



BLEADON PARISH COUNCIL

Coronation Halls
Coronation Road
Bleadon. North Somerset. BS29 0PG
www.bleadonparishcouncil.co.uk
parishclerk@bleadonparishcouncil.co.uk

4th July 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 10th July 2023 at 7pm, when the following business will be transacted.

Liz Shayler
Locum Clerk

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

367.1 To receive Apologies for Absence (LGA 1972 s85 (1))

367.2 Declarations of Interests on any agenda item.

367.3 To approve and sign as a correct record the Minutes of the Parish Council meeting on Wednesday 21st of June 2023 (pages 3- 6)

367.4 To note the Playground Trust minutes from Thursday 22nd of June 2023 (pages 7 & 8) and discuss the following.

- i) To agree that the Parish Council retain the ownership of the equipment and as owners of the land to continue to maintain the area and as such continue to budget for this.
- ii) To agree that the Parish Council will donate any unspent budget at the end of the financial year to the Playground Trust to allow them to open a bank account.

- 367.5 To note the training and events available and agree any attendance.
- i) FREE Scribe Training [Scribe Academy](#)
 - ii) NALC virtual training [nalc online-events](#)
 - iii) ALCA e-learning on nimble £14 each [E-Learning Courses ALCA](#)
 - iv) Breakthrough communications training £30 [Communications Courses ALCA](#)
 - v) Various finance training £30 [Finance Training ALCA](#)
- 367.6 To receive the Clerks report/Exchange of information: Please note that the Council is unable to make any formal decision under this item (page 9).
- i) Parish Newsletter Survey
- 367.7 To agree the following expenditure (page 9).
- i) £525 for a play equipment post installation inspection.
- 367.8 To note the donation of a second tree to the Parish Council and agree a location (page 9).
- 367.9 To approve the following documents (pages 10 – 18)
- i) Equality Opportunities Policy
 - ii) Grievance & Disciplinary Procedure
 - iii) Sickness & Absence Policy
- 367.10 To agree a response to the consultation on the proposed changes to, Public Space Protection Orders (PSPOs) <https://n-somerset.inconsult.uk/PSPO2023/consultationHome>.
- 367.11 To authorise bills for payment for July (page 19).
- 367.12 To note the Parish Council's end of May's net position, bank balances and bank reconciliation (pages 20-22)
- 367.13 To note and comment upon the following planning applications.
- i) 23/P/1337/TEN Outside Springfields Bridgwater Road Uphill Bleadon BS23 4TY Notification under Regulation 5 of the Electronic Communications Code of the intention to install fixed line broadband electronic communications apparatus; 1no. x 9m wooden pole (7.2m above ground) at the above location.
 - ii) 23/P/1269/FUL Land at Wick Wharf Fakeham Road Bleadon Proposed erection of an agricultural storage building and altered site access.
- 367.14 To note any planning decisions received since the last meeting.
- 367.15 Date of the next meeting –
- Parish Council Meeting Monday 14th August 2023, 7pm at Coronation Hall



MINUTES OF A MEETING OF BLEADON PARISH COUNCIL HELD IN THE CHURCH HALL AT 7pm ON WEDNESDAY 21st JUNE 2023.

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

IN ATTENDANCE: Mrs Liz Shayler (Locum Clerk)
MEMBERS OF THE PUBLIC: Two

Cllr Shepherd opened the meeting by welcoming everyone.

The meeting was convened.

366.1. To receive apologies for absence (LGA 1972 s85 (1))

Apologies were received from Councillor Andy Scarisbrick.

366.2. Declarations of interests

No declarations of interests were received.

366.3. To approve and sign as a correct record the Minutes of the Parish Council meeting on Monday 12th of June 2023.

Resolved: To approve the Parish Council minutes of 12th of June 2023 with a caveat before the beat report that the area not only includes Bleadon but Bleadon Hill and Loxton as well.

The resolution was correctly proposed and seconded (unanimous)

The minutes of the meetings to be signed by the Chairman as a correct record.

366.4. To note the Personnel Meeting minutes from Tuesday 13th of June 2023.

The minutes from the Personnel Meeting on Tuesday of 13th of June were noted.

366.5. To receive the Clerks report/Exchange of information.

i) **Parish Newsletter Consultation.**

As of Monday 19th June 2023, there have been 44 responses in total (3 paper which have been added to online results).

ii) **New Clerk Post.**

Wednesday 14th of June the position was published and scheduled on the Parish Council Facebook page and website. Emailed to North Somerset and uploaded to their jobs page. Also sent to ALCA but unfortunately not included in 'In Short' email round robin that afternoon but has been added to their website. Monday 19th June advert on noticeboards.

366.6. To agree a contractor to paint the lines on the Car Park located at the Coronation Halls.

Resolved: To approve Contractor A to undertake the repainting of the lines and to see if it is possible to add additional hatching to the area in front of the hall.

