breach Reporting Procedure as drafted with a review in March 2027.

IT Inventory

This document was based on the new system to be installed.

RESOLVED: the inventory was noted as correct and approved.

COU104/26: To approve a Calendar of meetings 2026-27.

A draft calendar had been circulated prior to the meeting.

RESOLVED: to approve the calendar 2026-27 as drafted.

***** District Councillors Steve Bridger and Wendy Griggs and the member of the public left the meeting.**

COU105/26: To consider quotes for the replacement of the Touchwood equipment at Hangstones. Confidential Item.

Councillors Jessie McArdle and Nick Adams led on this item as members of the play area working group. Councillor Jessie McArdle highlighted that they had worked with the grounds team and the Clerk in formulating the designs that were being presented.

She advised that the working group had focused on a piece that was for older children and teens as younger children were well accommodated already at Hangstones and other play areas in the parish. It was highlighted that five companies had been approached for quotes (two declined) which resulted in the three designs and prices that were being considered.

She stated that the three quotes were quite close in cost but were all rather different in design though the brief given was the same i.e. that the platforms needed to be of a good size and designed for older children and teens. The design from one company was deemed not big enough and still appeared to be for younger children and would not blend with the natural setting as well. The other two designs had met the brief but the working group felt that one had done so more thoroughly than the other.

Councillor Nick Adams advised the Council that the project could be funded from an ear marked reserve 25/26 of £8,500, budget 26/27 under 299/4937 £10,000 with the small shortfall met from CIL.

The Council discussed the quotes and designs.

RESOLVED: to approve the quote from Home Front Ltd of £19,765.00 ex vat.

COU106/26: To consider tenders for the new changing room. Confidential Item.

Chair Chris Jackson advised the Council of the tender process that was followed. The tender was advertised on Find a Tender government website with information provided which included building regulation drawings, structural foundation survey report and a written construction specification. The project had been costed by a quantity surveyor. There were over twenty enquiries which resulted in sixteen tenders (eight of these had visited the site). The sixteen tenders were scrutinized by himself and Councillors Jessie McArdle, Peter Lomas and David Crossman based on cost, location, site visit and specification. There were five serious contenders considered for shortlisting to three. There were two tenders that they all agreed should be included and the third was chosen following discussion.

The three redacted tenders were circulated to Councillors ahead of the meeting.

Chair Chris Jackson spoke regarding the conditions of planning approval (yet to be discharged) in particular the drainage. He thanked Councillor David Crossman for the work he had done in liaising with the Internal Drainage Board (who requested that the drainage condition was applied) to obtain a specification that they would be satisfied with when the discharge of condition application was submitted.

This specification had been provided to the three shortlisted tenders and formed part of the costs displayed at the meeting. The commencement of work dates and build times were also displayed.

Councillors discussed the tenders.

RESOLVED: that the tender from Weston Outdoor Services was accepted at a cost of £93,780.00 ex vat.

***** Note: Minute COU19/25 of the meeting held 12th May 2025 detailed funding for this project. A number of grants had been recently submitted.**

COU107/26: To consider the employment recommendations from the Cadbury Hill Joint Management Committee for a new Estate Manager. Confidential Item.

Chair of the Cadbury Hill Joint Management Committee Councillor Jonathan Edwards began with a thank you to the outgoing Estate Manager who had fulfilled the role since 2014 and had been instrumental in bringing vast improvements to Cadbury Hill. He had done a wonderful job on behalf of both Parish Councils.

The Joint Committee had met and discussed a job description, advert, the employment contract and process for employing a new Estate Manager based on the current hours of four per week and current salary. The Committee also recommended that there was a one month overlap to allow a handover and with both parties being paid.

RESOLVED: to approve the employment of a new Estate Manager for Cadbury Hill based on four hours per week and under the same employment contact and current salary.

MATTERS FOR INFORMATION

COU108/26: Clerk's Report.

i) The Clerk advised that quotes for the replacement Grange Farm play area fence was on the agenda for 16th March 2026.

ii) The progression of the renewal of the lease with the Junior Football Club was waiting for the club to obtain a variation of trustees which was with their solicitors.

COU109/26: Future agenda items.

Chairman

___/___/2026