



# Brean Parish Council

Clerk to the Council Hazel Brinton, 35 Hannah Drive, Locking, North Somerset BS24 7JS

## Minutes of the Brean Annual Parish Council Meeting held on Monday 13<sup>th</sup> May 2019

### Present

Chairman	Cllr J Harris (until minute 01/19)
Councillors	T Hicks, M Chatterton, T Legg and P Wright
Clerk to the Council	Hazel Brinton
District Councillor	T Grimes
County Councillor	Sent apologies

There were six members of the public present

### 01/19 To elect a Chairman for the municipal year 2019-20

Cllr Chatterton proposed and Cllr Wright seconded that Cllr Hicks be elected Chairman for 2019-20. Cllr Hicks accepted the nomination which was unanimously agreed by members.

### 02/19 To receive the Chairman's Statutory Declaration of Acceptance of Office

Cllr Hicks signed his Declaration of Acceptance of Office in front of the clerk and thanked the retiring Chairman Jon Harris for the many years of service he had given to both the council and around Brean. The Chairman thanked Mr Harris's family for supporting him during this time.

### 03/19 To permit any unsigned declarations of office to be signed at or before a future meeting of the Council

As all members had signed their declarations before the meeting, this item was not required.

### 04/19 To elect a Vice Chairman for the municipal year 2019-20

The Chairman proposed and Cllr Legg seconded that Cllr Chatterton be elected Vice Chairman for 2019-20. Cllr Chatterton accepted the nomination which was unanimously agreed by members.

### 05/19 To receive and accept apologies

Apologies were received from County Cllr Filmer.

### 06/19 Declaration of Interests

No declarations of interests were received.

### 07/19 To resolve that the parish council is eligible to use the General Power of Competence under the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

It was so resolved.

### 08/19 Approval of draft minutes

The draft minutes of the meeting dated Monday 1st April 2019 were approved by members and signed by the Chairman.

### 09/19 To respond to members of the public

Signed by Chairman.....

12<sup>th</sup> June 2019

There were no questions from the members of the public present.

**10/19 To consider how the parish council wishes the responsibilities of the beach manager to be undertaken after the retirement of the current beach manager**

The retiring beach manager Jon Harris said he would support the handover of responsibilities to Cllr Wright. Cllr Wright would determine how much time was needed to carry out the role and a decision would be taken in a few months as to how best to run the position.

**11/19 To consider how the parish council wishes the Village Hall to be managed with the retirement of the Village Hall Committee from end of May 2019**

Cllr Legg suggested that the council needed to publicise to the village that help was needed. The Chairman said that a notice could be published in Coastline. Cllr Wright suggested a letter of appeal to all villages as he had searched online for the contact details of someone he could speak to about hiring the hall and couldn't find anything. The Chairman noted that if volunteers did not come forward, the council would need to employ someone as the parish council needed to take control of how the village hall was run. Cllr Chatterton agreed that the parish council had lost contact with how the hall had been run. It was agreed that the information relating to the running of the hall would be needed as soon as possible from the previous committee and Cllr Legg suggested that a councillor would need to be on any newly formed Village Hall committee.

It was agreed that Cllr Chatterton would meet Derek Petrie, the retiring Village Hall Committee chairman to talk about a handover and then report back to the rest of the council on how best to manage the hall going forwards. The Chairman offered to join with Cllr Chatterton in meeting Mr Petrie.

It was agreed that Cllr Legg would draft a letter to all residents informing them of the vacancies on the parish council and the need for help in running the Village Hall. The clerk would send to all addresses in the parish. An advert would also be sent to Coastline in due course.

**12/19 To elect representatives for the following areas for 2019-20**

Members agreed that the following areas would be managed by all current councillors for the time being until further members were co-opted:

- Finance
- Footpaths and water
- Police
- Emergency Plan
- SALC
- Advertising
- Cycle Paths

**13/19 To review the following documentation and policies:**

The following documentation and policies were adopted en masse with a view to reviewing them when the remaining councillor positions had been co-opted:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Asset Register
- Insurance schedule
- Complaints Procedure

**014/19 To confirm that summons, notices and other such documentation will be sent by email to councillors**

It was unanimously agreed that all summons, notices and other documentation will be sent by email to councillors.

