

BLEADON PARISH COUNCIL

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

5th May 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 The Annual Meeting of Bleadon Parish Council, to be held at the Jubilee Room, Coronation Road, Bleadon. BS24 0PG on Thursday 11th May 2023 at [REDACTED], when the following business will be transacted.

Delayed start 7:30pm

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

- 364.1. To elect a Chairman of the Parish Council for 2023/24 and to receive the Chairman's Declaration of Acceptance of Office
- 364.2. To elect a Vice Chairman of the Parish Council for 2023/24 and to receive the Vice Chairman's Declaration of Acceptance of Office
- 364.3. To receive and consider an application to fill a casual vacancy by co-option from Mark Howe.
- 364.4. To receive Apologies for Absence (LGA 1972 s85 (1))
- 364.5. To appoint Members to Committees and Working Groups for 2023/24 (see list of members from 2021/22 page 4)
- 364.6. To agree Councillor portfolios to include but not restricted to the following:
 - i) Planning
 - ii) Open Spaces
 - iii) Climate Change and Biodiversity

- 364.7. To appoint members of outside bodies for 2023/2024 (see list of members from 2022/23 page 4)
- 364.8. Declarations of Interests on any agenda item.
- 364.9. To approve and sign as a correct record the Minutes of the Parish Council meeting on Monday 13th of March 2023 (pages 5-10)
- 364.10. To note the Minutes of the Annual Parish Meeting on the 28th May 2023 (page 11 - 13)
- 364.11. To review and approve all Bleadon Parish Council Committee Terms of Reference (pages 14 – 16)
- 364.12. To approve the Calendar of Meeting dates (page 17)
- 364.13. To receive the Clerks report/Exchange of information: Please note that the Council is unable to make any formal decision under this item (page 18).
- i) 2020/2021, 2021/2022 AGAR Challenges,
 - ii) National Allotment Society
 - iii) Closure of last financial years accounts and final internal audit
 - iv) Coronation Events Risk Assessment
- 364.14. To note the training and events available and agree any attendance.
- i) FREE Introduction to Local Councils E-learning Course E-Learning Courses ALCA
 - ii) ALCA Online Essential Councillor either 22nd or 31st May 6:30pm £40
 - 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](#)
- 364.15. To agree the following expenditure.
- i) £810.03 for the annual insurance (details sent via email)
 - ii) £30 for the Annual Britain in Bloom entry fee.
 - iii) £70 for Electrical Installation Condition Report on the Public Toilets
 - iv) £60 for 6yr fixed wiring inspection on the Parish Council owned streetlights
- 364.16. To agree a contract for clinical waste disposal for the public toilets (page 18).
- 364.17. To review the suggested Village News consultation and agree a way forward (19 & 20).
- 364.18. To agree a checkpoint located on Roman Road for the annual Mendip Challenge on Sunday 4 June
- 364.19. To agree the restated Parish Council budget for 2023/24 (pages 21 - 23)
- 364.20. To agree review the Parish Councils accounts package for 2023 / 24 and agree a way forward (page 24).
- 364.21. To authorise bills for payment for May (page 25).
- 364.22. To note the Parish Council's end of April's bank balances (pages 25)
- 364.23. To agree regular standing order, direct debit and BACs payments made from the Unity bank account (page 26)

364.24. To update the bank mandate and online access for the Unity Trust bank accounts

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

- i) 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.
- ii) 23/P/0700/FUL Hunters Lodge Roman Road Bleadon BS24 0AD
Removal of condition 4 (occupancy by agricultural worker only) of permission 1499/87 (Proposed agricultural dwelling) to allow unrestricted occupation of the dwelling
- 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.
- iv) 23/P/0724/FUL Bridleway Roman Road Bleadon North Somerset BS24 0AD
Proposed erection of a residential side annexe/extension to existing dwelling including retrospective change of use of land from a combination of residential, agricultural and equestrian land to residential land.
- v) 23/P/0819/FUH Woodbine Cottage Chestnut Lane Bleadon North Somerset BS24 0QD
Proposed erection of a single storey front extension with canopy.
- vi) 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.
- vii) 23/P/0891/FUH Flagstaff Roman Road Bleadon BS24 0AD
Proposed erection of a single storey 5-bay garage to the rear of the property.

364.26. To note the following planning decision.

- i. 22/P/2108/NMA Bleadon Quarry Bridge Road Bleadon BS24 0AU
Non material amendment to application 19/P/0835/OUT. **APPROVED**
- ii. 22/P/2113/RM Bleadon Quarry Bridge Road Bleadon BS24 0AU
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.
APPROVED
- iii. 22/P/2741/FUL Woodlands Farm Mearcombe Lane Bleadon BS24 0NZ
Erection of agricultural store building (retrospective). **APPROVED**
- iv. 22/P/2902/AOC Bleadon Quarry Bridge Road Bleadon North Somerset BS24 0AU
Request to discharge condition numbers 7 (Marketing Strategy), 28, (Construction Environmental Management Plan) and 39, (Remediation Strategy) on application 19/P/0835/OUT. **APPROVED (discharge condition)(RDC)**
- v. 23/P/0074/FUH The Nook Bridge Road Bleadon North Somerset BS24 0AU
Proposed erection of a single storey front extension. **APPROVED**
- vi. 23/P/0283/FUH 3 Shiplate Road Bleadon North Somerset BS24 0NG
Demolition of existing conservatory and proposed erection of a single-storey rear extension, replacement of existing bay window to the front elevation with a new box bay window and creation of additional hardstanding to allow access for EV charging. **APPROVED**
- vii. 23/P/0408/FUL Woodrising Hillside Road Bleadon BS24 0AA
Proposed demolition of existing dwelling and erection of a replacement dwelling with ancillary and landscaping works. **APPROVED**

364.27. Date of the next meeting –

- Parish Council Meeting Monday 12th June 2023, 7pm at Coronation Hall

Committee Members 2023/24

Personnel	Appeals
Vacancy	Vacancy
Vacancy	Vacancy
Vacancy	Vacancy
Working Group	Working Group

To appoint members of outside bodies for 2023/2024

Outside Body	Members below are those from 2022/23
ALCA North Somerset Group	Cllr Clarke & Vacancy
Bleadon in Bloom	Vacancy
Bleadon Youth Club	Vacancy
Coronation Halls Management Committee	Cllr Davies & Cllr Shepherd
NSC Standards Sub-Committee	Vacancy
Church Liaison	Vacancy



MINUTES OF AN EXTRA-ORDINARY MEETING OF BLEADON PARISH COUNCIL HELD IN THE CHURCH ROOMS AT 7pm ON MONDAY 5th APRIL 2023.

