



BLEADON PARISH COUNCIL

Coronation Halls
Coronation Road
Bleadon. North Somerset. BS24 0PG
www.bleadonparishcouncil.co.uk
parishclerk@bleadonparishcouncil.co.uk

4th October 2023

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 unless excluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose.

Dear Councillor:

You are summoned to attend a Meeting of Bleadon Parish Council, to be held at the Coronation Hall, Coronation Road, Bleadon. BS24 0PG on Monday 9th October 2023 at 7.30pm, when the following business will be transacted.

C P Bolt

Parish Clerk & RFO

Before the meeting begins there will be a public participation session – *This session is open to the Public to present comments, observations, information, petitions or lead deputations and is the only time members of the public may participate. (Please note that the Council is unable to make formal decisions under this item LGA1972 Sch 12, paras 10(2)(b))*

- i) Members of the public.
- ii) Beat Managers Report
- iii) Ward Councillor's report.

AGENDA

370.1 To receive **Apologies for Absence** (LGA 1972 s85 (1))

370.2 To receive and consider an **application to fill a casual vacancy** by co-option from Steve Sugg.

370.3 **To approve and sign as a correct record the Minutes** of the Parish Council meeting on Monday 11th of September 2023 (pages 5 - 8).

370.4 **Reports from Working Parties/Committees**

There have been no meetings of Working Parties/Committees since the previous Parish Council meeting.

370.5 To note the **North Somerset Corporate Plan** and budget development and agree a way forward. An initial response has been prepared by the Parish Clerk (page 9 - 18).

370.6 **Financial/Staffing Matters** (pages 19 - 29)

- i) To authorise bills for payment for October.
- ii) To note the Parish Council's end of September bank balances and bank reconciliation and end of September net position.
- iii) To note the 2nd Quarter Monitoring report and approve the recommended changes to budget headings and cost centres.
- iv) To agree the following expenditure:
 - (1) £50 donation for the Remembrance Day wreath.

370.7 **Planning Matters** (Page 30).

- i) To **note and comment** upon the following planning applications

23/P/1722/CQA - Prior approval for change of use and conversion of agricultural building (Sui Generis Use) to 1no. dwelling (Use Class C3) with operational development involving insertion of infill walls, new windows and doors

South Hill Farm, Bridgwater Road, Bleadon, BS24 0BD
Grid Ref: E 334651 N 156534

- ii) To note any planning decisions received since the last meeting (**For information only**)

23/P/2051/AOC - Discharge of Condition number 11 (Drainage) on application 23/P/0408/FUL

Woodrising ,Hillside Road, Bleadon. North Somerset. BS24 0AA
Grid Ref: E 333972 N 157631

23/P/2074/NMA - Non-material amendment to permission to allow substitution of drawings to house types and office block to 22/P/2113/RM (Reserved matters application for appearance, landscaping, layout and scale for the erection of 42no. dwellings and office building pursuant to outline permission 19/P/0835/OUT (outline application with details of access (matters of layout, scale, appearance and landscaping are reserved) for the demolition of all industrial buildings, plant and machinery, the erection of up to 42 dwellings and 500 sqm of flexible Use Class A2/B1/D1 floor space, open space, landscaping, new vehicle and pedestrian access, and associated works)

Bleadon Quarry, Bridge Road, Bleadon, Weston-super-Mare. BS24 0AU
Grid Ref: E 334091 N 156632

- iii) To consider a **street naming request** in relation to the development at the quarry.

370.8 **Report of the Parish Clerk** (pages 31 - 55).

Items 2 to 4 below are supported by a confidential Appendix (A) which contains commercially sensitive information. As such, this Appendix is not for general publication. In the event that matters contained in the confidential Appendix require discussion, the Council will need to move the following resolution:

That, in accordance with the Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972, ss 100 and 102, the press and public be excluded for the following reason:

The discussion relates to 'terms of tenders and proposals and counter-proposals in negotiations for contracts'.

Decision Items

1. External Auditor's Opinion - AGAR 2022/23
 - i. To note the External Auditor's opinion following certification of the 2022/23 return.
2. Tree felling and associated works – Award of Contract
 - i. To establish a budget for works
 - ii. To appoint a contractor
 - iii. To delegate authority to the Parish Clerk to agree contract variations
3. Works in the vicinity of the Coronation Halls
 - i. To establish a budget for works
 - ii. To appoint a contractor
 - iii. To delegate authority to the Parish Clerk to agree contract variations
4. Works to Jubilee Gardens and Pea Green
 - i. To agree that the Council seeks further competitive quotes in relation to works at Pea Green and Jubilee Gardens

Information Items

1. Playground
2. Re-gilding of the Parish Clock

370.9 Date of the next meeting(s):

- Parish Council Meeting Monday 13th November 2023, 7.30pm at Coronation Hall



Avon and Somerset Police

NEIGHBOURHOOD POLICING

September 2023 Bleadon Neighbourhood Report

Calls Received – 9

Abandoned 999 – 3

Concern for Welfare – 1

RTC-4

other -1

Most crimes reported are isolated incidents which have occurred within dwellings and are unlikely to have any effect on the wider community.

The area opposite the Fiat garage which was used by Youths has now been cleared.



Email: 8338@avonandsomerset.police.uk

Police Priorities/Action Undertaken/Advice/Upcoming events:

Please also see attached link for our street safe website [Report feeling unsafe in public spaces \(StreetSafe\) | Avon and Somerset Police](#). This is a great way to report areas you feel unsafe, this maybe inadequate lighting problems with any other issues , this is not a way of reporting please still use 101/999 or online



MINUTES OF A MEETING OF BLEADON PARISH COUNCIL HELD IN THE CORONATION HALL AT 7.30pm ON MONDAY 11th SEPTEMBER 2023.

PRESENT: Councillors Mary Sheppard (Chairman), ID Clarke and Jo Gower-Crane.

IN ATTENDANCE: Craig Bolt (Clerk)
WARD COUNCILLORS: None.
MEMBERS OF THE PUBLIC: Seven

Before the meeting was convened, the Chairman announced the sad passing of Marian Barber. Marian was remembered with fondness as a former Clerk to the Parish Council. A letter of condolence would be sent on behalf of the Council.

Before the meeting was convened, members of the public were invited to speak.

i) **Members of the public**

A number of residents requested that the Parish Council write to John Penrose MP (with a copy to District Councillors) regarding the impact of works to the telephone lines which had adversely affected a significant number of residents over a 6-week period.

A resident referred to overgrown vegetation at the Rectory. The Clerk undertook to raise the issue with the Reverend.

A resident raised concerns regarding parking and highways issues in the vicinity of Coronation Road, Celtic Way and Shiplate Road. It was noted that these issues had previously been raised with North Somerset Council and that, whilst North Somerset Council were sympathetic, no substantive action was planned.

A resident questioned whether leaflets to residents concerning the introduction of the Westlink bus replacement service had been fully distributed.

ii) **Beat Manager's Report**

The written report forming part of the agenda papers was noted.

For up-to-date information residents can keep in touch via the Avon & Somerset website or follow them on social media, Facebook "Weston & Worle police" or Twitter "ASPNorthSom" or email 8338@avonandsomerset.police.uk

iii) **Ward Councillors' report**

No Ward Councillor was present, and no report had been received.

Cllr Sheppard opened the meeting by welcoming everyone.

The meeting was convened.

369.1 To receive apologies for absence (LGA 1972 s85 (1))

Apologies were received from Cllrs Ann Davis, Mark Howe and Andy Scarisbrick (Vice-chairman).

Resolved: To accept the apologies received.

369.2 Declarations of interests

None.

369.3 To approve and sign as a correct record the Minutes of the Parish Council meeting on Monday 14th August 2023.

Resolved: To approve the Parish Council minutes of 14th August 2023.

The resolution was correctly proposed and seconded (unanimous)

The minutes of the meeting were signed by the Chairman as a correct record.