The resolution was correctly proposed and seconded (unanimous)

Cllr Gower-Crane joined the meeting.

366.7. To note the Internal Auditors final internal audit report for 2022/23 and approve the updated internal audit action plan.

Resolved: The Internal Auditors final internal audit report for 2022/23 was noted and the updated internal audit action plan approved. The Clerk was asked to seek clarification as to why the internal audit report didn't refer explicitly to Parish Council as custodian trustee to the Coronation Hall.

The resolution was correctly proposed and seconded (unanimous)

366.8. To note the Internal Auditors signed section of the Annual Return for 2022/23.

The Internal Auditors signed section of the Annual Return for 2022/23 was noted. The Clerk was asked to seek clarification on the difference between statement M and N.

366.9. To confirm that the Parish Council have no conflicts of interest with the external auditor BDO LLP.

Resolved: The Parish confirm that they have no conflicts of interest with the external auditor BDO LLP.

The resolution was correctly proposed and seconded (unanimous)

366.10. To approve the Annual Governance Statements for 2022/23.

Resolved: The Annual Governance Statements for 2022/23 were approved.

The resolution was correctly proposed and seconded (unanimous)

366.11. To approve the Statement of Accounts for 2022/23.

Resolved: The Annual Statement of Accounts for 2022/23 were approved.

The resolution was correctly proposed and seconded (unanimous)

366.12. To authorise additional bills for payment for June.

Resolved: To authorise additional payments for June. Cllr Davies and Clarke to authorise the payments.

The resolution was correctly proposed and seconded (unanimous)

366.13. To note and comment upon the following planning applications.

- i) **23/P/0760/FUL Building East of Mulberry House, Roman Road. Bleadon BS24 0AB.** Proposed demolition of existing stables and erection of 1no. holiday unit. Landscaping alterations to the West elevation to provide hard standing and placement of ground-based solar array to the South elevation.

Resolved – That whilst the Parish Council support the solar array, they object to the erection of the holiday unit for the following reasons.

- It is outside the settlement boundary.
- Within the Area of Outstanding Natural Beauty
- Within Bat Zone C and there were concerns about the impact of the increase in light pollution to the bats and on the Dark Skies.
- It will contribute to the erosion of the strategic gap between Weston-super-Mare and Bleadon used to prevent urban sprawl.

The resolution was correctly proposed and seconded (unanimous with 1 abstention)

ii) **23/P/1150/FUL Land to the South of Bleadon Mill Bleadon.**

Change of use from agricultural land to holiday accommodation with the erection of two holiday lodges with associated parking and amenity area.

Resolved – The Council noted there have been a number of objections. As such the Parish Council wish to object to this application for the following reasons.

- Outside the settlement boundary.
- Its impact on the adjacent / overlapping nature conservation area (NCI).
- Concerns about drainage and its proximity to the River Axe.
- Highways safety concerns including carparking allocations and the layby which has been renamed as a spur.
- Loss of agricultural land to holiday accommodation.
- Within Bat Zone C
- Existing Block Plan is incorrect as lack of open spaces to the north.
- Concern that neighbouring roads may be unaware of this application as no displayed notice.

The resolution was correctly proposed and seconded (unanimous)

iii) **23/P/1144/AOC Bleadon Quarry Bridge Road Bleadon North Somerset BS24 0AU**
Request to discharge condition number 43 (Archaeological work) from application ref 19/P/0835/OUT.

This application was noted.

366.14. To note the following planning decision.

- i) **23/P/0819/FUH Woodbine Cottage Chestnut Lane Bleadon North Somerset BS24 0QD.**
Proposed erection of a single storey front extension with canopy. **APPROVED**

The Clerk tabled the following additional decisions received since the agenda was published.

- ii) **23/P/0556/FUL Riverside Holiday Village Bridgwater Road Bleadon. BS24 0AN**
Change of use of recreational land ancillary to a caravan park to create 36no. new static caravan pitches further to the South of the existing site. **WITHDRAWN**
- iii) **23/P/0701/LDE Hunters Lodge Roman Road Bleadon North Somerset BS24 0AD**
Certificate of Lawfulness for the occupation of an agricultural dwelling by a person not mainly or last employed in agriculture, in breach of condition 4 of planning permission 1499/87.
APPROVE (LAWFUL)
- iv) **23/P/0837/FUH Hoveland, Shiplate Road Bleadon BS24 0NG**
Proposed raising of roof ridge height, extension of 2 no. front dormers and installation of a Velux window in place of 1 no. existing front dormer. Proposed erection of a flat-roof rear dormer and internal alterations. **APPROVED**

366.15. Date and Time of next meeting

Play Area Trustees Meeting Thursday 22nd of June 2023, **7:30pm.**
Parish Council Meeting Monday 10th July 2023, 7pm at Coronation Hall