PRESENT: Councillors: Kirsten Hemingway (Chairman), Huw Boyce, Ann Davies, Sara Garrett, Graham Getty, Mary Sheppard and Gill Williams

IN ATTENDANCE: Mrs Liz Shayler (Locum Clerk)
WARD COUNCILLOR: Cllr Porter
MEMBERS OF THE PUBLIC: Nine

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

i) **Members of the public**

A resident brought up a couple of issues in relation to inconsiderate parking. The bottom of Mulberry Lane junction with Coronation Road and Junction of Shiplate Road and Coronation Road next to New Bay Cottage (particularly on a Friday / Saturday night) which leads to blocked visibility around the bend and vehicles having to move to the other side of the road potentially meeting oncoming traffic.

A resident spoke against the planning application 23/P/0140/FUL - Land off Bleadon Road opposite junction to Chestnut Lane, Bleadon Road with concerns about the forward location of the barn, noise and light pollution. Concern was also raised about the size increase of the application. A resident spoke in support of the planning application and how important it is to support local agriculture.

A Councillor spoke in support of the current bus drivers who have to navigate the country lanes.

ii) **Ward Councillor's report**

Cllr Porter commented on the issue with parking throughout the Parish and various Hutton issues. He spoke in support of the new on demand bus service and encourage members of the public to use the service. He reported that the initial trial had gone well although they were expecting initial teething troubles as it is rolled out across North Somerset.

He mentioned the sad news of the neighbouring Clerk passing and the designation of agricultural vs brownfield sites.

Cllr Hemingway opened the meeting by welcoming everyone.

The meeting was convened.

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

Apologies were received from District Councillor Mike Solomon

363.2. Declarations of interests

Declarations of interests were received from Cllr Sheppard in relation to agenda item 363.15 planning application 23/P/0140/FUL - Land off Bleadon Road opposite junction to Chestnut Lane Bleadon Rd as a landowner.

363.3. To approve and sign as a correct record the Minutes of the Parish Council meeting on the 13th of March.

Resolved: To approve the minutes of 13th of March 2023 with the following amendments

362.7 (i) Addition of 'Hall' to Coronation Committee.
362.15 & 362.16 removal of page numbers
362.18 correction to the Regilding EMR to £16,043

The resolution was correctly proposed and seconded (with 1 abstention due to absence)

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

363.4. To discuss the grant application received from the Coronation Group.

Resolved: To agree a £50 contribution for hall hire and a £250 contribution for entertainment on the proviso that the Clerk sees evidence that the event is covered by insurance.

The resolution was correctly proposed and seconded (unanimous)

Resolved: To agree that the picnic lunch may be held in the carpark on the proviso that the Clerk sees evidence that a risk assessment is carried out. The Clerk to support the group with a risk assessment if required.

The resolution was correctly proposed and seconded (unanimous)

363.5. To receive the Clerks report/Exchange of information: Please note that the Council is unable to make any formal decision under this item.

i) Parish Council drop in on a Wednesday morning from 10am until 12 at the Café.

It has been agreed that the Parish Council may hold a drop in every Wednesday morning between 10am and 12 at the café for Councillors / members of the public to speak to the Clerk.

ii) 2020/2021, 2021/2022 AGAR Challenges

Whilst the decision letter for the first objector had been received then there were further questions raised in relation to the second objector which had resulted in a delay to the 2nd decision letter. With the Councils permission the Clerk would be giving the external auditor permission to use the evidence gathered from the responses agreed at the last Parish Council Meeting to further inform the responses to the second objector.

Once the decision letters have been finalised there is a 21-day period for the complainants to appeal the decision. Once this is over and if there have been no challenges the AGAR and associated report will be signed off and sent through with their invoice.

iii) Coronation Hall Meeting and Waste Collection

The Clerk attended the last Coronation Hall meeting to discuss the current situation in relation to the ownership and therefore maintenance of the Coronation Hall.

The waste collections were discussed and the Clerk along with members of the Coronation Hall Committee then met North Somerset. The collections moving forward will be a separate 240l black wheelie bin for dog waste which will be collected on a Wednesday. The remaining waste will be deposited as previously agreed in the two 360l wheelie bins. There was discussion in relation to the green waste bins which are only used by the Parish Council – separate agenda item to approve annual collection.

iv) Old School Lane Street Light

This has now been fixed the new colour had been noted by parishioners which is due to the fact it is now LED.

v) **Regilding of the Clock**

There will be a delay to this project for the following reasons:

- Concern that the faculty notice was not displayed correctly. Clarification being sought from the diocese.
- The Reverend is on sabbatical for the next 3 months and Diocese has requested that the work is not undertaken until his return.
- Requirement for insurance purposes of a risk assessment, method statement and programme of works all of which must be agreed by both insurance companies, the Parish Council, the Parochial Church Council and the Reverend.

363.6. To note the training and events available and agree any attendance.

- ALCA e-learning on nimble £14 each**
- Breakthrough communications training £30**
- Various finance training £30**

The training above was noted.

363.7. To agree the following expenditure.

- £305 for new defibrillator battery**

Resolved: To approve the purchase of a new defibrillator battery for £305.

