



CLEEVE PARISH COUNCIL

Here for you.

Minutes of the Annual Meeting of Cleeve Parish Council held on Tuesday 13 May 2025 at 7.30pm in Cleeve Village Hall

102/25 Present

Cllr Ronnie Morley (Chair), Cllr Colin Knowles (Vice Chair) and Cllrs Marianne Pitman Hilary Burn and Clerk Andy Warren.

103/25 Apologies

District Cllr Tom Daw.

104/25 Election of Chair and acceptance of office

Cllr Morley confirmed her willingness to continue as Chair. It was resolved to confirm Cllr Morley as Chair – proposed by Cllr Burn and seconded by Cllr Pitman.

Cllr Morley was duly elected and accepted the office. Declaration of Acceptance signed and witnessed by Clerk.

105/25 Election of Vice Chair and acceptance of office

Cllr Knowles confirmed his willingness to stand as Vice Chair. It was resolved to confirm Cllr Knowles as Vice Chair – proposed by Cllr Burn and seconded by Cllr Pitman.

Cllr Knowles was duly elected and accepted the office. Declaration of Acceptance signed and witnessed by Clerk.

106/25 Members of the public

Three

One member of the public raised concern regarding the Biddulph House applications under item 114/25 that the timing of the bat survey in February was not appropriate.

Two members of the public expressed interest in being co-opted as members of the Council and gave brief backgrounds to their experience.

107/25 Declaration of interests

(i) Declarations of interest relating to this agenda.

Cllr Burn declared interest regarding item 114/25 relating to applications 24/P/2614/FUH and 24/P/2615/LBC for Biddulph House.

(ii) To consider applications for dispensations.

Dispensation requested by Cllr Burn in respect of Bristol Airport. Confirmed by the meeting.

108/25 Co-Option of New Councillors

Following the resignations of Cllrs Pritchard, Stringer and Lister the vacancies were advertised by NSC. With no candidates putting themselves forward to NSC within the prescribed period it has been confirmed that we may Co-Opt. Mike Petersen and Carol Molloy have put themselves forward as candidates.

Mike Petersen and Carol Molloy left the meeting. After discussion it was resolved to Co-Opt Mike Petersen and Carol Molloy. Proposed by Cllr Burn and seconded by Cllr Knowles. The new Councillors were invited to return to the meeting.

The relevant forms of Consent to Co-Option, Register of Interests and Acceptance of Office were completed. The Declarations of Acceptance were signed and witness by Clerk.

Cllr Morley welcomed Cllrs Petersen and Molloy to the Council. Both joined the meeting, although not in a voting capacity until the June meeting to allow for documentation to be processed.

109/25 Agreement of Minutes of the Meeting held on 8 April 2025

It was resolved that the Minutes of the 8 April 2025 meeting, having been previously circulated, are confirmed as a true and accurate record.

Proposed by Cllr Pitman and seconded by Cllr Burn. Signed by Cllr Morley and handed to Clerk.

110/25 PCSO Report

PCSO Nick Gough reports that there is a noticeable improvement over the previous two months figures.

He goes on to advise that they are seeing a number of burglaries in North Somerset, especially when there is an expensive car on the drive, where car keys are the target.

He also has provided some advice which will be added to our website and Facebook Page.

111/25 District Councillor Report

In forwarding his apologies, District Cllr Tom Daw advises that he continues to work on Local Plan issues (with no developments planned for Cleeve), BSIP issues and with the revised waste and recycling provision.

112/25 Clerk's Report

- The bin at the entrance to Goblin Combe, having not been emptied, is now added to the emptying rota for Andy Savage and Groundwork will be contributing to the cost. Statistics are being provided which will enable us to amend collections in line with actual usage.
- We await update from the BSIP team following their presentation to the Annual Parish Meeting.
- New board is in place at the Car Park, and we will be discussing with Groundwork their signage review.
- Quotes to be obtained for treating the wooden supports to the Car Park sign.