369.4 To consider the recommendations arising from the meeting of the Open Spaces Working Group on 23rd August 2023.

Resolved:

- i. That the Council adopts the Terms of Reference for the Working Group as amended.
- ii. That the Clerk be asked to re-specify the nature of the works to be undertaken to the front of the Coronation Hall to include drainage issues and seek three quotes.
- iii. That in relation to Pea Green, the Council agrees to the complete removal of existing planters and bushes, with a view to a complete redesign of the area.
- iv. That in relation to Jubilee Garden:
 - a. The Council agrees to the removal of all items(plants and soil) and to have the wall checked for structural stability.
 - b. That, if practicable, arrangements are made for residents to remove smaller plants as a memento/keepsake.
 - c. That future works to Jubilee Garden be considered once the Council has had the opportunity to consider the condition survey relating to the wall.

The resolution was correctly proposed and seconded (unanimous)

369.5 To consider the recommendations arising from the meeting of the Bleadon Newsletter Working Group on 4th September 2023

Resolved:

- i. That the Council adopts the revised Terms of Reference as presented in Appendix 1 to the report of the Working Group.
- ii. That the Council endorses the change in emphasis and physical form of future versions of the 'Parish News' as outlined in Section 5 of the report of the Working Group.
- iii. That the Council appoints Cllr Gower-Crane as the Editor of the 'Parish News'.
- iv. That the Council authorises a review and clarification of the 'Parish News' distribution mechanisms and agreements.
- v. That the Council authorises the Clerk, in consultation with the Chair of the Working Group, to establish advertising rates for future editions and for this to be the subject of a report to the Council.
- vi. That the Personnel Committee discuss workload implications with the Clerk.

The resolution was correctly proposed and seconded (unanimous)

369.6 To receive the Clerk's report/Exchange of information.

i) Allotments - Water

Resolved: That the Clerk be authorised to conduct further investigations relating to the supply of water at the allotments and, if necessary, implement the appropriate solutions, subject to the costs not exceeding £200.

The resolution was correctly proposed and seconded (unanimous)

ii) Drainage Survey

Resolved:

- i. That the outcomes of the survey be noted, but that no further remedial work be undertaken until such time as the Parish Council has had the opportunity to consider the future refurbishment or replacement of the toilet block.
- ii. That notices be placed in the toilets asking the public to be mindful of what they flush down the toilets given issues to do with the current drainage system.

The resolution was correctly proposed and seconded (unanimous)

369.7 To approve a new tenancy agreement and charges in relation to Parish Council allotments.

Councillors considered proposed changes to allotment arrangements, including a new charging mechanism and a revised allotment tenancy agreement attached at Appendix 1 to the report received.

Resolved:

- i. That the Council approves the adoption of a new allotment tenancy agreement.
- ii. That the Council approves the principle of a phased increase to charges.
- iii. That, in respect of existing tenants, the charge per plot from 1st October 2024 is set at £25, together with a £5 charge for water, with both charges to be billed at the start of the year.
- iv. That the charge per plot from 1st October 2025 is set at £45, together with a charge for water to be determined, with both charges to be billed at the start of the year.
- v. That the charge per plot from 1st October 2026 is set at £55, together with a charge for water to be determined, with both charges to be billed at the start of the year.
- vi. That the Council adopts the following arrangements in respect of new tenants from 1st October 2023:
 - a. New tenants will be expected to accept the revised Allotment Agreement and abide by its conditions.
 - b. For the period of 1st October 2023 to 30th September 2024, new tenants will be subject to the charge set for 2024/25.
 - c. New tenants (only) will be subject to the introduction of a deposit scheme of £150 per plot.

The resolution was correctly proposed and seconded (unanimous)

369.8 To authorise bills for payment for September.

Resolved: To authorise the payments for August of £4,165.58.

The resolution was correctly proposed and seconded (unanimous)

369.9 To note the Parish Council's end of August budget position, bank balances and bank reconciliations.

The Parish Council's end of August position, bank balances and bank reconciliations were noted.

369.10 To note and comment upon the following planning applications.

- i. **23/P/1680/FUL Agricultural Barn Located North of Roman Road, Bleadon (Grid Ref: E 334942 N 157991) - Retrospective application for change of use of the building from agricultural use to equestrian use (stables)**

This application was noted.

- ii. **23/P/1649/FUH Proposed erection of a two-storey side extension and relocation of existing shed – 9 Whitegate Close, Bleadon, BS24 0PW**

This application not being on the agenda, it was:

Resolved: That the Clerk be authorised to respond to the application on behalf of the Council, following consultation with Parish Councillors.

The resolution was correctly proposed and seconded (unanimous)

369.11 Date of the next meeting

Parish Council Meeting Monday 9th October 2023, 7:30pm at Coronation Hall

The Chairman closed the meeting at 20:42

.....Chairman

.....Date

DRAFT



Every four years the council develops a Corporate Plan. This is the council's overarching strategic document. It sets out our vision and ambitions for the area and for the organisation.

As part of our commitment to strengthening our relationships with Town and Parish councils, we want to find out what is important to you and what you would like to see in the plan. At the same time, we're also keen to hear your views on the budgets which will support the delivery of the plan.

You can give your council's views by answering the questions below. Please only give one response per council. If you have any questions about the survey, please contact our [Business Planning team](#).

Please give the name of your council:

Bleadon Parish Council

We would like to ask your views about our vision to be Open, Fair and Green.

Thinking about how we work together, what does being an open council mean to you?

Clarity about objectives
Involvement prior to decisions being made
Explaining why decisions are made when they differ to views expressed.

Thinking about how we work together, what does a fair North Somerset mean to you?

Something stronger than an 'aim' to be fair and inclusive. North Somerset Council has a host of statutory responsibilities to some of the most vulnerable – and often disadvantaged - in society.

Thinking about how we work together, what does a green North Somerset mean to you?

The 'green' agenda is becoming increasingly difficult to navigate, with many wanting to contribute. However, with increasing evidence of what was once deemed to be 'good' now being questioned in terms of its environmental impact, there is a clear need for a leadership role.

Do you agree that this vision is right for North Somerset?

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

Please tell us why you agree or disagree that this vision is right for North Somerset:

It's unclear at this stage how the vision relates to the range of responsibilities which the Council must discharge – and which are often the core issues for residents.

We have drafted four ambitions designed to help us achieve our vision. We would like your views on each ambition.

Our ambition for our children and young people is: *Our children and young people feel cared for, safe, supported, and are given equality of opportunity to thrive.*

Do you agree this is the right ambition for children and young people in North Somerset?

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

If you have disagreed please tell us why:

The ambition should extend beyond children and young people – it should expressly include their parents/carers as support for the child/young person's family (however that is defined) is key to the outcomes for the individual.

Please give your thoughts on how you think we could help to achieve this ambition together, what actions should we take?

There is a need for more in the way of targeted support for children and young people to prevent problems escalating to the point where they then need more specialist (and more costly) intervention. This is particularly true in rural areas where there is limited access to services, which will potentially be exacerbated by changes to public transport provision.

Are there any areas aligned to this ambition where services could be shared between us or transferred that you would like to explore?

Following North Somerset Council cuts a few years ago, Bleadon Parish Council has supported play and youth activities within the Parish. It's unclear what further scope there might be in this respect – but the Council is open to discussions.

Our ambition for adults and communities is: *Our communities are caring, healthy and safe, where people help each other to live well.*

Do you agree this is the right ambition for adults and communities in North Somerset?

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

If you have disagreed please tell us why:

Please give your thoughts on how you think we could help to achieve this ambition together, what actions should we take?

Parish and Town Council are well placed to assist in this ambition – they will often have a more detailed understanding of the communities they serve and many will already have a core role in empowering community engagement.

Social isolation is an issue for many older residents and a tendency to assume that technology will always make things easier – when this is not always the case. It would be helpful if there was a genuine shared commitment to involve less technically proficient/inclined users in the design of new services.

Are there any areas aligned to this ambition where services could be shared between us or transferred that you would like to explore?

No specific areas identified, but Bleadon Parish Council would be open to further discussions in this respect.

Our ambition for North Somerset as a place is: *Our towns and villages are thriving and sustainable places to live, work and visit.*

Do you agree this is the right ambition for North Somerset as a place?

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

If you have disagreed please tell us why:

Please give your thoughts on how you think we could help to achieve this ambition together, what actions should we take?

It is not yet clear how this ambition relates to the anticipated revision to the Local Plan and, therefore, how it might be achieved in terms of allocation of land use. As a consequence, it would be helpful to understand how the proposals in relation to the Corporate Plan dovetail (or not) with the Local Plan.

Are there any areas aligned to this ambition where services could be shared between us or transferred that you would like to explore?

