



# Brean Parish Council

Mrs J Manning (Clerk) 1 Hillside, Puriton, Bridgwater TA7 8AW

## **Approved Minutes of the Brean Parish Council Meeting held on Monday 9 January 2017**

### **Present**

Cllr J Harris	Chairman
Cllr T Hicks	Vice-Chairman
Councillors	Mr D Holland, Mr D Scott, and Mrs J Smith

In attendance:-

Cllr T Grimes	Sedgemoor District Council
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Jacqueline Manning	Clerk to the Council
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### **01/17 Apologies**

Apologies were received and accepted from Cllr M Chatterton (on holiday) and Cllr J Jackman (unwell).

### **02/17 Declaration of Interests**

Cllr Harris informed the meeting that where members consider they may have a potential interest in any topic for discussion and decision they should declare an interest and withdraw from the discussion and decision making process.

### **03/17 Approval of draft minutes**

The draft minutes of the meeting dated Monday 12 December 2016 were approved without amendment and signed by the Chairman.

### **04/17 To respond to members of the public**

There were no members of the public in attendance.

### **05/17 Discussion of matters arising from previous minutes**

Crown lease – we had received a final copy of the lease, which we had signed and returned to Ashfords LLP.

Re-valuation of rates for Weston Road toilets – the form for withdrawal from the case had been brought to the meeting for signature and was duly signed by the Chairman.

Invitation to James Heapey to attend a parish meeting to discuss village issues – we were waiting to hear from Mr Heapey's PA about a suitable date for a meeting in the parish.

Winter bus service to Brean – the Clerk had received a reply from First Group. The company were intending to extend the summer service until the end of October in 2017, but could not provide a Sunday service as this was not felt to be cost-effective. They had commented that they were unable to assist with the re-location of the bus stop. Councillors asked the Clerk to thank First Group for their reply, but seek confirmation of when the summer service would start. The beginning of March would be ideal.

**Action:** Clerk to contact First Group, and to contact Highways about the bus stop.

Maintenance of road signs and markings – some work was still to be done and we were awaiting a reply from Highways.

**Action:** Clerk to chase further.

Traffic congestion and lack of pedestrian crossings in Brean – we had contacted Cllr Denbee about the possibility of submitting an application to the small improvements scheme. He had advised that he would look into the process to follow.

Signage for beach – dogs to be kept on lead at busy times. Cllr Scott was looking into appropriate wording for the signs and would bring a draft to the next meeting in February 2017.

#### 06/17 **Current Planning Applications**

There were no on-going planning applications this month.

#### 07/17 **New Planning Applications for consideration by the Parish Council**

➤ **Application No: 06/16/00044**

**Proposal:** Erection of detached triple garage and formation of paved drive area

**Location:** Beaumont Lodge, Warren Road, Brean, Burnham On Sea, TA8 2RP

➤ **Application No: 06/16/00045**

**Proposal:** Use of land to site three lodge style static caravans (two to be used for permanent residential use and one to be used for holiday use) and variation of occupancy period from 1 March to 31 October to 1 February to 31 December for holiday unit, formation of access and parking and alterations to existing vehicular access.

**Location:** Wayside and Gadara, Warren Road, Brean, Burnham-on-Sea, TA8 2RP

One planning application had been received after the agenda had been circulated:

➤ **Application No: 06/17/00001**

**Proposal:** Erection of a vehicle maintenance building

**Location:** Land to the West of the Bowling Green at Brean Leisure Park, Coast Road, Berrow, Burnham-on-Sea, TA8 2QY

#### 08/17 **Beach Management**

There were no reports for this month.

#### 09/17 **Reports from Councillors on village issues**

Footpath to Weston – Cllr Hicks reported that it was hoped to start more work in January or February before the birds started nesting. There would also be a working party in April and the completion date was still planned for May 2017.

Village Hall Management Committee – Cllr Smith expressed interest in becoming involved with the Committee. Cllr Harris would ask the current Chairman, Derek Petrie, to phone Cllr Smith.

**Action:** Cllr Harris to contact Derek Petrie.

Blocked drains – an engineer had visited Wyndham Park, and Cllr Harris had spoken to him. There was still no resolution to the issues, which affected other locations in the village as well as Wyndham Park.

**Action:** Clerk to contact Highways again.

#### 10/17 **Approval of cheques for the current month's expenditure**

A schedule of cheques, direct debit and BACS expenditure for December 2016 is included at Annex 1 to the minutes.

#### 11/17 **Financial matters**

Councillors received schedules of payments and receipts for the period 01/12/2016 to 31/12/2016.