The Chairman closed the meeting at 20:15

.....Chairman

.....Date

Bills for Payment - 10th to the 21st June 2023
Bleadon Parish Council

Method	Payee To Pay	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
BACS	Rialtas	Close down of three years of accounts	£495.00	£99.00	£594.00		363.7	LGA 1972, s. 111
BACS	Scribe	Annual accounts package	£564.00	£112.80	£676.80		364.20	LGA 1972, s. 111
DD	OPUS	Public Toilet Electricity	£16.59	£0.83	£17.42		364.20	LGA 1972, s. 111
DD	Unity Bank	Bank Charges	£18.00		£18.00		364.20	LGA 1972, s. 111
BACS	Rialtas	Mileage	£49.50	£9.90	£59.40		363.7	LGA 1972, s. 111
BACS	Liz Shayler	SLCC Allotment Training	£30.00	£6.00	£36.00		364.20	LGA 1972, s. 111
		Totals	£1,173.09	£228.53	£1,401.62			



Bleadon Children's Playground Trust

Charity No. 304491

Minutes of the Annual General Meeting of the Trustees held at 7:30pm on Thursday 22nd June 2023 in the Coronation Hall, Coronation Road.

PRESENT ID Clarke (Chairman), Ann Davies, Mark Howe and Mary Sheppard.
In addition, was the Locum Parish Clerk Liz Shayler

01/23 Apologies for Absence (agenda item 1)

Apologies were received from Andy Scarisbrick and Jo Gower Crane.

02/23 To appoint a Chair for the Bleadon Children's Playground Trust for 2023/24 (agenda item 2)

Resolved – That ID Clarke be elected as Chairman to the Bleadon Children's Playground Trust

The resolution was correctly proposed and seconded (unanimous).

03/23 To appoint a Vice - Chairman for the Bleadon Children's Playground Trust for 2023/24 (agenda item 3)

Resolved – That Mary Sheppard be elected as Vice-Chairman to the Bleadon Children's Playground Trust

The resolution was correctly proposed and seconded (unanimous).

04/23 To Receive any Declarations of Interest (agenda item 4)

Mark Howe declared an interest as the grass cutting contractor for the playground.

05/23 Minutes of the Annual Meeting of the Trustees held on 14th of February 2022 (agenda item 5)

Resolved – That the minutes be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous with 2 abstentions due to absence).

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

06/23 To receive the Officer report/Exchange of information: Please note that the Trust is unable to make any formal decision under this item .

i. The 4- way rocker.

The failure of the 4-way rocker was noted.

07/23 To agree how the Trust will run its finances.

Resolved – The Parish Council are asked to retain the ownership of the equipment and as owners of the land to continue to maintain the area and as such continue to budget for this. The Trustees will make any overarching decisions related to the area.

The resolution was correctly proposed and seconded (unanimous).

08/23 To discuss a way forward in relation to the 4-way rocker.

Resolved – That the 4-way rocker is removed and sold for scrap metal. That the trust request that the Parish Council consider replacing it with a piece of equipment for preschool children which is accessible.

The resolution was correctly proposed and seconded (unanimous).

09/23 To review and agree the Children’s Playground Trust’s Standing Order’s.

Resolved – That the proposed Standing Orders be approved.

The resolution was correctly proposed and seconded (unanimous).

10/23 To retrospectively agree that the Parish Council may install additional play equipment in the Childrens Playground.

Discussion ensued whether the play equipment chosen was fit for purpose in this location. It was also noted that the equipment does not seem to be used very much and that already one of the monkey bars has come away whilst a child was playing on it.

Resolved – To give retrospective permission for the Parish Council to install additional play equipment.

The resolution was correctly proposed and seconded (unanimous).

11/23 To retrospectively agree the end of Year Accounts for 2021/22 as uploaded to the Charity Commission website.

Resolved – To retrospectively agree the nil return for the 2021/2022 end of Year Accounts.

The resolution was correctly proposed and seconded (unanimous).

12/23 To approve the end of Year Accounts for 2022/23.

Resolved – To approve the nil return for the 2022/2023 end of Year Accounts.

The resolution was correctly proposed and seconded (unanimous).

13/23 If needed, to agree to set up a new bank account for the trust.

Resolved – That if the Trust apply for grant funding, then to set up a bank account. If this hasn’t been done by the end of the year that the trustees, ask the Parish Council to allow the unused budget to be used to set up a bank account for the trust.

The resolution was correctly proposed and seconded (unanimous).

14/23 To note the Parish Councils Children’s Playground end of May’s budget.

The Parish Councils Children’s Playground end of May’s budget was noted.

15/23 Date of the next meeting TBD.

A meeting to be arranged for January.