Please see comments above.

Our ambition for North Somerset Council is: *Our council delivers consistently good services and value for money to support an ambitious community.*

Do you agree this is the right ambition for how we work as a council?

- Strongly agree
- Agree
- Neutral

If you have disagreed please tell us why:

This is not an ambition. It is a legal requirement and a way of working which should inform all of the work of the Council, including the other three stated ambitions. It is an expectation placed upon all Councils/bodies which have a fiduciary duty. It is a little concerning that North Somerset Council does not seem to recognise its responsibilities in this respect.

Please give your thoughts on how you think we could help to achieve this ambition together, what actions should we take?

See comments above.

Are there any areas aligned to this ambition where services could be shared between us or transferred that you would like to explore?

See comments above.

Do you have any other thoughts on the development of the Corporate Plan, if so please tell us here:

Bleadon Parish Council recognises that consulting with a more fully formed set of proposals gives rise to potential challenges that consultation is not genuine and decisions have already been made. However, in this instance, it may have been more helpful – and ultimately more productive – if there had been more ‘flesh on the bones’ to enable a more meaningful response. As things currently stand, whilst the Vision and Ambitions may have merit, it is difficult to see how they relate to statutory responsibilities and the issues which often detain residents

To support delivery of the Corporate Plan we set our budget each year which shows us how much money we have to spend and what we are going to spend it on. We would like your views to help this process.

Can you give us your view on which of these issues you think will be most important in North Somerset in the coming year (add an 'x' in the relevant box):

	Very important	Important	Not important	Not at all important	Don't know
The climate emergency		X			
The cost of living crisis		X			
Inequality in our society		X			
Availability of services for vulnerable adults		X			
Availability of services for vulnerable children and young people		X			
Availability of services to support good physical health and wellbeing			X		
Availability of services to support good mental health and wellbeing		X			
Availability of leisure services and things to do			X		
Availability of public transport		X			
Availability and affordability of housing		X			
Crime and community safety		X			
Community development and resilience		X			
The condition of our highways and roads		X			
Changing the way we travel			X		
Access to good jobs			X		
The environment for businesses to thrive				X	
The condition of our town centres and availability of shops and services there				X	
The availability of services in rural areas		X			
Our environment including flooding risks and biodiversity		X			
Dealing with local waste and increasing the amount we recycle		X			
Add in any other important issues here:					

To support delivery of the Corporate Plan we set our budget each year which shows us how much money we have to spend and what we are going to spend it on. We would like your views to help this process.

Can you give us your view on which of these issues you think will be most important in North Somerset in the coming year (add an 'x' in the relevant box):

	Very important	Important	Not important	Not at all important	Don't know
The climate emergency		X			
The cost of living crisis		X			
Inequality in our society		X			
Availability of services for vulnerable adults		X			
Availability of services for vulnerable children and young people		X			
Availability of services to support good physical health and wellbeing			X		
Availability of services to support good mental health and wellbeing		X			
Availability of leisure services and things to do			X		
Availability of public transport		X			
Availability and affordability of housing		X			
Crime and community safety		X			
Community development and resilience		X			
The condition of our highways and roads		X			
Changing the way we travel			X		
Access to good jobs			X		
The environment for businesses to thrive				X	
The condition of our town centres and availability of shops and services there				X	
The availability of services in rural areas		X			
Our environment including flooding risks and biodiversity		X			
Dealing with local waste and increasing the amount we recycle		X			
Add in any other important issues here:					

Is there an issue, either North Somerset wide or important to your council, that you would like to prioritise for investment and improvement?

The council will need to balance its budget to pay for the rising cost and demand for our services and increasing council tax is an important part of the budget because this money helps to pay for the services we provide. Each year the government sets an upper limit on council tax increases although councils can ask residents to support higher increases if there is a local need to raise more money. The current limit is 4.99%. As of August 2023, inflation is running at 6.8%.

What level of council tax increase would you support in the coming year?

- Up to 3%
- Between 3% and 5%
- More than 5%
- An increase aligned to inflation
- An increase aligned to the government limit

When planning for the future the council wants to ensure that the services we provide are delivered at an affordable cost and in the best way possible.

How strongly do you agree or disagree with using the following approaches?

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
Bringing services back in house from commercial companies			X		
Transferring services to other organisations like commercial companies			X		
Working in partnership and sharing services with other councils and public sector agencies		X			
Transferring services to other organisations like community groups, social enterprises and town and parish councils		X			
Changing working practices to make better use of technology and more efficient ways of working			X		
Using digital technology more widely to support the delivery of services and making more services available online			X		
Making more efficient use of council assets such as land and buildings		X			
Increasing fees and charges for some services			X		
Targeting resources on the most vulnerable and people most in need		X			
Stopping provision of some discretionary services to protect services to vulnerable groups		X			
Reducing the quality of some services provided			X		
Scaling back or stop providing some services			X		
Encouraging more people to volunteer their time to become involved in the delivery of services		X			

Do you have any comments on any of these approaches or would like to suggest any others?

Are there any comments you would like to make about the budget or have any suggestions for where we could make savings or generate income?

Do you have any thoughts in how we could work more collaboratively together in the future to support our communities and ensure the best use of resources?

SURVEY ENDS

Financial/Staffing Matters
9th October 2023

1. Bills for Payment

- 1.1 Bills for payment for October are attached at Appendix 1. There are no issues requiring further explanation.

Recommendation:

That the bills for payment for October are approved.

2. Bank Balance and Bank Reconciliation

- 2.1 The Parish Council's end of September bank balances and bank reconciliation at the end of September are attached at Appendix 2. There are no issues requiring further explanation.

Recommendation:

That the Parish Council's end of September bank balances and bank reconciliation and end of September net position are noted.

3. 2nd Quarter Monitoring Report

- 3.1 The Parish Council's 2nd Quarter Monitoring Report is attached at Appendix 3. Generally, the Council's budget position is positive. The most significant change relates to the receipt of the second tranche of precept payment of £32,326.50.

- 3.2 Actual expenditure is not in line with projected expenditure, with actual expenditure being approximately 30% less than projected. The most significant reasons for this are:

- The expenditure profile for a number of projects and areas of work are now expected to fall in Quarter 3 and Quarter 4. Examples include the re-guilding of the church clock, streetlighting works and works to Jubilee Gardens.
- Unpresented invoices in relation to grass cutting and Locum salaries
- Potential savings on salaries budget

- 3.3 As reported to Council on 12th June 2023, the anticipated costs associated with the re-guilding of the Church clock are expected to be significantly less than the budget provision of £16,000 made at the start of the financial year. This represents a potential underspend in the current financial year of in excess of £8,000.

- 3.4 The Council has progressed a number of schemes in the knowledge of potential underspends and the consequent return of any underspends to general reserves. These schemes are now at a stage where budgets need to be established and the sources of funding specifically identified. The schemes in question are as follows:

- 3.5 Tree felling and associated works – it is proposed that the budget for this activity is set at £2,000. Funding for this works has not previously been identified. It is proposed that these works are funded from general reserves.
- 3.6 Works in the vicinity of the Coronation Halls – it is proposed that the budget is set at £8,000 to reflect the likely costs of works (the nature of which is addressed elsewhere on the agenda) and is funded as follows:
- Coronation Hall (Existing Budget Provision – Cost Code 603) in the amount of £1,000
 - Unallocated CIL for 2021/22 in the amount of £2,387
 - Unallocated CIL for 2022/23 in the amount of £2,825
 - Village improvements (Existing Budget Provision – Cost Code 309) in the amount of £1,788
- 3.7 If the above proposal is approved by Councillors, this would leave a balance of £212 in the Village improvements cost centre to support other activities.
- 3.8 The Council is also progressing projects in relation to Jubilee Gardens and Pea Green. However, it is worth noting that budget provision of £2,000 has already been made in this respect (Cost Code 310).
- 3.9 There is little in the way of overspends or projected overspends in relation to individual cost codes which give rise to concern. There are overspends relating to subscriptions (which primarily relate to the appointment of a new clerk and are offset by potential salary savings) and the provision of defibrillators (as a consequence of needing to purchase a new battery). There is also a small overspend in relation to room hire, which would reasonably be expected to increase throughout the year. The overspend is not as a consequence of increased charges but is likely a combination of increased activity on the part of the Council and a budget which was, perhaps, set without this in mind. It is also worth noting that the Council predominantly uses local providers for room hire and, therefore, the money being spent is going directly back into the local economy.
- 3.10 Income is higher than anticipated, partly as a consequence of higher interest rates, but also as a consequence of a rebate of NNDR in the sum of £1,392 in relation to the public toilets.