The Chairman received and signed the bank reconciliation statements for 30 November 2016.

A report on income and expenditure for the period April to November 2016 was circulated to all members for information.

The draft budget, incorporating amendments as agreed at the December 2016 meeting, was circulated to members for approval. Members formally approved the amended budget and all agreed that no precept would be requested from Sedgemoor District Council for the financial year 2017-2018.

Members agreed that payments to Opus Energy for the standing charge applicable to Weston Road toilets would be made by direct debit in future. A direct debit form was signed by three signatories. Members noted that HMRC had requested electronic payments for quarterly tax and NI. A letter to Santander requesting a BACS payment for the Quarter 3 payment was signed by three signatories.

#### 12/17 **Staffing matters – Clerk**

Cllr Harris reported that so far we had received one application for the post of Clerk.

The Clerk reported that although the advertisement was currently on the burnham-on-sea.com website, it would not go live on SALC until Thursday 12 January, as the SALC website platform was being updated.

#### 13/17 **Adoption of Standing Orders**

Members discussed the latest version of the draft document and a number of points were raised:

- The definition of “motion” in Section 1 – rules of debate at meetings. Members noted that motion referred to a proposal for consideration by the Council.
- In Section 3 (t), members decided to retain the statement that “meetings should not last more than two hours”.
- The meaning of “full Council” in relation to the annual meeting and election of the Chairman – it was confirmed that the Parish would be compliant with this point. As we did not have sub-committees, all monthly meetings would be full Council meetings.

- Items for discussion at the annual meeting – should a review of the complaints procedure be included? It was decided that this item should remain.
- For Section 10 (e), relating to dispensations, members decided that this point should be checked with the monitoring officer at Sedgemoor District Council.
- Security of documents – the Clerk confirmed that all papers kept in the Village Hall were in a locked filing cabinet.
- Accounts and accounting statements – members agreed that financial reports should continue on a monthly basis.
- Procurement policies – after discussion, members agreed that the current figure of £40,000 should be changed to £10,000.
- The process for tenders should be changed to state that three quotations would be obtained.

The Clerk advised that Financial Regulations should be drawn up in addition to Standing Orders. Members decided that, as the Chair would be away for the February meeting, the amended draft Standing Orders and new draft Financial Regulations would be carried forward to the March 2017 meeting.

#### 14/17 **Correspondence for review and circulation**

- E-mail request to use Brean beach for a driving event in February or March 2017. Councillors noted that an automotive marketing company had requested permission to use the beach for a driving event in February or March this year. The event would involve racing and demonstrations of speeds up to 100 mph. The request was declined on the grounds that the event was inappropriate for the beach, and would be in contravention of bye-laws.  
**Action:** Clerk to reply to the company
- E-mail from Graham Newing about removal of the damaged emergency phone at Brean. The phone had been checked by SDC. There was a dialling tone, but no connection and the phone was unusable. Councillors all agreed that the phone should be removed  
**Action:** Clerk to contact Graham Newing.

#### 15/17 **To note the following correspondence on the circulation list**

- E-mail reply from First Group
- Avon and Somerset PCC Policing Plan for the next four years
- E-mail from SALC – no extension of referendum principles for 2017/2018
- Quarterly newsletter from the Somerset Local Authorities Civil Contingencies Unit
- December SWP briefing – information about proposed 3-weekly rubbish collections
- Avon and Somerset Constabulary press release – targeting rural crime
- Severn Estuary Partnership News – link to e-newsletter

#### 16/17 **Members' comments on previously circulated correspondence**

No comments had been raised for discussion at the meeting.

#### 17/17 **Other matters raised by Councillors for discussion at the next meeting in February 2017**

Cllr Smith reported that residents had heard loud music from Pontins until 2 or 3 am on the morning of New Year.

Cllr Scott noted that work near the verge was being undertaken by the Rectory.

#### 18/17 **Date of next meeting**

It was agreed that the next meeting would take place on Monday 6 February 2017, at 7.00 pm in Brean Village Hall.

The meeting was declared closed at 8.20 pm.

**Brean Parish Council Meeting 9 January 2016**  
**Cheques and Direct Debits for December 2016**

<b>Chq No</b>	<b>Payee</b>	<b>Details</b>	<b>Amount £</b>
DD	SDC	Business rates	323.00
22541- 22543 BACS and DD	Salaries	Total costs for December salaries	3638.05
22544	Mrs J Manning	Expenses Oct-Dec 16	141.73
22545	Opus Energy	Standing chg Weston Road November	10.84
22546	Mrs C Newman	Advert for Clerk's position in burnham-on-Sea.com	30.00