The Chairman closed the meeting at 20:20

.....Chair

.....Date

367.6 Clerks report/Exchange of information

i) Parish Newsletter Survey

As of Tuesday 3rd July 2023, there have been 50 responses. Wednesday I will check the Farm Shop & post-box for the final time and upload the results. A working group date should be organised and I will send the analytics Wednesday afternoon.

ii) Car Park lines painting

These are due to be painted the afternoon of the 25th of July. The carpark will need to remain closed all afternoon and early evening. The Clerk is due to meet them onsite with a member of the Coronation Halls Committee at about 2pm.

365.7 To agree the following expenditure.

i) £525 for a play equipment post installation inspection.

This is a requirement as part of the NS play funders grant requirements.

365.9 To note the donation of a second tree to the Parish Council and agree a location.

This is the 2nd productive tree which has been donated to the PC. Locations discussed previously are:

Around Purn Way bus stop (discounted as not PC land but also not an appropriate location to have a productive tree as people walk along here).

The new Quarry site – currently not built yet so not appropriate for the 2nd tree but maybe for the one which is going to be purchased.

A landowner along Bleadon Road offered their field (discounted as members of the public wouldn't be able to access).

Further suggestion received are.

- allotments,
- churchyard,
- playground (wouldn't recommend due to play equipment).



BLEADON PARISH COUNCIL

Equality & Diversity Policy

1. INTRODUCTION

The Equality Act 2010 came into force in October 2010. The legislation covers a prescribed set of protected characteristics including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. It also covers prohibited conduct including discrimination, adjustments for disabled persons, victimisation and harassment; services and public functions; premises; employment; contracts; and, advancement of equality. The latter provision specifies a public sector equality duty, which applies equally to town and parish councils.

2. POLICY

Bleadon Parish Council is committed to promoting equality and diversity, providing an inclusive and supportive environment for all. In the implementation of this policy the Parish Council will:

- ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- promote diversity and equality and value the contributions made by individuals and groups of people from diverse cultural, ethnic, socio-economic and distinctive backgrounds.
- challenge inequality and less favourable treatment wherever practicable.
- promote greater participation of under-represented groups by encouraging positive action to address inequality, promote an environment free of harassment and bullying on any grounds in relation to all staff, Councillors, contractors and visitors attending the Council's offices or meetings.

The task of promoting social inclusion, tackling discrimination and encouraging equal opportunities are key issues for Bleadon Parish Council and the Council is committed to:

- eliminating unlawful discrimination, harassment and victimisation
- advancing equality of opportunity between different groups
- fostering good relations between different groups

3. COMMITMENT TO EQUALITY AND DIVERSITY

The Parish Council is committed to Equality and Diversity and to the vision of improving the quality of life for local people.

The Parish Council aims to be:

- Accessible
- Accountable
- Fair
- Inclusive
- Proactive
- Professional
- Responsible
- Transparent

Bleadon Parish Council is committed to achieving equality of opportunity and valuing diversity in all aspects of its work:

- a) Through the delivery of our services to the community by ensuring that, within reason, these services are accessible to all and that we fully recognise the diversity of people's needs

- b) In the Parish Council's leadership role, working with partners to promote the importance of treating every individual with dignity and respect.

4. SCOPE OF THE POLICY

This policy is designed to value diversity and to ensure equality of opportunity and access to services and that no one receives less favourable treatment on the grounds of:

- Race (i.e. colour, ethnic or national origin, nationality or citizenship).
- Gender reassignment
- Disability
- Sex
- Sexual orientation
- Age
- Religion or belief
- Caring for others
- Trade Union or political activities
- Pregnancy and Maternity
- Marriage and Civil Partnership

This list is not exhaustive.

5. OBJECTIVES OF THE POLICY

5.1 To improve delivery, information and access to services we will:

- Ensure all employees, contractors and users of our services are informed about our Equality and Diversity Policy
- Apply equal opportunities principles to work undertaken for the council by external contractors, other organisations in receipt of council funding and in work with our partners.
- Rectify any elements of our work which have the potential for discrimination and prejudice.

5.2 To promote equality and diversity with other partners we will:

- Promote tolerance and respect between diverse groups and individuals.
- Acknowledge and celebrate, wherever possible, the variety of lifestyles and cultures within the town
- Challenge all forms of discrimination within the Parish Council and the wider community.
- Support the development of communities and assist them in challenging discrimination, harassment, bullying and violence.

5.3 Responsibility and Liability

All members of staff and Councillors remain personally responsible for ensuring that they act within the law. The Parish Clerk is responsible for ensuring that staff perform their duties in a lawful manner and that proper training and support is provided accordingly. In certain circumstances the Parish Council could be vicariously liable for actions carried out by staff purportedly in the Parish Council's name. Any member of staff or Councillor may be personally liable if, whilst on Council business and despite guidance and training from the Council, they behave illegally in respect of the Equality Act 2010.