Recommendation:

To note the 2nd Quarter Monitoring report and approve the recommended changes to budget headings and cost centres.

4. Remembrance Day Wreath

Recommendation:

That a £50 donation is made in respect of the Remembrance Day wreath.

Bills for Payment - 11th September to 9th October 2023								
Bleadon Parish Council								
Meth	Payee	Details	Net Amoun	VAT	Gross Amour	Comments	Minute agree	Power
	Already Paid							
DD	3 Business Solutions	Mobile (02.10.2023)	£14.82	£2.96	£17.78	Awaiting invoice	364.23	Local Government A 1972, s. 111
	To Pay							
BACS	Adrian Project Services	Village Ranger	£602.00		£602.00		364.23	Public Health Act 1875.164
BACS	Blue Spot	Cleaning of Public Toilets	£139.50		£139.50		364.23	PHA1936, s87
BACS	GB Sport	Quadrocker replacement	£405.61	£81.12	£486.73		364.23	LGA 1972, s. 111
BACS	Strutt & Parker	Lease of Church Commissioner land for allotments	£72.50		£72.50		364.23	LGA 1972, s. 111
BACS	BDO	External Audit Fees	£315.00	£63.00	£378.00		364.23	LGA 1972, s. 111
BACS	Parish Clerk	Reimbursement of Expenses - Parish Clerk	£40.76		£40.76	Postage/Stationary	368.6	LGA 1972, s. 111
SO	Salary	Parish Clerk	£1,260.77		£1,260.77		361.6	LGA 1972, s. 111
DD	NEST	Employer pension contribution	£82.05		£82.05	Aug - Oct	361.6	LGA 1972, s. 111
SO	NEST	Employer pension contribution	£22.22		£22.22		361.6	LGA 1972, s. 111
DD	YU	Public Toilets Electricity	£17.70	£0.88	£18.58		365.7 (ii)	Public Health Act 1875.164
SO	Brian Robinson	Clock Winding (31.8.23)	£25.00		£25.00		364.23	Parish Councils Act 1957, s2
DD	Lloyds	Credit Card Charge (08.09.2023)	£3.00		£3.00		364.23	LGA 1972, s. 111
		Totals	£3,000.93	£147.96	£3,148.89			

Bleadon Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 30/09/2023		
	Cash in Hand 01/04/2023		57,524.92
	ADD Receipts 01/04/2023 - 30/09/2023		70,145.68
			127,670.60
	SUBTRACT Payments 01/04/2023 - 30/09/2023		30,981.00
	Cash in Hand 30/09/2023 (per Cash Book)		96,689.60
B	Cash in hand per Bank Statements		
	Petty Cash 30/09/2023	0.00	
	Bleadon Parish Council Current 30/09/2023	40,735.58	
	Bleadon Parish Council Deposit 30/09/2023	55,954.02	
			96,689.60
	Less unrepresented payments		96,689.60
	Plus unrepresented receipts		
	Adjusted Bank Balance		96,689.60
	A = B Checks out OK		

Summary of Receipts and Payments
All Cost Centres and Codes

Allotments

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
401	Allotments				1,000.00	295.00	705.00	705.00	(70%)
402	Allotment Income	290.00	99.00	-191.00				-191.00	(-65%)
	SUB TOTAL	290.00	99.00	-191.00	1,000.00	295.00	705.00	514.00	(39%)

Clerk & Administration

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
10	Locum salaries		13.75	13.75		7,506.00	-7,506.00	-7,492.25	(N/A)
11	Salary & NI				22,000.00		22,000.00	22,000.00	(100%)
12	Pension Provision				250.00		250.00	250.00	(100%)
13	Homeworking Allowance				208.00		208.00	208.00	(100%)
14	Training Officers				500.00	309.00	191.00	191.00	(38%)
15	Office Expenses				300.00	70.73	229.27	229.27	(76%)
16	Printing				400.00		400.00	400.00	(100%)
17	Insurance				810.00	814.34	-4.34	-4.34	(-0%)
18	Audit Fees				9,400.00	8,914.25	485.75	485.75	(5%)
19	Mobile				240.00	59.28	180.72	180.72	(75%)
20	Subscriptions				1,200.00	1,499.20	-299.20	-299.20	(-24%)
21	Bank Charges				130.00	113.40	16.60	16.60	(12%)
22	Website & IT				1,000.00	94.75	905.25	905.25	(90%)
23	Data Protection				35.00		35.00	35.00	(100%)
24	Election Charges				100.00		100.00	100.00	(100%)
25	Community Engagement				177.00		177.00	177.00	(100%)
26	Room Hire				330.00	386.00	-56.00	-56.00	(-16%)
27	Councilor Expenses				50.00		50.00	50.00	(100%)

28	Chairman's Allowance			50.00	60.18	-10.18	-10.18	(-20%)
29	Training Councillors			400.00	164.82	235.18	235.18	(58%)
	SUB TOTAL	13.75	13.75	37,580.00	19,991.95	17,588.05	17,601.80	(46%)

Income

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
701	Bank Interest	200.00	758.69	558.69				558.69	(279%)
702	Youth Club Rent	50.00		-50.00				-50.00	(-100%)
703	Village Orderly Grant	161.00		-161.00				-161.00	(-100%)
704	Precept	64,653.00	64,653.00						(0%)
705	CIL 2022/2023		1,500.00	1,500.00				1,500.00	(N/A)
706	VAT								(N/A)
707	NNDR		1,392.21	1,392.21				1,392.21	(N/A)
	SUB TOTAL	65,064.00	68,303.90	3,239.90				3,239.90	(4%)

Open Spaces

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
301	Ranger		161.09	161.09	7,224.00	3,010.00	4,214.00	4,375.09	(60%)
302	General Maintenance				750.00	95.00	655.00	655.00	(87%)
303	Public Toilets				2,000.00	1,133.12	866.88	866.88	(43%)
304	Car Park Maintenance				1,000.00	975.00	25.00	25.00	(2%)
305	Grass Cutting				4,350.00		4,350.00	4,350.00	(100%)
306	Church Clock				300.00	125.00	175.00	175.00	(58%)
307	Streetlighting				2,300.00	203.93	2,096.07	2,096.07	(91%)
308	Defib				200.00	289.00	-89.00	-89.00	(-44%)
309	Village Improvements				2,000.00		2,000.00	2,000.00	(100%)
310	Jubilee Garden				2,000.00		2,000.00	2,000.00	(100%)
311	Waste Collections				150.00	110.00	40.00	40.00	(26%)
312	Churchyard								(N/A)
708	Energy					12.24	-12.24	-12.24	(N/A)

SUB TOTAL	161.09	161.09	22,274.00	5,953.29	16,320.71	16,481.80	(74%)
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Play Areas

Code	Title	Budgeted	Receipts		Payments		Net Position	
			Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
501	Play Equipment				500.00		500.00	500.00 (100%)
502	Inspections				300.00	110.00	190.00	190.00 (63%)
503	Children's Playground				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL					2,300.00	110.00	2,190.00	2,190.00 (95%)

Village Improvements

Code	Title	Budgeted	Receipts		Payments		Net Position	
			Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
601	Reguilding of Church Clock		49.00	49.00	14,000.00		14,000.00	14,049.00 (100%)
602	General Grants & Donations				1,000.00		1,000.00	1,000.00 (100%)
603	Coronation Hall				1,000.00		1,000.00	1,000.00 (100%)
604	Bleadon in Bloom				1,000.00	691.00	309.00	309.00 (30%)
605	Coronation				300.00	250.00	50.00	50.00 (16%)
606	Covid Support Group					126.00	-126.00	-126.00 (N/A)
SUB TOTAL			49.00	49.00	17,300.00	1,067.00	16,233.00	16,282.00 (94%)