The resolution was correctly proposed and seconded (unanimous)

- Annual fee of £150 to current grass cutting contractor for additional strimming around bench**

A volunteer has kindly agreed to strim the area which will be reviewed in three 3 months.

- £85 for the Annual Independent Play Inspection Report.**

Resolved: To agree £85 for the Annual Independent Play Inspection Report.

The resolution was correctly proposed and seconded (unanimous)

- £55 to join the National Allotment Society.**

Resolved: To agree an annual fee of £55 to join the National Allotment Society.

The resolution was correctly proposed and seconded (unanimous)

- £110 for the for the green waste collection.**

The Clerk updated the Council that it was actually £55 a bin so it would be a cost of £110.

Resolved: To agree an annual cost of £110 to empty the green waste bins located at the Coronation Halls.

The resolution was correctly proposed and seconded (unanimous)

- £495 + travel expenses to Rialtas for end of year close down service.**

Resolved: To agree a £495 + travel expenses to Rialtas for end of year close down service.

The resolution was correctly proposed and seconded (unanimous)

363.8. To agree who will undertake the following annual visual inspections for budgeting purposes.

- i) **Benches Cllr Clarke and Shepherd**
- ii) **Dog bins – Cllr Boyce**
- iii) **Grit bins Cllr Clarke & Shepherd**
- iv) **Litter bins – Cllr Davies**
- v) **Noticeboards – Village Ranger**
- vi) **Bus Shelters – Cllr Garrett**
- vii) **Plant Tubs & Poly Tunnel - Cllr Getty**

Resolved: The Councillors / Ranger named above to complete the annual visual inspections and return them to the Clerk.

The resolution was correctly proposed and seconded (unanimous)

363.9. To agree that the Grass Contractor leaves an uncut area in the churchyard from May until October to create an Animal Corridor (page 11).

Resolved: To agree that the Grass Contractor leaves an uncut area in the churchyard from May until October to create an Animal Corridor on the proviso that the PCC do the first cut in October.

The resolution was correctly proposed and seconded (unanimous)

363.10. To agree a location for the Coronation Tree (page 11).

Deferred to allow the Clerk to speak to the landowner of the Purn bus stop area to see if it would be possible to plant a productive tree in this location.

Standing orders were suspended to allow a resident to speak.

A suggestion was raised that the tree could be located opposite the WI Chat bench in the field the other side of the Ryne 30 ft from ditch. Concern was raised that this would mean that members of the public would be unable to pick any produce.

Standing Orders were reinstated.

363.11. To note the data breach complaint lodged against the Parish Council.

The data breach complaint against the Parish Council and the Clerks response were noted.

363.12. To authorise bills for payment for April.

Resolved: To authorise the payments for April. Cllr Clarke and Cllr Williams to authorise the payments.

The resolution was correctly proposed and seconded (unanimous)

363.13. To note the Parish Council's end of March budget position and bank reconciliations.

The Clerk tabled end of March bank reconciliations and informed the meeting that whilst this was the current budget due to the incorrect placement of some items that the final budget position would not look the same as presented at this meeting. It was hoped this would be completed for the Annual Parish Meeting.

363.14. To note the Governments Permitted Development Rights Consultation Permitted development rights consultation and agree a response.

Cllr Hemingway to read and her thoughts to be emailed round to Councillors.

363.15. To note and comment upon planning application 23/P/0140/FUL - Land off Bleadon Road opposite junction to Chestnut Lane Bleadon Rd. Extension to existing agricultural building to create additional hay and machinery storage.

Cllr Clarke reported on the site visit. The Councillors who met were unable to find any reasons for objection. However, there were concerns about the aesthetics of the building.

A discussion ensued in relation to supporting agricultural development in a rural area although concern was raised in relation to the increase in the size of the building, aesthetics, increase in traffic, light pollution and noise.

Resolved: To not object to this application but ask for conditions for more screening, improvement to the access of the driveway and ensure the barn is sympathetic within the rural setting.

The resolution was correctly proposed and seconded (4 in favour, 3 abstention)

363.16. To note planning decision 22/P/0157/FUL - Land at Wick Wharf, Fakeham Road, Bleadon. Erection of an agricultural building. WITHDRAWN

The Clerk informed the meeting that the following application had been decided since the agenda had been published.

23/P/0283/FUH 3, Shiplate Road Bleadon North Somerset BS24 0NG. Demolition of existing conservatory and proposed erection of a single-storey rear extension, replacement of existing bay window to the front elevation with a new box bay window and creation of additional hardstanding to allow access for EV charging. **APPROVED**

363.17. Date and Time of next meeting

Annual Meeting of the Parish Thursday 13th April 2023, 7:30pm at Jubilee Hall
Annual Meeting of the Parish Council Thursday 11th May 2023, 7:30pm

The Chairman closed the meeting at 20:50

.....Chairman

.....Date

Bills for Payment - 13th March to the 5th April 2023

Bleadon Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
	Already Paid							The Parish Council
DD	ICO	Data Protection Payment	£35.00		£35.00		333.8	
	To Pay							
BACS	Adrian Project Services	Village Ranger	£602.00		£602.00		337.7(vi), 341.7 & 343.4	
BACS	GB Sport	Operational Inspection (March)	£25.00	£5.00	£30.00		333.8	
BACS	Nina Flint	Finance Officer 12hrs (20.03.23 - 30.03.23)	£216.00		£216.00		361.5	
BACS	Liz Shayler	Locum Clerk 70hrs + 20hrs (13.02.23 - 30.03.23)	£2,250.00		£2,250.00		361.3	
BACS	ALCA	Annual Subscription	£316.03		£316.03		363.12	
BACs	Church	Remaining payment held by PC for Covid Group.	£126.00		£126.00		363.12	
BACS	PATA	Payroll	£14.00		£14.00	Cancelled	333.8	
SO	Brian Robinson	Clock Winding (31.05.23)	£25.00		£25.00		333.8	
		Totals	£3,609.03	£5.00	£3,614.03			

The Parish Council have resolved to use the General Power of Competence as of the Tuesday 20th August 2019



MINUTES OF BLEADON ANNUAL MEETING OF ELECTORS HELD AT 7PM ON FRIDAY 28th APRIL 2023 AT THE CORONATION HALLS

The meeting was chaired by Councillor Kirsten Hemingway (Chairman of Bleadon Parish Council).