6. EQUALITY AIMS

6.1 Age

The Parish Council shall not permit unlawful age discrimination.

6.2 Sexual Orientation

The Parish Council shall not permit unlawful discrimination.

6.3 Disability

The Parish Council will remove barriers to participation by disabled people, wherever possible.

6.4 Race/Ethnic Origin

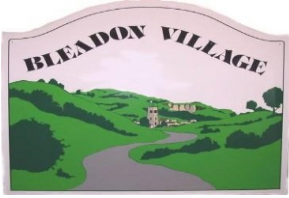
The Parish Council will encourage participation of minority ethnic groups in its activities.

6.5 Religion

The Parish Council respects people from diverse religious and cultural backgrounds and will give due regard to the needs and requirements of people who adhere to a range of cultural and religious beliefs.

7. EMPLOYMENT

Bleadon Parish Council is an equal opportunity employer and is committed to ensuring within the framework of the law that the Council's workplaces are free from unlawful or unfair discrimination. Further information on the Council's policy in respect of employment can be found in the Equal Opportunities Policy contained in the staff handbook.



Bleadon Parish Council

Grievance & Disciplinary Policy

INTRODUCTION

It is the policy of the Council to give employees the opportunity to air and seek redress for any individual employment grievance which they have. Likewise, it is the policy of the Council to maintain effective and proper standards of employee behaviour.

Good and timely communication between employer and employee is important in resolving issues of misunderstanding or contention before they become the subject of a grievance or disciplinary discussion.

Where appropriate, the opportunity for mediation will be put forward at any stage of a disciplinary procedure.

All staffing grievance and disciplinary issues will be discussed in private session. In the first instance, the only Councillors given knowledge of the issue will be those Councillors attending the grievance or disciplinary meeting. All other Councillors should only be made aware that there is a process underway; they should avoid becoming involved at this stage as they may be needed in the case of appeal.

This policy complies with the 2015 ACAS Code of Practice and takes account of the ACAS guides. <http://www.acas.org.uk/CHttpHandler.ashx?id=1047&p=0> and <http://www.acas.org.uk/media/pdf/b//Discipline-and-grievances-Acas-guide.pdf>.

GRIEVANCE PROCEDURE

Grievances may be any concerns, problems or complaints employees wish to raise with the Council. This document describes the procedure which aims to facilitate a speedy, fair and consistent solution to an individual employee's employment grievance.

Excluded from this procedure are:

- a) income tax, national insurance matters, rates of pay collectively agreed at the national or local level rules of pension schemes;
- b) a grievance about a matter over which the council has no control; and
- c) appeals against disciplinary actions. However, if as the result of a disciplinary hearing an employee decides to bring a grievance about the conduct of any person handling the disciplinary matter, they are entitled to use the grievance procedure to do so.

The Chairman of the Council should lead this process unless they is implicated in the grievance, in which case the employee should contact another councillor.

Informal Stage:

In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance with the Chairman of the Council with a view to resolving the matter informally if appropriate. If the employee feels that this is not appropriate or they wishes to pursue a formal grievance they should follow the procedure detailed below.

Formal Stages:

Reviewed July 2023

To be reviewed by May 2026

1. The employee must set out their grievance in writing (Statement of Grievance) and provide a copy to the Chairman of the Council.
2. Once the Council has had a reasonable opportunity to consider its response to the information provided in the Statement of Grievance the employee will be invited to attend a grievance meeting to discuss the matter. The panel will consist of three Councillors and may or may not include the Chairman.
 - a) The employee must take all reasonable steps to attend the meeting.
 - b) The meeting will normally be convened within 14 days of the Council receiving the Statement of Grievance
 - c) The employee has the right to be accompanied by a companion.
 - d) If the meeting is inconvenient for either the employee or their companion, the employee has the right to postpone the meeting by up to five working days.
3. A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to allow the panel to consider the decision.
4. After the meeting, the employee will be informed of the decision within five working days. The decision will be confirmed in writing.
5. If the employee wishes to appeal against the Council's decision, they must inform the Council within five working days of receiving the decision.
6. If the employee notifies the Council that they wish to appeal, the employee will be invited to attend an appeal meeting with three other members of the Council. The employee must take all reasonable steps to attend that meeting, and has the right to be accompanied.
7. An appeal meeting will normally be convened within seven working days of the Council receiving notice that the employee wishes to appeal. If the meeting time is inconvenient for the employee or their companion, the employee may ask to postpone the meeting by up to five working days.
8. After the appeal meeting, the employee will be informed of the Council's final decision within five working days. The decision will be confirmed in writing.
9. A copy of the statement of grievance, a note of the decision taken and any notice of appeal will be placed on the employee's personnel file, together with any notes or evidence taken or compiled during the course of the procedure.