Village News

Code	Title	Budgeted	Receipts		Payments		Net Position	
			Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
201	Editorship				2,200.00	400.00	1,800.00	1,800.00 (81%)
202	Printing				2,800.00	715.00	2,085.00	2,085.00 (74%)
203	Advertising Income	2,000.00	930.00	-1,070.00				-1,070.00 (-53%)
SUB TOTAL		2,000.00	930.00	-1,070.00	5,000.00	1,115.00	3,885.00	2,815.00 (40%)

Summary

NET TOTAL	67,354.00	69,556.74	2,202.74	85,454.00	28,532.24	56,921.76	59,124.50	(38%)
V.A.T.		588.94			2,448.76			
GROSS TOTAL		70,145.68			30,981.00			

Bleadon Parish Council - Quarter 2
(01/07/2023 to 30/09/2023 - All Cost Centres and Codes)

3 October 2023 (2023 - 2024)

		2nd Quarter						Accumulative to end of 2nd quarter					
		Budget ed receipts	Actual receipts	Receipts Variance	Budget ed payments	Actual payments	Payments Variance	Budget ed receipts	Actual receipts	Receipts Variance	Budget ed payments	Actual payments	Payments Variance
Allotments													
401	Allotments			(N/A)	249.99	240.00	9.99 (4%)			(N/A)	500.02	295.00	205.02 (41%)
402	Allotment Income	72.51	80.50	7.99 (11%)			(N/A)	144.98	99.00	-45.98 (-31%)			(N/A)
Sub Total for Allotments		72.51	80.50	7.99 (11%)	249.99	240.00	9.99 (4%)	144.98	99.00	-45.98 (-31%)	500.02	295.00	205.02 (41%)
Clerk & Administration													
10	Locum salaries			(N/A)		2,529.00	- (N/A)		13.75	13.75 (N/A)		7,506.00	- (N/A)
11	Salary & NI			(N/A)	5,499.99	5,499.99	(N/A)			(N/A)	11,000.02	11,000.02	(N/A)
12	Pension Provision			(N/A)	62.49	62.49	(N/A)			(N/A)	125.02	125.02	(N/A)
13	Homeworking Allowance			(N/A)	51.99	51.99	(N/A)			(N/A)	104.02	104.02	(N/A)
14	Training Officers			(N/A)	125.01	309.00	-183.99 (-147%)			(N/A)	249.98	309.00	-59.02 (-23%)
15	Office Expenses			(N/A)	75.00	75.00	(N/A)			(N/A)	150.00	70.73	79.27 (52%)
16	Printing			(N/A)	99.99	99.99	(N/A)			(N/A)	200.02	200.02	(N/A)
17	Insurance			(N/A)	202.50	202.50	(N/A)			(N/A)	405.00	814.34	-409.34 (-101%)
18	Audit Fees			(N/A)	2,349.99	325.00	2,024.99 (86%)			(N/A)	4,700.02	8,914.25	-4,214.23 (-89%)
19	Mobile			(N/A)	60.00	29.64	30.36 (50%)			(N/A)	120.00	59.28	60.72 (50%)
20	Subscriptions			(N/A)	300.00	300.00	(N/A)			(N/A)	600.00	1,499.20	-899.20 (-149%)
21	Bank Charges			(N/A)	32.49	86.40	-53.91 (-165%)			(N/A)	65.02	113.40	-48.38 (-74%)
22	Website & IT			(N/A)	249.99	249.99	(N/A)			(N/A)	500.02	94.75	405.27 (81%)
23	Data Protection			(N/A)	8.76	8.76	(N/A)			(N/A)	17.48	17.48	(N/A)
24	Election Charges			(N/A)	24.99	24.99	(N/A)			(N/A)	50.02	50.02	(N/A)
25	Community Engagement			(N/A)	44.25	44.25	(N/A)			(N/A)	88.50	88.50	(N/A)
26	Room Hire			(N/A)	82.50	50.00	32.50 (39%)			(N/A)	165.00	386.00	-221.00 (-133%)
27	Councilor Expenses			(N/A)	12.51	12.51	(N/A)			(N/A)	24.98	24.98	(N/A)
28	Chairman's Allowance			(N/A)	12.51	13.20	-0.69 (-5%)			(N/A)	24.98	60.18	-35.20 (-140%)

29	Training Councillors			(N/A)	99.99	44.82	55.17	(55%)			(N/A)	200.02	164.82	35.20	(17%)		
Sub Total for Clerk & Administration				(N/A)	9,394.95	3,387.06	6,007.89	(63%)	13.75	13.75	(N/A)	18,790.10	19,991.95	-1,201.85	(-6%)		
Income																	
701	Bank Interest	50.01	447.46	397.45	(794%)			(N/A)	99.98	758.69	658.71	(658%)			(N/A)		
702	Youth Club Rent	12.51		-12.51	(N/A)			(N/A)	24.98		-24.98	(N/A)			(N/A)		
703	Village Orderly Grant	40.26		-40.26	(N/A)			(N/A)	80.48		-80.48	(N/A)			(N/A)		
704	Precept	16,163.25	32,326.50	16,163.25	(100%)			(N/A)	32,326.50	64,653.00	32,326.50	(100%)			(N/A)		
705	CIL 2022/2023				(N/A)			(N/A)		1,500.00	1,500.00	(N/A)			(N/A)		
706	VAT				(N/A)			(N/A)				(N/A)			(N/A)		
707	NNDR		1,392.21	1,392.21	(N/A)			(N/A)		1,392.21	1,392.21	(N/A)			(N/A)		
Sub Total for Income		16,266.03	34,166.17	17,900.14	(110%)			(N/A)	32,531.94	68,303.90	35,771.96	(109%)			(N/A)		
Open Spaces																	
301	Ranger		161.09	161.09	(N/A)	1,806.00	1,204.00	602.00	(33%)		161.09	161.09	(N/A)	3,612.00	3,010.00	602.00	(16%)
302	General Maintenance				(N/A)	187.50	95.00	92.50	(49%)				(N/A)	375.00	95.00	280.00	(74%)
303	Public Toilets				(N/A)	500.01	614.42	-114.41	(-22%)				(N/A)	999.98	1,133.12	-133.14	(-13%)
304	Car Park Maintenance				(N/A)	249.99	975.00	-725.01	(-290%)				(N/A)	500.02	975.00	-474.98	(-94%)
305	Grass Cutting				(N/A)	1,087.50		1,087.50	(N/A)				(N/A)	2,175.00		2,175.00	(N/A)
306	Church Clock				(N/A)	75.00	50.00	25.00	(33%)				(N/A)	150.00	125.00	25.00	(16%)
307	Streetlighting				(N/A)	575.01	161.58	413.43	(71%)				(N/A)	1,149.98	203.93	946.05	(82%)
308	Defib				(N/A)	50.01		50.01	(N/A)				(N/A)	99.98	289.00	-189.02	(-189%)
309	Village Improvements				(N/A)	500.01		500.01	(N/A)				(N/A)	999.98		999.98	(N/A)
310	Jubilee Garden				(N/A)	500.01		500.01	(N/A)				(N/A)	999.98		999.98	(N/A)
311	Waste Collections				(N/A)	37.50		37.50	(N/A)				(N/A)	75.00	110.00	-35.00	(-46%)
312	Churchyard				(N/A)				(N/A)				(N/A)				(N/A)
708	Energy				(N/A)		12.24	-12.24	(N/A)				(N/A)		12.24	-12.24	(N/A)
Sub Total for Open Spaces			161.09	161.09	(N/A)	5,568.54	3,112.24	2,456.30	(44%)	161.09	161.09	(N/A)	11,136.92	5,953.29	5,183.63	(46%)	
Play Areas																	
501	Play Equipment				(N/A)	125.01		125.01	(N/A)				(N/A)	249.98		249.98	(N/A)
502	Inspections				(N/A)	75.00	85.00	-10.00	(-13%)				(N/A)	150.00	110.00	40.00	(26%)
503	Children's Playground				(N/A)	375.00		375.00	(N/A)				(N/A)	750.00		750.00	(N/A)