Present: 19 members of the public, 5 Parish Councillors, and Liz Shayler (Parish Council Locum Clerk).

1. APOLOGIES.

Apologies were received from Parish Councillor Garrett, Boyd and two members of the public.

2. MINUTES OF THE LAST PARISH ASSEMBLY HELD ON 11th April 2022 –

The minutes of the Annual Parish Assembly held on 25th April 2022 were approved as a correct record of the meeting with the following addition in the section 'During the reports the following questions / concerns were raised':

- That the Local Plan had not been publicly discussed and that councillors indicated that they were unaware of the Local Plan consultation.
- Concern regarding Bleadon's Frack-free status in regard to any changes to NSC's new Local Plan
- That the Halls were stated to be in Bleadon Parish Council ownership, not held in trust on behalf of residents.
- That the status of the Bleadon-in-Bloom group and its funding position were unclear (independent or Bleadon Parish Council project).
- That the editor had full editorial control but that the council had no say on behalf of residents, and that the Annual Chairman's Report and Finances were no longer in the newsletter (but it would be a good thing to reintroduce).

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

3. BLEADON PARISH COUNCIL REPORTS –

Chairman's Report

The Chairman gave a roundup of the year covering the following points:

- i) Planning working party update
- ii) Regilding of the church clock – should be completed by August
- iii) Hall report – include Water butts at the Hall
- iv) Creation of the budget working party
- v) Creation of the Communications working party
- vi) Contact Us party
 - a. Thanks to the hall for letting us use it free
 - b. Thanks to the tea and coffee and refreshment ladies
 - c. Thanks to Les Masters
 - d. Thanks to all for the support
- vii) New play equipment
- viii) Work done in the allotments
Allotments. These are all occupied with a short waiting list. Plans are in place to remove the compost heap, and to hold a meeting of allotment holders in the coming months.
- ix) Churchyard.
This is looking neat and tidy with a 6ft corridor of uncut grass on the east and north side for insects and wildlife.
- x) Bleadon in Bloom
Congratulations on the gold, plaque up, trees up, plans for this year – Bleadon blooming nothing

- xi) Coronation Events
- xii) Queens loss and Jubilee events
- xiii) Not returning a deficit next year

The Chairman also thanked the following:

- i) The new clerk
- ii) The new finance officer
- iii) Regulators such as ALCA for Support
- iv) Local District Councillors – Cllr Porter & Solomon
- v) The outgoing clerk for his service
- vi) The councillors for a brilliant year – Ann and Graham for stepping up with new working groups
- vii) The ranger for his work in the village
- viii) Bleadon News Editor
- ix) Grass cutter
- x) The parishoners for showing up
- xi) Village groups
 - a. Hall Committee
 - b. Youth Club
 - c. Church
 - d. Bleadon in Bloom
 - e. WI
 - f. And many others who keep the village a great place to live

Draft statement of accounts for the year ending 31st March 2023

The Locum Clerk gave an update on the accounts for the year ending 31st March 2023.

The budget set for 2023/24 is based on the current accounts which are undergoing review. As such the budget allocation will be considered again at the Annual Parish Council Meeting on the 11th of May 2023 to be reprinted in the June edition of the Parish Magazine.

However, the budget agreed in January resulted in a precept request of £64,653.00 which is £117.94 for a Band D property. This is an increase of 21.1% (1.1% which is due to a decrease in the tax base) or £20.55 a year.

The Clerk invited the residents to seek clarification of any issues. There were no queries raised.

4. NORTH SOMERSET COUNCIL REPORTS

Ward Councillors Report

No District Councillors were in attendance and no report had been received.

Bus responsive service

A North Somerset Council Officer spoke about the new WestLINK service (bus responsive service). The service consists of up to 30 accessible, 16-seater minibuses which you can book to take you anywhere within North Somerset.

Journeys can be booked through a free app, by phoning the call centre or through the website. You can book it when you need it or up to 24 hours in advance. Smart technology will match your journey with other customers to best use the space on board. Currently only £2 per journey for an adult and £1 for a child, free for bus pass holders.

An Ambassador Programme is in place where volunteers will attend meetings and events to promote the service. Information can be found at: <https://www.n-somerset.gov.uk/.../tra.../bus-travel/westlink>.

Questions were asked about:

- Getting to Southmead Hospital and Bristol Royal Infirmary
- Accessing the different zones
- The possibility of adding the Long Ashton Park and Ride to the zone
- Accessibility for those without smart technology
- Dogs on buses
- Extending service times beyond 7am – 7pm.
- Using the App and the alternatives
- The 50 service and its future
- The fare cap which is due to be reviewed in July.

A full copy of this PowerPoint is held by Bleadon Parish Council and may be inspected by making application to the Parish Clerk.

5. AVON & SOMERSET CONSTABULARY – Local Beat Manager’s Report.

No Beat Manager was in attendance and no report had been received.

6. PUBLIC COMMENTS

Residents raised the following concerns:

- Concern was raised about North Somerset Local Plan Policy in relation to solar panels and wind turbines on agricultural land and its impact on farming.
- Suggestion that a Parish Meeting is held for the next Local Plan Consultation for the Parish Councillors to hear residents’ views.
- Irresponsible parking around the village. The use of yellow lines and other measures to encourage sensible parking. Concern of residents about additional yellow lines and the suggestion of parking restrictions. Reminders to local businesses to ask their patrons to park sensibly was suggested.
- Request that the Parish Council informs residents of North Somerset Consultations and that they encourage residents to contribute their views.