DISCIPLINARY PROCEDURE

This procedure sets out the action which will be taken when the Council's rules or acceptable standards are breached. It is designed to establish the facts quickly and to deal consistently with disciplinary issues.

1. Principles:

At every stage the employee will be advised of the nature of the complaint, be given the opportunity to state their case, and be represented or accompanied by a fellow employee or trade union official of their choice.

The procedure may be implemented at any stage if the alleged misconduct warrants such action. No disciplinary action will be taken until the matter has been fully investigated. The employee will

not be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will normally be dismissal without notice and without pay in lieu of notice.

The employee has a right to appeal against any disciplinary action taken against him/her.

2. Informal discussions

Before taking formal disciplinary action, the Council will make every effort to resolve the matter by informal discussions with the employee. Only where this fails to bring about the desired improvement will the formal disciplinary procedure be implemented.

3. First warning

If conduct or performance is unsatisfactory then the employee will be given a written warning or performance note. Such warnings will be recorded but disregarded after six further months of satisfactory service. The employee will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change.

Where a matter is sufficiently serious – for example because it is having, or is likely to have, a serious harmful effect on the Council, it may be considered necessary to move directly to a final written warning.

4. Final written warning

If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given which will include the reason for the warning and a note that if no improvement or change results within six months, the employee may be subject to dismissal. Unless dismissal involves gross misconduct, employees will receive a period of notice, or payment in lieu.

5. Discipline and dismissal procedure

If facing dismissal, or action short of dismissal such as loss of pay or demotion, then the following minimum statutory procedure will be followed:

- The employee will receive a written note setting out the allegation and the basis for it.
- A meeting will be held to consider and discuss the allegation.
- The employee will be given a right of appeal, including an appeal meeting, and will be reminded of their right to be accompanied at any meetings.

6. Gross misconduct

Gross misconduct includes, but is not limited to, theft; damage to property; fraud; incapacity for work due to being under the influence of alcohol or illegal drugs; physical violence; bullying; gross insubordination.

If after investigation it is confirmed that the employee has committed an offence of gross misconduct, then the normal consequence will be dismissal without notice or payment in lieu of notice.

Whilst alleged gross misconduct is being investigated the employee may be suspended, during which time they will be paid the normal rate of pay. Any decision to dismiss will be taken by the Council only after full investigation.

7. Appeals

If the employee wishes to appeal against a disciplinary decision, then they must appeal in writing within five working days of the decision being communicated by the Council. Councillors who were not involved in the original disciplinary action will hear the appeal and decide the case as impartially as possible.



Bleadon Parish Council

Sickness & Absence Policy

Scope

This policy and procedure apply to any employee of Bleadon Parish Council Policy. The Council aims to secure the attendance of its employee throughout the working week (pro-rata). However, it recognises that a certain level of absence may be necessary due to sickness through illness or injury. It is the Council's policy to offer as far as is possible security of employment during such periods, subject to operational requirements and the conditions below.

Related policies and procedures

This policy is to be read in conjunction with the Council's Health & Safety, Discipline and Grievance policies.

Notification and certification

If the employee is unable to attend work due to sickness, he or she must notify the Council by contacting the Chair of personnel as soon as possible, but no later than the end of the working day on which the absence first occurs. He or she should indicate the reason for the absence and, if possible, when he or she expects to return to work. The employee must complete a self-certification form for the first seven calendar days of all sickness absences and give it to the Council. This form can be completed on the employee's return to work if their absence lasts less than seven calendar days.

If the employee is absent by the eighth day (including Saturday and Sunday), they must send a fit note issued by their GP to the Council. Current fit notes must cover subsequent periods of absence. The employee should also keep in touch with the Council regarding their condition and likely return to work date. If the employee does not follow this procedure, they may be dealt with under the Council's Disciplinary Policy. Furthermore, the employee's contractual sick pay and statutory sick pay (SSP) may be withheld.

Return to work.

The employee will not be allowed to return to work until their GP deems that they are fit to return. Requests for temporary adjustments to the employee's working conditions will be considered by the Council and will be accommodated wherever possible and if Council's circumstances permit.

In the case of extended periods of absence, the Council may require that the employee's fitness to return is confirmed by a medical practitioner of the Council's choice and the employee will be interviewed on their return to work to:

- check on the employee's fitness to return
- ensure that all the support the employee needs is in place
- bring the employee up to date on any changes.

Fit notes

An employee's GP might indicate on a fit note that the employee "may be fit for work". If this option is selected the GP will also identify potential amendments that should be made, selecting from:

- Phased return to work
- Amended duties
- Altered hours
- Workplace adaptations

If a fit note is received the Council will contact the employee and arrange for a meeting with the employee. At this meeting the suggested amendments will be discussed with the aim of facilitating the employee's return to work. If the suggested amendments are not possible the employee will remain on sick leave. If amendments are possible the employee will return to work, but regular reviews will be carried out to ensure that the amendments are adequate. It should be noted that any amendments are not to be viewed as a permanent change to the contract of employment.