Sub Total for Play Areas		(N/A)	575.01	85.00	490.01	(85%)			(N/A)	1,149.98	110.00	1,039.98	(90%)	
Village Improvements														
601	Reguiling of Church Clock	(N/A)	3,500.01		3,500.01	(N/A)	49.00	49.00	(N/A)	6,999.98		6,999.98	(N/A)	
602	General Grants & Donations	(N/A)	249.99		249.99	(N/A)			(N/A)	500.02		500.02	(N/A)	
603	Coronation Hall	(N/A)	249.99		249.99	(N/A)			(N/A)	500.02		500.02	(N/A)	
604	Bleadon in Bloom	(N/A)	249.99	200.00	49.99	(20%)			(N/A)	500.02	691.00	-190.98	(-38%)	
605	Coronation	(N/A)	75.00		75.00	(N/A)			(N/A)	150.00	250.00	-100.00	(-66%)	
606	Covid Support Group	(N/A)				(N/A)			(N/A)		126.00	-126.00	(N/A)	
Sub Total for Village Improvements		(N/A)	4,324.98	200.00	4,124.98	(95%)	49.00	49.00	(N/A)	8,650.04	1,067.00	7,583.04	(87%)	
Village News														
201	Editorship	(N/A)	549.99		549.99	(N/A)			(N/A)	1,100.02	400.00	700.02	(63%)	
202	Printing	(N/A)	699.99		699.99	(N/A)			(N/A)	1,400.02	715.00	685.02	(48%)	
203	Advertising Income		500.01	220.00	-280.01	(-56%)	999.98	930.00	-69.98	(-7%)			(N/A)	
Sub Total for Village News			500.01	220.00	-280.01	(-56%)	999.98	930.00	-69.98	(-7%)	2,500.04	1,115.00	1,385.04	(55%)
TOTALS.....			16,838.55	34,627.76	17,789.21	(105%)	21,363.45	7,024.30	14,339.15	(67%)	33,676.90	69,556.74	35,879.84	(313%)
.....											42,727.10	28,532.24	14,194.86	(-33%)
						NET Variance Quarter 2				32,128.36				
									NET accumulative variance to END of Quarter 2.....				
										50,074.70				

Planning Matters - 9th October 2023

Planning Applications (For Determination)

23/P/1722/CQA - Prior approval for change of use and conversion of agricultural building (Sui Generis Use) to 1no. dwelling (Use Class C3) with operational development involving insertion of infill walls, new windows and doors

South Hill Farm, Bridgwater Road, Bleadon, BS24 0BD
Grid Ref: E 334651 N 156534

Planning Decisions (For information only)

23/P/2051/AOC - Discharge of Condition number 11 (Drainage) on application 23/P/0408/FUL

Woodrising ,Hillside Road, Bleadon. North Somerset. BS24 0AA
Grid Ref: E 333972 N 157631

23/P/2074/NMA - Non-material amendment to permission to allow substitution of drawings to house types and office block to 22/P/2113/RM (Reserved matters application for appearance, landscaping, layout and scale for the erection of 42no. dwellings and office building pursuant to outline permission 19/P/0835/OUT (outline application with details of access (matters of layout, scale, appearance and landscaping are reserved) for the demolition of all industrial buildings, plant and machinery, the erection of up to 42 dwellings and 500 sqm of flexible Use Class A2/B1/D1 floor space, open space, landscaping, new vehicle and pedestrian access, and associated works)

Bleadon Quarry, Bridge Road, Bleadon, Weston-super-Mare. BS24 0AU
Grid Ref: E 334091 N 156632

Street Naming

At its meeting on 14th August 2023, the Council received a request to comment upon proposed street names for the development at the former quarry site. The two names advanced by the developer were Lime Kiln Close and Lime Kiln Place. The Council considered these proposals and put forward its own suggestion that the road in question might be named Quarry Close. The developer has subsequently advised North Somerset Council, that they would like the following proposed names to be considered:

- Limestone Place
- Lime Kiln Place (this has previously been considered by the Council)
- Green Meadow Close
- Greenridge Close

It should be noted that the Council is a consultee in respect of street names and does not have the authority to decide which name is ultimately adopted.

Recommendation:

That the Council considers the proposed names.

Report of the Parish Clerk & RFO

9th October 2023

Purpose of Report

To seek decisions from the Council in relation to a number of contract awards and other issues.

Decision Items

Please note that items 2 to 4 relate to contract awards and is supported by information contained in a confidential paper (Appendix A). As much information as possible has been provided within the publicly available papers. However, individual contractor details and prices are considered to be exempt information. This is because contractors would not routinely expect their prices to be shared with other parties – including competitors – which would be the effect of putting this information in the public domain.

1. External Auditor's Opinion – AGAR 2022/23

- 1.1 The External Auditor has completed the review of the Annual Governance and Accountability Return (AGAR) for the Parish Council for the year ended 31 March 2023 and has certified the return.
- 1.2 Notice of the External Auditor's opinion has been published on the Council's website and in the Council's noticeboards.
- 1.3 The External Auditor's conclusion is reproduced at Appendix 1.

Recommendation:

That the Council formally notes the External Auditor's opinion.

2. Tree felling and associated works – Award of Contract

- a) The Council commissioned a tree survey report from Atworth Arboriculture earlier in the year. The survey was undertaken on 3rd August 2023 and the subsequent report received on 8th September 2023. The survey identified a number of issues, including the requirement to fell some 17 trees. The bulk of the trees in question are located in Purn Quarry and are ash trees suffering from ash dieback. However, works are also required to trees at the allotments, the play area and the enclosed churchyard.
- b) As a consequence of the above, four companies were approached to submit written quotations to undertake works based upon the specification attached at Appendix 2.

- c) Four companies responded to the invitation to submit quotations. The quotes received ranged from £1,275 to £2,880 (net of VAT).
- d) The companies contacted were also invited to indicate whether their quote would be affected in the following circumstances:
- If chipped material arising from works at Purn Quarry is left in Purn Quarry – this was included as an option because of access restrictions at Purn Quarry.
 - The depositing of some chipped material in the Northeast corner of the allotment site – for use by allotment holders for mulch/paths.
- e) The second lowest priced contractor has indicated that their price would be reduced if they were able to leave chipped product and ash timber above 6 inch diameter stacked neatly in Purn Quarry and elm timber at the allotment gardens. This reduction in price would be insufficient to match the lowest priced contractor, who has similarly indicated that they would be prepared to leave ash timber logs at Purn Quarry (their quote is silent on the issue of the retention of elm timber logs). Although any timber left would not be seasoned, any retained logs could potentially be used to the benefit of the local community.
- f) There are no variations to the prices submitted by the other contractors, although both indicated that they would be able to leave woodchip at the allotment site for the benefit of allotment holders.
- g) The lowest priced contractor has previously undertaken work for the Council which is understood to have been to an acceptable standard. As a consequence, further references have not been sought at this stage. Confirmation of public liability insurance has been sought and provided, together with model risk assessment and method statements.
- h) The Council has not specifically budgeted for works relating to or in addressing issues arising from the survey report, although it does have sufficient funding in this regard. It would, therefore, be advisable to establish a specific budget and cost centre. In this instance, the budget provision would need to be higher than the lowest quoted figure for works, as the anticipated costs of Atworth Arboriculture also need to be taken into consideration. There may also be other minor works identified as necessary in the course of undertaking the main task of felling and cutting back.
- i) The proposals for the financing of this work is addressed in the 2nd Quarter Financial Monitoring report.

Recommendations:

- i. That a budget of £2,000 is agreed in relation to the costs relating to the tree survey and any actions arising.
- ii. That the quote received from Contractor A (contractor details to be added following determination by the Council) in the sum of £1,275 (net of VAT) be accepted and a contract awarded.
- iii. That the Parish Clerk be authorised to agree contract variations in relation to the retention of chipped products and logs, if it is considered that there is a likely benefit to the local community and such variations do not result in additional costs.
- iv. That the Parish Clerk be further authorised to agree contract variations to undertake pruning works to other trees not specifically identified in Atworth Arboriculture's report, where it is considered expedient. Provided that such costs are within the limits established by the Council's Financial Regulations and that the total budget provision agreed by Council as a consequence of recommendation (i) above is not exceeded.