113/25 Financial Report**a) Section 1 of the Annual Governance and Accountability Return (AGAR) 2024/25**

The document having been circulated prior to the meeting, it was resolved to accept the return.

Proposed by Cllr Knowles and seconded by Cllr Burn. Signed by Chair and Clerk.

b) Adoption of the Accounts for the year ending 31 March 2024 and Section 2 of the AGAR:**Accounting statements 2024/25****Consider exemption from Limited Assurance Review**

Documents having been circulated prior to the meeting, it was resolved to accept and adopt the Accounts and Accounting Statements. Proposed by Cllr Knowles and seconded by Cllr Burn. Signed by Chair and Clerk.

As the Council meets the criteria necessary to consider exemption from the requirement to have a Limited Assurance Review it was resolved that the Council would certify itself as exempt and that the Certificate of Exemption be provided to BDO LLP (National Auditors)

Proposed by Cllr Knowles and seconded by Cllr Burn. Signed by Chair and Clerk.

c) Annual Internal Audit Report 2024/25

Document having been circulated prior to the meeting, it was resolved to accept the report as submitted.

Proposed Cllr Knowles and seconded by Cllr Burn.

d) Dates for Public Rights to be published

It was resolved that the Notice of Public Rights and Publication of Annual Governance and Accountability Return Exempt Authority will be announced on 8 June 2025 and will be available for inspection between 9 June and 18 July 2025.

Proposed by Cllr Burn and seconded by Cllr Knowles.

e) Review and renewal of Insurance Cover

Annual review of Insurance Cover completed, and we are, once again, offered renewal by Zurich Insurance at £300 which has been unchanged for the last 3 years.

It was resolved to renew accordingly. Proposed by Cllr Burn and seconded by Cllr Knowles.

f) Receipts and Payments

- **Payments made**

14/04/2025	BACS	All About Cleeve (Grant)	£400.00
14/04/2025	BACS	Nature Sign Design	£522.00
15/04/2025	BACS	Yatton United Charities (Grant)	£100.00
15/04/2025	BACS	Cleeve Tennis Club (Grant)	£250.00
15/04/2025	BACS	Groundwork South (Grant)	£200.00
15/04/2025	BACS	Cleeve Kids Corner (Grant)	£250.00
30/04/2025	BACS	Unity Bank Charges	£6.00
01/05/2025	BACS	Salaries and Tax	£915.03
06/05/2025	BACS	Greener Future (Grass Cutting)	£415.00
06/05/2025	BACS	PCAA Subs	£95.00
06/05/2025	BACS	Ommec Direct Ltd	£176.40
06/05/2025	BACS	Cleeve Village Hall	£17.50
06/05/2025	BACS	Cleeve Village Hall	£14.00
06/05/2025	BACS	Andy Warren (Expenses)	£34.79
08/05/2025	BACS	Andy Savage (Bins)	£240.00

- **Payments received**

11/04/2025	BACS	North Somerset Council 1 st Half Precept	£9,624.50
29/04/2025	BACS	NSC Village Orderly Grant	£134.67

- **Payments for authorisation**

Internal Audit additional hours as agreed under terms of the scheme
Additional 11 hours x £13.73 = £151.03 gross to be paid to Clerk with June salary.

Zurich Insurance Renewal £300.00

It was resolved to accept and confirm the receipts and payments and confirm payments for authorisation.

Proposed by Cllr Knowles and seconded by Cllr Burn.

g) Reserves

	<u>2024/25</u>	<u>2025/26</u>
Insurance EMR	£200.00	£200.00
Legal/Planning EMR	£1,000.00	£1,000.00
Defibrillator EMR	£500.00	£500.00
Election EMR	£300.00	£300.00
Cleeve Hill Road EMR	£339.52	£339.52
CIL Monies	£5357.03	£2735.54
Millennium Gardens EMR	£200.00	£200.00
Goblin Combe EMR (inc Bristol Airport Grant)	£770.37	£770.37
General Reserves	£10,000.00	£10,000.00
Total	£18,666.92	£16,045.43

Review of Reserves completed and confirmed for 2025/26. Proposed by Cllr Knowles and seconded by Cllr Burn.