**15/19 To confirm the time and place of the Full Council meetings up to and including the next Annual Parish Council Meeting**

It was agreed that all members would review the proposed dates and let the clerk know if they could not attend any.

**16/19 Discussion of matters arising from previous minutes**

- Highways issues
  - Fencing at Old Rectory – no further update had been received. The clerk would ask County Cllr Filmer for any further news.
- Refurbishment of public toilets – Cllr Wright explained the idea of splitting the toilets into a toilet and kiosk the latter of which could be rented out to provide an income for the parish council. The Chairman declared an interest as his business had a café and was trialling bike hire. The remaining members debated the issue at length. Cllr Legg proposed that Cllr Wright continue to look into the matter and what the risks would be in setting up a kiosk. The Chairman noted that the cost of the toilet refurbishment would need to be established. Cllr Wright would make contact with the parish council at Sand Bay and work with Jon Harris on the costings and proposal. Cllr Legg suggested that any plans could be combined with the plans for the Village Hall.

**17/19 To note progress with on-going planning applications and applications for premises licenses**

- 06/19/00001 – – Retrospective application for the alterations to bungalow to include raising of roof height and installation of dormer windows to form a first floor including erection of two storey extension to South elevation, alterations to porch and a detached garage at 2 Huett Close, Brean, Burnham On Sea, Somerset, TA8 2RU – **granted permission**

**18/19 New Planning Applications and Licensing Act Premises Licences for consideration**

None at time of meeting

**19/19 Report on Beach Management**

- Filming on beach – 22<sup>nd</sup> May. The filming of Sanditon was completed over six days and the fee paid. Triumph motorcycles also wish to film in the near future and a fee had been quoted.

**20/19 Reports on Village issues**

- Gigaclear – Cllr Legg would take a photo of the issue caused by the company outside of a property in Church Road and send to the clerk.
- No overnight parking sign – it was agreed that the size would be 200x300. Cllr Legg would check the price and report back.
- Bus shelter - the Chairman reported that the contractor would complete the work before Whitsun

**21/19 Approval of cheques for the current month's expenditure**

A schedule of cheques and direct debit expenditure for April 2019 was presented to members and unanimously approved.

**22/19 Financial matters**

- i) Councillors noted receipt of the bank reconciliation for March 2019
- ii) Councillors noted the receipt of the income and expenditure statement as at 31<sup>st</sup> March 2019
- iii) It was proposed by Cllr Chatterton and seconded by Cllr Legg that the council approve the Annual Governance Statement (s.1 of the Annual Return 2019-20).

Councillors unanimously agreed to approve the Annual Governance Statement which was duly signed by the clerk and the chairman

iv) It was proposed by Cllr Chatterton and seconded by Cllr Legg that the council approve the Annual Accounts for the year ending 31<sup>st</sup> March 2019 (s.2 of the Annual Return 2018-19). Councillors unanimously agreed the Accounting Statements as presented by the Responsible Financial Officer which were then duly signed by the Chairman

v) It was resolved unanimously that Cllrs Hicks, Chatterton and Legg would be the signatories on the council's bank account

**23/19 To consider the process for the co-option of additional councillors**

It was agreed that the Chairman and Vice Chairman would meet with prospective candidates and make a recommendation to the remainder of council.

**24/19 Other matters raised by Councillors for discussion at the next meeting in June 2019**

Matters relating to the overnight parking signs, the public toilets and village hall would be on the next agenda.

**25/19 Date of next meeting**

It was agreed that the next meeting would take place on Wednesday 12<sup>th</sup> June as the clerk was on leave the previous week.

District Cllr Grimes asked that any queries on any district matters be passed to him and he would try to resolve them. He publicly thanked all residents who had voted irrespective of who they had voted for.

There being no more business the Chairman closed the meeting at 20.14.