7. REPORTS BY VILLAGE ORGANISATIONS.

Reports were presented by the following village organisations over the past year.

- Bleadon Coronation Hall*
- Bleadon Youth Club*
- Bleadon in Bloom*

(*Copies of these written reports are held by Bleadon Parish Council and may be inspected by making application to the Parish Clerk)

8. DATE OF THE NEXT MEETING OF ELECTORS – TBD April 2024

There being no further business the Chairman closed the meeting at 9pm and thanked all those who had attended.

..... Chairman

..... Date



BLEADON PARISH COUNCIL PERSONNEL COMMITTEE TERMS OF REFERENCE

1. PURPOSE

The Personnel Committee is appointed by and is solely responsible to the Bleadon Parish Council. The Committee duties are defined and agreed by the Main Council. The committee will meet six monthly but can also be convened to deal with special events as they occur.

2. MEMBERSHIP

All members of the Committee will be Councillors. The Committee will consist of three Councillors and in addition Chairman of the Council will automatically be a member. The Personnel Committee Chairman will have a casting vote when required. At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year after the Annual Meeting of the Parish Council. A quorum at the Committee meetings will consist of three members. The Vice Chairman of the Council will not automatically be member of the committee and will have no full voting rights unless appointed as committee member.

3. RECORD OF PROCEEDINGS

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting apart from matters where the Committee has delegated powers. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

4. RESPONSIBILITIES

Primary Purpose: to ensure the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety.

The Committee will have the following duties and has full delegated powers in relation to the defined terms of reference only.

The Personnel Committee has the delegated responsibility for:

- a) Recruitment and selection of ~~a Parish Council Officer the Parish Clerk and or RFO~~ and where necessary the Locum Clerk
- b) Recruitment and short-listing ~~of~~ applicants for ~~Parish Council Officer~~ ~~the posts of Parish Clerk RFO~~. The successful short-listed applicants to be interviewed by the Personnel Committee. A recommendation from the Personnel Committee in each case will be submitted to Full council ~~for ratification to ratify the appointment of Town Clerk/and or RFO~~.
- c) Reviewing contracts staffing policies and procedures annually
- d) Considering and implementing any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC 'Green

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book') and recommended by National Association of Local Councils NALC) and Society of Local Council Clerks(SLCC).

- e) Approving requests within the training budget for personal development training and health and safety requirements.
- h) Reviewing job descriptions, person specification, staff establishment (including promotion re-grading, redundancies and fixed term contracts) and to approve all contracts of employment.
- i) Considering and implementing pay awards, and payroll management.
- j) Reviewing staff pension arrangements with the exception of Employer Discretions as laid out in the Employer Discretions Policy.
- k) Managing long term sickness and incidents at work in line with the council's Sickness Absence Policy
- l) Working to determine the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically
- m) Ensuring that all staff have an annual appraisal generally to be held in the month of January
- n) Ensuring that the Clerk has everything required for managing other staff and contractors.
- o) Ensuring that the Council is kept up to date with developments in employment law via specialist HR support
- p) Awareness of sources of expert advice on employment matters and to ensure that the council uses such sources when there is any doubt about good employment practice.
- q) Undertaking training identified from time to time to support their role as Council's staffing committee
- r) Managing any issues referred to the committee by Full Council
- s) ~~To appoint from the full council membership, three members to act as a disciplinary panel and as an appeals panel in the case of any appeal against disciplinary action taken by the Personnel Committee.~~
- t) ~~To appoint from the full council membership, three members to hear any formal grievance made by the Parish Clerk against the outcome of a grievance investigation undertaken by the Parish Clerk.~~
- s) To act as a grievance and disciplinary panel.

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5. DECISION MAKING

The Parish Clerk will advise members whether or not a particular item under discussion is within the Committee's delegated powers. If it is within delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision when seeking approval and adoption of the Committee minutes.



Bleadon Parish Council

Terms of Reference for the Employment Appeals Committee

Objective

The Employment Appeals Committee is constituted to adjudicate on all appeals to decisions regarding disciplinary & grievance matters reached by the Personnel Committee.

Membership

- Membership shall consist of three persons with gender balance maintained as far as is practicable.
- The persons appointed will be Bleadon Council Members appointed by Full Council but may also include independent external members co-opted where Full Council considers this appropriate.
- Members of the Personnel Committee shall not be considered for membership of the Employment Appeals Committee.
- If the Clerk is the subject of the disciplinary or grievance action being considered, another Officer, Council Member (outside of the employment and appeals committee) or independent Clerk will be appointed to record the minutes.

Standing Orders and Policy

- The Standing Orders approved by Bleadon Parish Council for Parish Council meetings will apply to meetings of the Employment Appeals Committee.
- Three (3) members will constitute a quorum.
- The Chairman will be elected at the first meeting of the Committee.
- The Employment Appeals Committee will act in accordance with Bleadon Parish Councils disciplinary and grievance policies and protocol.

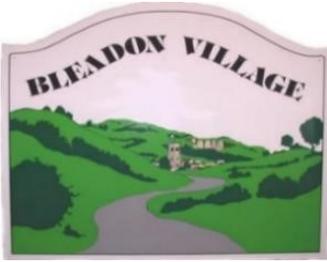
Responsibilities

To carry out appeal hearings under the Parish Council's disciplinary and grievance procedures and take the necessary action.

Meetings

- Meetings will be held as required and in accordance with the time scales set down in the Parish Council's disciplinary and grievance policies.
- Members of the press and public will be excluded from these meetings.