3. Works in the vicinity of the Coronation Halls

- 3.1 At its meeting on 11th September 2023, the Council agreed the principle of construction works relating to the entrances to the Coronation Hall.
- 3.2 Six contractors were asked to submit quotations in respect of the specification at Appendix 3. The response to this initial round of quotations did not yield sufficient responses. Financial Regulations require that at least three competitive quotes are obtained for works estimated to be in excess of £5,000, rather than simply that at least three quotations are sought. As a consequence, a second tranche of contractors have been asked to submit quotations against the same specification. The effect of this is that councillors will receive an updated report prior to the Council meeting which will include details of any additional quotations received.
- 3.3 The nature of the works involved include a dropped kerb at the entrance to the path off of Coronation Road. This work can only be undertaken by a contractor approved by North Somerset Council and given that the bulk of the work contained in the specification relates to the pathway leading to the dropped kerb, there would be little logic to appointing separate contractors for work which requires a high degree of consistency. Given that North Somerset Council approved contractors have been approached, further reference details have not been sought at this stage, as it is not unreasonable for the Council to rely upon the checks and quality assurance standards applied by North

Somerset Council. However, prior to the award of any contract, the Council will need to see evidence of public liability insurance.

- 3.4 A number of the issues addressed in the specification have been the subject of discussion for some months and the onset of shorter days and longer nights is relevant. The route in question is extremely well used by parishioners. The pathway is uneven in a number of locations, with paving slabs having been lifted out of their original position and creating potential trip hazards. This, together with the absence of light along part of the pathway, means that the risks posed by the pathway will only increase as time progresses. The other element which the works seek to address is the provision of an external electrical socket which will, amongst other things, allow the Christmas Tree lights to be safely used. Electrical cables will need to be provided in the vicinity to power the low-level path lights. Therefore, it makes sense to also provide a power socket. This socket will address a longstanding issue regarding how power is currently provided for the Christmas Tree lights.
- 3.5 The Council has partially budgeted for works in relation to the Coronation halls. However, the provisional budget will not be sufficient to undertake the scale of works to now be completed. As a consequence, it is proposed to establish a project budget of £8,000 in relation to the works forming the specification. The 2nd Quarter Monitoring report sets out the details of how this budget increase is to be funded.

Recommendation:

- i. That a budget of £8,000 is agreed to progress the identified works in relation to the Coronation Halls.
- ii. That a contract be awarded in accordance with the recommendations contained in the confidential paper.
- iii. That the Parish Clerk be authorised to agree contract variations, provided that such costs are within the limits established by the Council's Financial Regulations and that the total budget provision agreed by Council as a consequence of recommendation (i) above is not exceeded.

4. Works to Jubilee Gardens and Pea Green

- 4.1 At its meeting on 11th September 2023, the Council agreed the principle of works relating to Jubilee Gardens and Pea Green.

- 4.2 In total, five contractors were asked to submit quotations in respect of the specification at Appendix 4. The contractors approached are all relatively local grounds maintenance contractors, some of whom have previously undertaken work for the Council and surrounding parish councils. Four declined to quote, in the main citing pressures of work, with at least one indicating more flexibility in the Winter. Unfortunately, a number of these declinations did not arrive in sufficient time for alternative contractors to be identified and contacted.
- 4.3 The works in relation to Jubilee Gardens and Pea Green are important, but not of the same urgency as those addressed in items 2 and 3 above, in that there are no immediate health and safety considerations. As a consequence, it is entirely appropriate that the Council has focussed its resources upon works which are more of a priority. The Council can also clearly demonstrate that it has and continues to make attempts to address concerns in relation to Jubilee Gardens and Pea Green. As a consequence, it is recommended that the Council seeks further quotes, with a view to awarding a contract at its November meeting.

Recommendation:

That the Council seeks further competitive quotes in relation to works at Pea Green and Jubilee Gardens.

Information Items

1. Playground

- 1.1 A constructive meeting was held with the contractors that installed the new wooden play equipment within the playground. The contractor accepted that remedies were required to address issues to do with fixings which had loosened. Discussions are taking place to establish a timescale for the necessary works to be undertaken.

2. Re-gilding of the Parish Clock

- 2.1 Timsbury Clocks have indicated that they are currently part way through a project in Banwell. They are then committed to a scheme in Wells. The works to the Bleadon clock will then be programmed for completion. As a consequence, it will be a number of weeks before a start and completion date is fully established.

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.		✓	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.		✓	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.		✓	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		✓	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.		✓	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
		✓	

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

21/06/2023

and recorded as minute reference:

366.10

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman W. E. Heppard

Clerk M. S. Heppard

www.bleadonparishcouncil.co.uk

Section 2 – Accounting Statements 2022/23 for

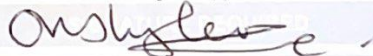
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	78,501	64,189	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	50,000	54,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7,935	18,286	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	24,099	21,001	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	48,148	57,949	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	64,189	57,525	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	64,189	57,525	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	RESTATED 62,966	69,451	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

09/06/2023

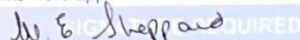
I confirm that these Accounting Statements were approved by this authority on this date:

21/06/2023

as recorded in minute reference:

366.11 MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

 REQUIRED

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

EN Bleadon Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of the Annual Internal Audit Report, the internal auditor has drawn attention to weaknesses in relation to the following:

- A) Appropriate accounting records have been properly kept throughout the financial year
- B) This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for
- C) This authority assessed the significant risks to achieving its objectives and reviewed adequacy of arrangements to manage these
- D) The Precept or rates requirements resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate
- H) Asset and investments registers were complete and accurate and properly maintained
- I) Periodic bank account reconciliations were properly maintained
- M) In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations

The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

A separate bank account should be opened for this charity. The council should not administer charities through their accounts.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

BDO LLP Southampton INTERNAL AUDITOR

External Auditor Signature

DocuSigned by:
BDO LLP
F38E8F3322FA481

Date

29 September 2023

Annual Governance and Accountability Return 2022/23 Form 3
Local Councils, Internal Drainage Boards and other Smaller Authorities*

Page 6 of 6

Tree Felling & Associated Works

Please find attached a table listing the works Bleadon Parish Council is looking to have completed. If this work is of interest to you, I would be grateful if you could provide me with a written quotation by no later than 22nd September 2023.

Due to the likely value of the works, I am required to seek a minimum of three written quotations, so please be aware that I have also asked other companies to similarly price for these works. I have used 'What3Words' descriptions to identify the four primary locations in question. Within each location, most of the trees are numbered with tags. Those that are not are hopefully easily identified from the description in the table. All of the locations in question are publicly accessible. However, in visiting the sites to prepare quotes, you may find it beneficial to carry a copy of this documentation in case you are challenged. I would also ask you to have regard to the following:

- The Church is a functioning church and there may be church services/activities taking place at the time of your visit.
- If visiting Purn Quarry, please be aware that we have recently been advised that somebody has been rough sleeping in part of the quarry. This situation has been addressed, but you may find evidence of this activity and police tape across part of the area. If this is the case, then please restrict your survey of this part of the quarry to a visual survey only.

In submitting a price for the works, please have regard to the following:

- Please include a gross price, net price and the value of any VAT or other applicable taxes.
- The earliest date upon which the Council could make a contract award would be 9th October 2023 – although early November may be more likely.
- Prior to contract award, the Council will need to see evidence of public liability insurance.
- Please be explicit in relation to any conditions or caveats which you would apply, particularly if they are likely to have an impact upon your quoted price.

Your price should be on the basis of removal of all items from site. However, the Council would be prepared to consider the following exceptions:

- Given access restrictions in relation to Purn Quarry, it may be possible for chipped products to remain on-site,
- In relation to the allotments site, chipped product (whether from the allotment site itself or other locations within Bleadon) suitable for use as mulch/paths within the allotments themselves may be deposited in the North-East corner of the site.

As a consequence, it would be helpful if you could clarify whether or not the exceptions above would increase or decrease your quoted price and by how much.

