

**Claverton Parish Council**  
**Minutes of Annual Meeting of the Council held on 15th May 2025**  
**St Mary's, Claverton**

**Present:**

Councillors: Anna Beria, Martin Mitchell, Julian Stirling, Sarah Shore and Graham Lewis  
 Clerk: Lesley Watkinson  
 Other: Ward Councillor Fiona Gourley and two members of the public

**Open forum** - Two Members of the public expressed concern regarding the significant nuisance at Warleigh Weir and asked the Parish to consider all options, including legal action.

**Apologies for Absence** - Mark Mackintosh and Matt King

**Election of Chairman**

It was proposed that Cllr Shore be elected Chairman. All voted in favour. Cllr Sarah Shore appointed chairman.

**Election of Vice Chairman**

It was proposed that Cllr Mitchell be elected Vice Chairman. All voted in favour. Cllr Mitchell appointed vice chairman.

All Councillors present signed letters of acceptance of office and completed register of interests form.

**Appointment of Committees**

It was proposed to retain the Planning Committee and confirm existing responsibilities and terms of reference (as outlined in Standing Orders) are to be retained. The Planning Committee will comprise: Cllr Mackintosh (chairman) with Cllrs Beria, Lewis and Mitchell as needed. As with previous recent years, no separate Transport Committee to be formed as all transport issues to be dealt with at Ordinary Meeting.

**Declaration of Member Interests** - None

**Approve the minutes of the Ordinary Meeting of the Parish Council held on 10th April 2025.**

The minutes of the Ordinary Meeting of the Parish Council held on 10th April 2025 were agreed as accurate and signed by the chair of Parish Council, Councillor Beria.

	<b>Actions</b>
<b>Matters arising from the minutes</b>	
Feasibility of a solar powered bus information display board for bus shelter at Claverton to be reviewed. Councillor Mackintosh advised that there may be more clarity later this year.	All
Clerk will update Warleigh Weir segment on Claverton Parish Council website at end of season, after interagency meeting.	LW
The fingerpost repair preparation is ongoing.	
Councillor Lewis is liaising with B&NES Public Protection Officer and the Emergency Planning Officer to coordinate an interagency meeting to discuss management of Warleigh Weir.	GL
Clerk gave Ward Councillor Gourley a hard copy of the Claverton Village Neighbourhood Plan.	
Clerk to assess interest in Defibrillator training session.	
Councillor Shore created a poster for Annual Parish Meeting.	LW
Councillor Stirling purchased, at the request of the Parish Council, 3 combination locks (for grit bin covers) and relatively inexpensive solar-powered light for the bus shelter.	

	<b>Actions</b>
<p><b>Receive and Discuss Correspondence</b></p> <p>All correspondence relating to Claverton has been circulated to the councillors in advance by the clerk.</p>	
<p><b>Exchange of Information</b></p> <p>Councillor Julian Stirling resigned from the Parish Council. Councillors thanked Julian for many years of service and dedication to the residents of Claverton. Clerk to notify B&amp;NES and advertise Casual Vacancy.</p> <p>Clerk informed councillors that all 2024/25 financial documentation will be collated and ready to deliver to Internal Auditor for annual inspection in advance of the June Ordinary Meeting.</p> <p>The following invoice was presented to the councillors for approval:</p> <p>305      J Stirling (reimbursement for locks and motion sensor light)      £62.45</p>	<p>LW</p> <p>LW</p>

The meeting closed at 7.25pm (and was followed by the Annual Parish Meeting)

Future Council Meeting: Thursday 10th July 2025, Thursday 11th September 2025

Signed ..... Date .....

Cllr Sarah Shore, Chairman, Claverton Parish Council