Adopted May 2023 to be reviewed May 2024



BLEADON PARISH COUNCIL

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

BLEADON PARISH COUNCIL MEETINGS CALENDAR

All meetings take place in the Coronation Hall except where stated

Thursday 11 th May 2023 7.30pm	Annual Meeting of the Parish Council (AMPC) (in the Jubilee Hall)
Monday 12 th June 7pm	Parish Council Meeting
15 th , 21 st or 22 nd June 7:30pm	Extra-ordinary Meeting to sign AGAR
15 th , 21 st or 22 nd June 7:30pm	Bleadon Play Area Trustees Meeting
Monday 10 th July 2023 7pm	Parish Council Meeting
Monday 14 th August 2023 7pm	Parish Council Meeting
Monday 11 th September 2023 7pm	Parish Council Meeting
Monday 9 th October 2023 7pm	Parish Council Meeting
Monday 13 th November 2023 7pm	Parish Council Meeting
Monday 11 th December 2023 7pm	Parish Council Meeting
Monday 8 th January 2024 7pm	Parish Council Meeting
Monday 12 th February 2024 7pm	Parish Council Meeting
Monday 11 th March 2024 7pm	Parish Council Meeting
Monday 8 th April 2024 7pm	Parish Council Meeting
Monday 22 nd / 29 th April 2024 7pm	Annual Meeting of Electors
Monday 12 th May 2024 7pm	Parish Council Meeting

The agenda and associated paperwork is available the Wednesday before a Monday meeting and can be found on our website www.bleadonparishcouncil.co.uk or a hard copy is available by contacting the Parish Clerk using the details above.

364.13 To receive the Clerks report/Exchange of information:

i) 2020/2021, 2021/2022 AGAR Challenges

The Decision letters have both been received. However, there is a 21-day period for the complainants to appeal the decision. Once this is over and if there have been no challenges the AGAR and associated report will be signed off and sent through with the external auditors' invoice which is likely to be in the region of £8500.

ii) National Allotment Society

The Parish Council are now members and the Clerk is hoping to speak to one of the advisors to investigate fee structures and responsibilities.

iii) Closure of last financial years accounts and final internal audit

This will be happening on June 7th with the final internal audit on June 9th. The internal audit will then sign off the AGAR ready for the Parish Council to do the same. This will need to be at an extra-ordinary meeting due to the time frames.

iv) Coronation Events Risk Assessment

A requested the Clerk worked with team organising the Coronation event involving the band to create a risk assessment.

364.16. To agree a contract for clinical waste disposal for the public toilets (page 12).

Below are a range of different services for discussion with a breakdown of the services/cost

- 2 x Sanitary Unit - supplied and serviced every 4 weeks @ £20.15 per unit per year
- 1 x Male Incontinence Unit - supplied and serviced every 4 weeks @ £28.21 per unit per annum
- 2 x Signature Air Fresheners - supplied and service every 8 weeks @ £41.08 per unit per annum
- 2 x Mini Luna Hand Dryers - supplied, installed and includes maintenance @ £121.50 per unit per annum
- Total Monthly cost for all the above services = £32.81 + VAT

All the above cost covers all the servicing, disposal of the waste, batteries and fragrances for the air fresheners and any maintenance and breakdown for the hand dryers, there is no hidden cost or additional fees to pay.

The hand dryers can replace the current units, as these are more energy efficient than the current ones in place, as this will reduce the electrical cost. The running cost is around £12.00 per year for the Mini Luna, compared to the current units, which could be around £50-80 per annum.

Recommendation: Minimum of 2 x Sanitary Unit - supplied and serviced every 4 weeks @ £20.15 per unit per year. An annual fee of £40.30.

Bleadon Parish E-Newsletter Survey

The Parish Council is looking at the ways it communicates with you and shares Bleadon news, events and Council updates. Currently, one of the ways we do this is through the printed parish magazine which comes at a large cost to the tax payer. The Parish Council therefore wish to understand the topics you find most interesting, how we can potentially cost save as well as investigating running a Council led E-Newsletter.

The idea of running an E-Newsletter is to save on paper waste and printing costs whilst still keeping you up to date on local issues. By answering the following questions, you can help us decide if this is feasible and help us shape the content of the E-Newsletter.

This survey can be completed online at [xxxx](#) or follow the link from our Facebook page xxx

Q1) How do you currently receive news and updates from Bleadon Parish Council? *Select all that apply.*

- | | |
|--|---|
| <input type="checkbox"/> The parish magazine | <input type="checkbox"/> Bleadon Parish Council's Facebook page |
| <input type="checkbox"/> Bleadon Parish Council on Twitter | <input type="checkbox"/> Bleadon Parish Council Website |
| <input type="checkbox"/> Door to door printed leaflets | <input type="checkbox"/> Noticeboards |
| <input type="checkbox"/> Other: _____ | |

Q1) Do you read the printed parish magazine that is distributed to houses across Bleadon? *Mark only one.*

- Always
- Sometimes
- Rarely
- Never

Q3) The magazine is issued once a quarter. How often would you like to receive the printed parish magazine? *Mark only one.*

- I am happy with every quarter
- More than every quarter
- Less than once a quarter
- Never
- Other: _____

Q2) Please check ALL topics you currently read in the parish magazine. Select "other" to make a new suggestion. *Select all that apply.*

- | | | |
|---|---|--|
| <input type="checkbox"/> Letter from the Chairman | <input type="checkbox"/> Police update | <input type="checkbox"/> Business directory |
| <input type="checkbox"/> Business adverts | <input type="checkbox"/> Community group news | <input type="checkbox"/> News from outside organisations |
| <input type="checkbox"/> Highways News | <input type="checkbox"/> Bleadon history | <input type="checkbox"/> Bleadon in Bloom News |
| <input type="checkbox"/> What's on locally | <input type="checkbox"/> General Articles | <input type="checkbox"/> Parish Council updates |
| <input type="checkbox"/> Puzzle Page | <input type="checkbox"/> Church news/updates | <input type="checkbox"/> Village websites/contacts |
| <input type="checkbox"/> Other: _____ | | |

Q5) Currently, the Parish Magazine costs approximately £6000 of the Parish Council precept with a current income of £2000. How do you think we could save costs? *Select all that apply.*