114/25 Planning Applications

24/P/2614/FUH and 24/P/2615/LBC Biddulph House (Cllr Burn left the meeting)

After discussion it was resolved that Objection/observation to be submitted:-

“Having considered the application, we wish to make the following comments:-

1. It appears that the bat survey was completed at an inappropriate time and needs to be re-considered?
2. The recommendations from Tim Woods, Natural Environment Officer - Ecology NSC are very pertinent to the application.
3. It is unclear from the Isoline and Layout Drawing (11/12/24) whether the rooflight to be installed will prevent light escaping in accordance with being less than half Lumen and confirmation should be sought.”

Proposed by CK and seconded by MP

25/P/0601/FUH 21 Woodview (Cllr Burn returned to the meeting)

After discussion it was resolved that Neutral comment be submitted:-

1. No ecological report.
2. It is unclear whether a roof light is planned but, if so, this should be such that it prevents light escaping.
3. Consideration should be given regarding property being out of proportion to others.

Proposed by CK and seconded by HB

25/P/0625/FUL 5 The Maples

After discussion no response or objection is required.

For Discussion

None

Under Enforcement

None

115/25 Repurposing of Telephone Box

After discussion on possible uses, such as a book exchange or possibly shared with an additional defibrillator, it was resolved that we take up the offer from NSC to buy the box for £1 and to investigate uses and situation with power etc. further from there.

116/25 Flooding and Drainage Issues

No updates at this stage. Cllr Knowles to liaise with Clerk and District Cllr to seek clarification on gully emptying policy.

117/25 Bristol Airport

Cllr Burn advised that there are growing concerns regarding increased night flight arrivals after 2 a.m. and that we should encourage residents to report instances of being woken up via the Bristol Airport website complaints process. Clerk to also add this to next All About Cleeve.

118/25 Speed Limit Requests

Our speed limit requests have now been acknowledged, and we await listing.

- 119/25 Community Orchard**
New signs have been installed, and a new information sign will be designed by Cllr Morley.
Watering of the trees being shared between Cllrs Burn and Morley plus Carolyn Woodthorpe.
- 120/25 CIL Monies**
Annual return has been submitted, and we have just over £2,000 to be spent by March 2026. We have discussed "Village Gateways" but this is subject to BSIP decisions (and they may well cover such gateways anyway). After discussion it was suggested that we seek costings to replace the broken speed sign in Bishops Road with a "smiley face" indicator.
Clerk to investigate and report back to June meeting.
- 121/25 Consultations for Comment**
Cllr Pitman raised the "Mendip Vale, Congresbury Surgery Questionnaire" and encourages completion. This has been displayed on our notice boards and added to our Facebook page.

For Information Only

- 122/25 Risk Assessments**
Cllr Burn mentioned that the bicycle which appears to have been dumped in the Quarry Car Park remains. In the circumstances Clerk to arrange to take to Strawberry Line Cycles.
- 123/25 Report on Meetings and activities attended**
Cllr Knowles and Clerk attended NSC Town and Parish Forum on 30 April and circulated the relevant slides.
Cllr Knowles attended a Met Office briefing.
Cllr Morley and Clerk attended a meeting regarding the Bristol Airport Community Fund on 13 May.
- 124/25 Any matters to go on next agenda**
National Forest
- 125/25 Invitations to External meetings**
NSC have issued invitation to Town and Parish Workshop in Weston Town Hall on 26 June but, due to holiday commitments no representative is available.
- 126/25 Future Meetings**
Next meeting will be held on Tuesday 10 June 2025.
Meeting closed at 21.24pm

Signed*Andy Warren*..... Dated14 May 2025.....
Andy Warren, Clerk 07932 191964 cleveparishcouncil@hotmail.co.uk

Minutes confirmed at meeting 10 June 2025 and signed by Chair- copy held with originals