Medical examination

The Council reserves the right to require the employee to be examined by a practitioner of its choice to seek a medical opinion. (A refusal to be examined may lead the Council to take disciplinary action against the employee, up to and including dismissal.)

Access to medical reports

To gain as much information about the employee's medical condition as possible, the Council may also request the employee's permission to contact his or her GP and ask for a medical report on the employee's condition. The employee may ask to see this report.

Extended absences

The Council will be sympathetic when an employee is ill, but the employee should appreciate that if they are persistently absent through ill-health or long-term injury or incapacity, it will not be possible for the situation to continue indefinitely, and their employment may be reviewed or terminated. Termination will not take place without:

- full consultation with the employee
- medical investigation
- a consideration of alternative employment.

Where a return to work does prove possible, the Council may require that the employee's fitness to return is confirmed by a practitioner of the Council's choice.

Meetings/home visits

During any absence it is important that the employee keeps in touch so that the Council is kept informed of the employee's health and likely return-to-work date. The employee will therefore be periodically asked to attend meetings for the purpose of providing information and facilitating an effective return to work. If the employee is too unwell or physically unable to leave their home, the Council reserves the right to visit him or her at home.

Disability

If the employee has a condition that means they might be considered disabled within the meaning of the Equality Act 2010, the Council will attempt to make reasonable adjustments to their job to accommodate their requirements. The employee will be fully consulted. If reasonable adjustments or alternative employment prove not to be viable options, and there is no likelihood of a return to work soon, a decision to dismiss may be the inevitable outcome.

Dismissal and the right to appeal.

In the event of a dismissal, the reason for the dismissal and the circumstances leading up to that decision will be documented in writing to the employee. The employee may appeal against their dismissal by writing, within five working days of their receipt of the dismissal letter to the Chairman of the Council stating the grounds on which they wish to appeal. The appeal will be heard in accordance with the Council's disciplinary appeals procedure. This right also applies to 'action short of dismissal' such as alteration of duties.

Payment arrangements Statutory sick pay (SSP)

The employee's SSP qualifying days are either Monday to Friday or in the case of part-time employees those days that he or she normally works. If the employee is eligible for the payment of SSP it will be subject to the deduction of tax and National Insurance contributions.

Contractual sick pay

Information relating to the scale of payment is in the contract of employment. Return of the Council's equipment. If the employee is off sick for an extended period (e.g., one month or more) the Council may require them to return Council equipment until they are well enough to return to work. If the employee does not return to work following a period of sickness absence, they will be required to return all outstanding Council equipment on the date of termination of his or her employment.

Absences for reasons other than sickness

Requests for time off for reasons other than sickness will be considered by the Council in the light of the individual's circumstances, legal requirements, and operational needs. Unauthorised absences will be dealt with in accordance with the Council's Disciplinary Policy. Abuse of this policy Any abuse in the application of this policy will be dealt with in accordance with The Council's Disciplinary Policy and may possibly result in disciplinary action being taken, up to and including dismissal. Alterations and amendments to this policy This policy and procedure does not form part of employees' contractual rights. The Council reserves the right to revise the contents of this policy and procedure from time to time or withdraw it at its absolute discretion, in accordance with the needs of the Council. The Council will review this policy annually.

Bills for Payment - 22nd June to the 4th July 2023

Bleadon Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
	Already Paid							
DD	3 Business Solutions	Mobile (02.07.2023)	£14.82	£2.96	£17.78		364.23	LGA 1972, s. 111
	To Pay							
BACS	Adrian Project Services	Village Ranger	£602.00		£602.00		364.23	PHA1875.164
BACS	Blue Spot	Cleaning of Public Toilets	£139.50		£139.50		364.23	PHA1936, s87
BACS	Times Past	Cheese for APCM	£13.20		£13.20	BACs details now attained	362.12	LGA 1972 s137
BACS	Church Rooms	Hire of the room	£20.00		£20.00		364.12	LGA 1972, s. 111
BACS	GB Sport	Annual Inspection	£85.00	£17.00	£102.00		362.12	LGA 1972 s137
BACS	Water2Business	Quarterly charge for public toilets	£87.72		£87.72	Awaiting invoice	Admin	PHA1936, s87
BACS	Taylor Thorne	Printing for Bleadon in Bloom	£200.00		£200.00		337 (2) ?	LGA 1972 s.142 PHA1875.164
BACS	Liz Shayler	Locum Clerk 50hrs (01.05.23 - 31.05.23)	£1,250.00		£1,250.00		361.3	LGA 1972, s112 (2)
SO	Brian Robinson	Clock Winding (31.7.23)	£25.00		£25.00		364.23	PC Act 1957, s2
DD	Lloyds	Credit Card Charge (12.08.2023)	£3.00		£3.00	Currently no access to account	364.23	LGA 1972, s. 111
		Totals	£2,440.24	£19.96	£2,460.20			