- | | | |
|---|--|--|
| <input type="checkbox"/> Reduce to A5 | <input type="checkbox"/> Reduce printing quality | <input type="checkbox"/> Reduce paper quality |
| <input type="checkbox"/> Print in Black and White | <input type="checkbox"/> Increase advertising | <input type="checkbox"/> Charge for articles / event promotion |
| <input type="checkbox"/> Don't change a thing | <input type="checkbox"/> Don't have a magazine | <input type="checkbox"/> Charge for a business directory |
| <input type="checkbox"/> Charge for a paper copy | <input type="checkbox"/> Have an online version only | |

Other: _____

Q7) Would you support the Parish Council in producing a digital E-Newsletter? *Mark only one.*

- Yes
 No
 Maybe
 I would prefer digital with the option to request a paid for hard copy

Q8) How often would you ideally like to receive a new issue of the E-newsletter?

- Twice per year
 Four to six times per year
 Monthly
 Never
 Other: _____

Q10) Do you give consent for Bleadon Parish Council to use the information you have provided to assess the feasibility of an E-Newsletter?

- Yes, I consent
 No, I do not consent

Q9) If you would like to sign up to the E-Newsletter in advance, please enter your name and email below.

Name: _____ Email: _____

Return Your Survey

Thank you for completing the survey. Please return by **30th June 2023** in the following ways.

By Hand to the Parish Council postbox, at the Coronation Halls, Coronation Road: Bleadon, BS24 OPG.

Online on our website or facebook page: [xxxx](#)

Electronically by scanning and emailing to parishclerk@bleadonparishcouncil.co.uk

*****Your answers will be stored by Bleadon Parish Council for up to 3 years and will then be deleted from our records. If you choose to provide your email address in order to sign up to the E-Newsletter mailing list, it will be stored for this purpose only and not shared with any third party. Information collected from this survey will be used to determine the feasibility and demand for the Village News and an E-Newsletter. The result of this survey will only be published as anonymized data, such as graphs and percentages. Your data will be processed in accordance with Bleadon Parish Council's Data Protection Policy, which can be found on our website or on this link <https://www.bleadonparishcouncil.co.uk/privacy-and-cookie-policy/>**

Department	Budget 2021 - 22	Actual 21/22	Budget 2022 - 2023	Actual 22/23	Comments	Agreed Budget 2023 - 24	Proposed new Budget 2023 - 2022	Precept	Reserves
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Clerk and Administration

Salary & NI	£ 19,000.00	£ 23,499.00	£ 25,400.00	£ 21,001.00		£ 26,000.00	£ 22,000.00	£ 22,000.00	£ -
Pension provision	£ -	£ 600.00	£ -	£ -	New Clerk - NEST	£ -	£ 150.00	£ 150.00	£ -
Clerk Travel	£ 250.00	£ 115.00	£ 150.00	£ 207.00		£ 250.00	£ -	£ -	£ -
Homeworking allowance	£ 312.00	£ 286.00	£ 312.00	£ 208.00	New Clerk	£ 312.00	£ 208.00	£ 208.00	£ -
Payrole	£ 95.00	£ 112.00	£ 110.00	£ 95.00	Finance Officer to set up HMRC	£ 150.00	£ -	£ -	£ -
Training Officers	£ 1,000.00	£ 894.00	£ 750.00	£ 499.00	ILCA/ FILCA /CiLCA	£ 950.00	£ 500.00	£ 500.00	£ -
Office expenses	£ 120.00	£ -	£ 100.00	£ -	Inc Equip, post Stationary,	£ 100.00	£ 300.00	£ 300.00	£ -
Equipment	£ 100.00	£ -	£ -	£ -	See above	£ -	£ -	£ -	£ -
Stationery	£ 500.00	£ 324.00	£ 350.00	£ 86.00	See above	£ 150.00	£ -	£ -	£ -
Postage	£ 50.00	£ 130.00	£ 75.00	£ 23.00	See above	£ 75.00	£ -	£ -	£ -
Printing	£ 200.00	£ -	£ -	£ -	new printer & ink	£ -	£ 400.00	£ 400.00	£ -
Insurance	£ 2,600.00	£ 2,537.00	£ 2,700.00	£ 2,714.00		£ 3,200.00	£ 810.03	£ 810.00	£ -
Audit fees	£ 910.00	£ 880.00	£ 650.00	£ 630.00	Inc external fine, AGAR & internal	£ 2,500.00	£ 9,500.00	£ 9,500.00	£ -
Mobile	£ 360.00	£ 145.00	£ 130.00	£ 178.00	New phone contract	£ 200.00	£ 240.00	£ 240.00	£ -
Subscriptions	£ 1,160.00	£ 1,176.00	£ 1,250.00	£ 1,054.00	ALCA, SLCC, Nat All, Accounts	£ 1,000.00	£ 1,200.00	£ 1,200.00	£ -
Bank Charges	£ 108.00	£ 140.00	£ 131.00	£ 123.00		£ 130.00	£ 130.00	£ 130.00	£ -
Website & IT	£ 1,530.00	£ 2,121.00	£ 1,731.00	£ 1,210.00	inc device upgrade	£ 800.00	£ 1,000.00	£ 1,000.00	£ -
Data Protection	£ 45.00	£ 35.00	£ 45.00	£ 35.00		£ 35.00	£ 35.00	£ 35.00	£ -
Election Charges	£ 250.00	£ -	£ -	£ -	Uncontested election use EMR	£ 750.00	£ 100.00	£ -	£ 100.00
Community engagement	£ 200.00	£ -	£ -	£ 139.00	APM, Contact Us, hall hire	£ -	£ 177.00	£ 177.00	£ -
Room Hire	£ 250.00	£ 121.00	£ 144.00	£ 12.00	Based on 30hrs	£ -	£ 330.00	£ 330.00	£ -
Professional Fees	£ -	£ 1,019.00	£ 250.00	£ 12.00		£ -	£ -	£ -	£ -
Civic Awards	£ 100.00	£ -	£ -	£ -		£ 50.00	£ -	£ -	£ -
Councillor Expenses	£ 100.00	£ 39.00	£ 100.00	£ -		£ 50.00	£ 50.00	£ 50.00	£ -
Chairman's Allowance	£ 50.00	£ -	£ 50.00	£ -		£ 50.00	£ 50.00	£ 50.00	£ -
Training Cllrs	£ 500.00	£ 84.00	£ 250.00	£ -	New Councillors	£ 250.00	£ 400.00	£ 400.00	£ -
Village Covid Group	£ -	£ 150.00	£ -	£ 204.00		£ -	£ -	£ -	£ -
TOTAL	£ 29,790.00	£ 34,407.00	£ 34,678.00	£ 28,430.00		£ 37,002.00	£ 37,580.03	£ 37,480.00	£ 100.00