Thank you. C P Bolt - Clerk & RFO (Bleadon Parish Council)

Tree	Species	Height	Diam	Spread	Stems	Comments	Requirement
Village hall and Playground – What3Words ///annual.adopt.reflector							
T403	Sycamore	9m	650	7	1	Low branches over the car park. Picnic table under canopy. Old pruning wounds on stem	Raise low canopy to 4m, over carpark.
Group 2	A group of cordyline, rose and elder	3m	140	1	1	Overhanging carpark	Cut back over carpark
T410	Ash	3m	110 90 120	2	3	Touching building and close to wall if left, will damage wall	Remove
St Peter and St Paul churchyard – What3Words ///texted.shudders.ghost							
T411	Cherry	3m	390	4	1	Low canopy that is touching the church. Fairy lights attached	Raise low canopy and prune away from building. Remove fairy lights.
T413	Amur maple	8m	510	6	1	Lights around stem and into crown	Remove lights

T416	Elder	2m	100	1.5	1	Next to wall and overhanging neighbouring property.	Remove
Allotment Gardens – What3Words ///retract.glosses.sideboard							
	2 hedgerows either side of allotments	6m	200	3	1	2 hedgerows of hawthorn, elm and elder. 7 of the elm are dead but not over a high target area.	Remove dead trees and cut back hedgerows
Purn Quarry – What3Words ///jeeps.crown.nodded							
T424	Ash	9m	240	4	1	Ash die back	Remove
T425	Ash	9m	390	6	1	Ash die back	Remove
T426	Ash	6m	190	3	1	Ash die back	Remove
T428	Ash	6m	220	3	1	Ash die back	Remove
T429	Ash	6m	310	3	1	Ash die back	Remove

T430	Ash	5m	280	1	1	Ash die back	Remove
T431	Ash	4m	150	6	1	Ash die back	Remove
T435	Ash	3	320	2	1	Ash die back	Remove



BLEADON PARISH COUNCIL

Coronation Halls
Coronation Road
Bleadon. North Somerset. BS24 0PG
www.bleadonparishcouncil.co.uk
parishclerk@bleadonparishcouncil.co.uk

Coronation Hall & Associated Works Coronation Road

Please find attached a table listing works Bleadon Parish Council is looking to have completed. If this work is of interest to you, I would be grateful if you could provide me with a written quotation by no later than 29th September 2023.

Due to the likely value of the works, I am required to seek a minimum of three written quotations, so please be aware that I have also asked other companies to similarly price for these works.

All of the locations are in the general vicinity of the Coronation Halls, Coronation Road, Bleadon, BS24 0PG. I have used 'What3Words' descriptions to identify more accurately the primary locations in question. I have also included photos to further help identify the locations.

All of the locations in question are publicly accessible. However, in visiting the sites to prepare quotes, you may find it beneficial to carry a copy of this documentation in case you are challenged.

In submitting a price for the works, please have regard to the following:

- Your price should be on the basis of removal of all items from site.
- Please include a gross price, net price and the value of any VAT or other applicable taxes.
- Prior to contract award and commencement of works, the Council will need to see evidence of public liability insurance and – where appropriate – that you/your company is a licensed waste carrier.
- You/your company will need to comply with all applicable legislation/regulations/standards in relation to the work being undertaken and provide guarantees to the Council in this respect.
- If you have not previously undertaken works for Bleadon Parish Council, then any contract award will be subject to the receipt of two satisfactory references (these do not need to be provided at the time of submitting a quote).

Please also be explicit in relation to any conditions or caveats which you would apply, particularly if they are likely to have an impact upon your quoted price.

The earliest date upon which the Council could make a decision in relation to this contract would be 9th October 2023.

Thank you.

C P Bolt – Clerk & RFO (Bleadon Parish Council)

Nature of Works	Notes
<p>Coronation Hall Front Entrance – What3Words ///custodial.pint.mining</p>	
<p>1. Resurfacing the walkway at the Coronation Road entrance. The current pathway is part tarmac and part paving slabs. Both elements of the walkway have seen movement as a consequence of tree roots and the uneven surface is a hazard to pedestrians. The proposed solution should mitigate the potential impact of future movement and provide a surface suitable for easy use by pedestrians, prams/pushchairs and wheelchair users.</p> <div data-bbox="221 644 1122 1248" data-label="Image"> </div> <p>2. Putting in a dropped kerb at the Coronation road entrance and associated levelling work to meet pathway.</p>	



Bleadon Parish Council will submit the application for dropped kerb once NSC approved contractor is appointed.

3. Installing double external electrical socket to the left-hand side facing the door, running power to the low stone wall opposite and installing low level lighting to pathway. This will necessitate digging a trench under the existing pathway to run an appropriate cable. The drain in this location also requires attention (see below), so it would be sensible to consider both elements in tandem.



Contractor will need to liaise with staff at the Coronation Halls to establish location of consumer unit/existing electrical wiring runs.

4. Addressing the drainage problems at the Coronation road entrance – on the left hand side facing the doors. The drain in this location is blocked and causes flooding problems in this location. The cause for blockage is not known.



Coronation Hall – Main Entrance – What3Words ///trudges.activity.presume

Replacement of coping stones to low wall.



Type of coping stone to be approved with Bleadon Parish Council as client prior to installation.



BLEADON PARISH COUNCIL

Coronation Halls
Coronation Road
Bleadon. North Somerset. BS24 0PG
www.bleadonparishcouncil.co.uk
parishclerk@bleadonparishcouncil.co.uk

Grounds Maintenance & Associated Works Coronation Road

Please find attached a table listing works Bleadon Parish Council is looking to have completed. If this work is of interest to you, I would be grateful if you could provide me with a written quotation by no later than 29th September 2023.

Due to the likely value of the works, I am required to seek a minimum of three written quotations, so please be aware that I have also asked other companies to similarly price for these works.

All of the locations are in the general vicinity of the Coronation Halls, Coronation Road, Bleadon, BS24 0PG. I have used 'What3Words' descriptions to identify more accurately the primary locations in question. I have also included photos to further help identify the locations.

All of the locations in question are publicly accessible. However, in visiting the sites to prepare quotes, you may find it beneficial to carry a copy of this documentation in case you are challenged.

In submitting a price for the works, please have regard to the following:

- Your price should be on the basis of removal of all items from site.
- Please include a gross price, net price and the value of any VAT or other applicable taxes.
- Prior to contract award and commencement of works, the Council will need to see evidence of public liability insurance and – where appropriate – that you/your company is a licensed waste carrier.
- You/your company will need to comply with all applicable legislation/regulations/standards in relation to the work being undertaken and provide guarantees to the Council in this respect.
- If you have not previously undertaken works for Bleadon Parish Council, then any contract award will be subject to the receipt of two satisfactory references (these do not need to be provided at the time of submitting a quote).


Please also be explicit in relation to any conditions or caveats which you would apply, particularly if they are likely to have an impact upon your quoted price.

It would be helpful if your quote could separate out the costs in relation to the Jubilee Garden and Pea Green from the cost of other works. If you are not able to do this, it will not affect the validity of your quote.

The earliest date upon which the Council could make a decision in relation to this contract would be 9th October 2023.

Thank you.

C P Bolt – Clerk & RFO (Bleadon Parish Council)

Nature of Works	Notes
Jubilee Gardens – What3Words ///quitter.crass.scraping	
<p>Complete removal of all plants, soil and any other detritus both within the planting area and on walls (including ivy), such that the internal condition of the entire structure forming the Jubilee Gardens planting area can be inspected without the requirement for further emptying. Works will be deemed complete once all materials have been removed from site and disposed of in a responsible manner.</p>  <p>The image consists of two side-by-side photographs. The left photograph shows a garden area with a concrete wall, a paved road with yellow markings, and a blue 'NO STOP' sign. The garden is filled with various plants, including tall evergreen trees and smaller shrubs. The right photograph shows the same garden area after the plants and soil have been removed, leaving a flat, dark surface. A white line is painted on the pavement in the foreground.</p>	

Pea Green – What3Words ///tuck.proof.nanny

Removal of planters, shrubs and bushes in the location of Pea Green, together with shrubs and bushes surrounding adjacent toilets. Removal to include rootstocks and subsequent levelling/re-instatement of soil.



The weeping willow in this location is not to be removed or otherwise affected by these works.

The planter surrounding the small telegraph pole does not contain soil. However, care should be taken in removal of items around this pole.

The noticeboards in this area are to be retained and should not be affected by the works.

Rear of Toilet Block – What3Words ///iceberg.easygoing.magnets

Cutting back of all vegetation to ground level and complete removal of all detritus. To include general cutting back of weeds in hardstanding/gravel areas adjacent to this location.

The gate in this location is not locked.



Rear of Coronation Halls – What3Words ///revealing.hacksaw.mistaking

Cutting back of all vegetation to ground level and complete removal of all detritus.



Areas Skirting Car Park – What3Words ///guides.radar.unzipped

General cutting back of all weeds bordering the car park to ground level and complete removal of all detritus.