Bleadon Parish Council

Net Position by Cost Centre and Code

Cost Centre Name

Allotments	Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
				Budget	Actual	Budget	Actual	Budget
	401	Allotments				1,000.00	55.00	945.00
	402	Allotment Income		290.00	18.50			-271.50
				290.00	£18.50	1,000.00	£55.00	673.50

Clerk & Administration

Clerk & Administration	Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
				Budget	Actual	Budget	Actual	Budget
	10	Locum salaries					3,466.00	-3,466.00
	11	Salary & NI				22,000.00		22,000.00
	12	Pension Provision				250.00		250.00
	13	Homeworking Allowance				208.00		208.00
	14	Training Officers				500.00		500.00
	15	Office Expenses				300.00	28.80	271.20
	16	Printing				400.00		400.00
	17	Insurance				810.00	814.34	-4.34
	18	Audit Fees				9,400.00		9,400.00
	19	Mobile				240.00	29.64	210.36
	20	Subscriptions				1,200.00	316.03	883.97
	21	Bank Charges				130.00	6.00	124.00
	22	Website & IT				1,000.00		1,000.00
	23	Data Protection				35.00		35.00
	24	Election Charges				100.00		100.00
	25	Community Engagement				177.00		177.00
	26	Room Hire				330.00		330.00
	27	Councilor Expenses				50.00		50.00
	28	Chairman's Allowance				50.00	46.98	3.02
	29	Training Councillors				400.00		400.00
						37,580.00	£4,707.79	32,872.21

Income

Income	Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
				Budget	Actual	Budget	Actual	Budget
	701	Bank Interest		200.00				-200.00
	702	Youth Club Rent		50.00				-50.00
	703	Village Orderly Grant		161.00				-161.00
	704	Precept		64,653.00	32,326.50			-32,326.50
	705	CIL 2022/2023			1,500.00			1,500.00
				65,064.00	£33,826.50			-31,237.50

Open Spaces

Open Spaces	Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
				Budget	Actual	Budget	Actual	Budget
	301	Ranger				7,224.00	1,204.00	6,020.00
	302	General Maintenance				750.00		750.00
	303	Public Toilets				2,000.00	270.69	1,729.31
	304	Car Park Maintenance				1,000.00		1,000.00
	305	Grass Cutting				4,350.00		4,350.00
	306	Church Clock				300.00	50.00	250.00
	307	Streetlighting				2,300.00	25.76	2,274.24
	308	Defib				200.00	289.00	-89.00
	309	Village Improvements				2,000.00		2,000.00
	310	Jubilee Garden				2,000.00		2,000.00
	311	Waste Collections				150.00	110.00	40.00
	312	Churchyard						
						22,274.00	£1,949.45	20,324.55

Play Areas

Play Areas	Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
				Budget	Actual	Budget	Actual	Budget
	501	Play Equipment				500.00		500.00
	502	Inspections				300.00	25.00	275.00
	503	Children's Playground				1,500.00		1,500.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Bleadon Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

2,300.00 £25.00 2,275.00

Village Improvements

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
601	Reguilding of Church Clo			49.00	14,000.00		14,049.00
602	General Grants & Donatio				1,000.00		1,000.00
603	Coronation Hall				1,000.00		1,000.00
604	Bleadon in Bloom				1,000.00	30.00	970.00
605	Coronation				300.00	250.00	50.00
606	Covid Support Group					126.00	-126.00
				£49.00	17,300.00	£406.00	16,943.00

Village News

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
201	Editorship				2,200.00		2,200.00
202	Printing				2,800.00		2,800.00
203	Advertising Income		2,000.00	335.00			-1,665.00
			2,000.00	£335.00	5,000.00		3,335.00

NET TOTAL **67,354.00** **£34,229.00** **85,454.00** **£7,143.24** **45,185.76**

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Bleadon Parish Council

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

Date: _____

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

Date: _____

	Bank Reconciliation at 31/05/2023		
	Cash in Hand 01/04/2023		57,524.92
	ADD Receipts 01/04/2023 - 31/05/2023		34,229.00
			91,753.92
	SUBTRACT Payments 01/04/2023 - 31/05/2023		7,240.95
A	Cash in Hand 31/05/2023 (per Cash Book)		84,512.97
	Cash in hand per Bank Statements		
	Petty Cash	31/05/2023	0.00
	Bleadon Parish Council Deposit Ac	31/05/2023	55,265.33
	Bleadon Parish Council Current Ac	31/05/2023	29,247.64
			84,512.97
	Less unrepresented payments		
			84,512.97
	Plus unrepresented receipts		
B	Adjusted Bank Balance		84,512.97
	A = B Checks out OK		