Village News

Editorship	£ -	£ 1,600.00	£ 1,600.00	£ 1,600.00		£ 2,200.00	£ 2,200.00	£ 2,200.00	£ -
Printing	£ 4,600.00	£ 2,370.00	£ 3,400.00	£ 4,410.00		£ 2,800.00	£ 2,800.00	£ 2,800.00	£ -
Income	-£ 2,000.00	-£ 1,755.00	-£ 2,000.00	-£ 1,870.00		-£ 2,000.00	-£ 2,000.00	-£ 2,000.00	£ -
TOTAL	£ 2,600.00	£ 2,215.00	£ 3,000.00	£ 4,140.00		£ 3,000.00	£ 3,000.00	£ 3,000.00	£ -

Open Spaces									
Ranger	£ 6,720.00	£ 7,224.00	£ 7,724.00	£ 6,834.00		£ 7,224.00	£ 7,224.00	£ 7,224.00	£ -
General Maintenance	£ 1,000.00	£ 1,338.00	£ 2,250.00	£ 1,017.00		£ 750.00	£ 750.00	£ 750.00	£ -
Public Toilets	£ 2,669.00	£ 3,807.00	£ 4,000.00	£ 4,399.00	Inc. clean, elec, ECIR & waste	£ 3,192.00	£ 2,000.00	£ 2,000.00	£ -
Public Toilets upgrade	£ -	£ -	£ -	£ -	CIL ?	£ -	£ -	£ -	£ -
Car Park Maintenance	£ 750.00	£ 1,310.00	£ 500.00	£ -	Quote received repainting	£ 1,200.00	£ 1,000.00	£ 1,000.00	£ -
Grass Cutting	£ 4,000.00	£ 4,071.00	£ 4,000.00	£ 4,000.00		£ 4,350.00	£ 4,350.00	£ 4,350.00	£ -
Church Clock	£ 300.00	£ 871.00	£ 312.00	£ 300.00		£ 300.00	£ 300.00	£ 300.00	£ -
Streetlighting	£ 500.00	£ 316.00	£ 400.00	£ 603.00	poss upgrade, Elec, 6yr test, YC light contribution	£ 750.00	£ 2,300.00	£ 2,300.00	£ -
Defib	£ -	£ 138.00	£ 100.00	£ -		£ 100.00	£ 200.00	£ 200.00	£ -
Village Improvements	£ -	£ 3,515.00	£ 355.00	£ 1,897.00	Inc Pea Green, new bench, dropped kerb	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ -
Jubilee Garden					Poss use CIL to clear and inspect	£ -	£ 2,000.00	£ -	£ 2,000.00
Waste Collections	£ -	£ 10.00	£ 10.00	£ -		£ 350.00	£ 150.00	£ 150.00	£ -
Churchyard	£ 3,000.00	£ 3,859.00	£ -	£ -	EMR	£ -	£ -	£ -	£ 5,500.00
TOTAL	£ 18,939.00	£ 26,459.00	£ 19,651.00	£ 19,050.00		£ 20,216.00	£ 22,274.00	£ 20,274.00	£ 7,500.00

Allotments									
Allotments	£ 535.00	£ 145.00	£ 331.00	£ 726.00		£ 375.00	£ 1,000.00	£ 1,000.00	£ -
Income	-£ 270.00	-£ 250.00	-£ 250.00	-£ 290.00		-£ 290.00	-£ 290.00	-£ 290.00	£ -
TOTAL	£ 265.00	-£ 105.00	£ 81.00	£ 436.00		£ 85.00	£ 710.00	£ 710.00	£ -

Church Clock									
Reguilding of Church Clock	£ -	£ -	£ -	£ -	EMR	£ 2,000.00	£ 14,000.00	£ -	£ 14,000.00
Income	£ -	£ -	£ -	-£ 3,633.00		£ -	£ -	£ -	£ -
TOTAL	£ -	£ -	£ -	-£ 3,633.00		£ 2,000.00	£ 14,000.00	£ -	£ 14,000.00

Play Area									
Play Equipment	£ 750.00	£ -	£ 750.00	£ 4,988.00	EMR Maintenance /replacement of equipment	£ -	£ 500.00	£ -	£ 500.00
Inspections	£ 312.00	£ 310.00	£ 350.00	£ 355.00		£ 600.00	£ 300.00	£ 300.00	£ -
Childrens Playground	£ 2,000.00	£ 444.00	£ -	£ 1,528.00	EMR	£ -	£ 1,500.00	£ -	£ 1,500.00
TOTAL	£ 3,062.00	£ 754.00	£ 1,100.00	£ 6,871.00		£ 600.00	£ 2,300.00	£ 300.00	£ 2,000.00

Grants and Donations									
General Grants & Donations	£ 500.00	£ -	£ -	£ 50.00	General fund for all groups / societies	£ -	£ 1,000.00	£ 1,000.00	£ -
Coronation Hall ramp	£ 2,500.00	£ -	£ -	£ -		£ -	£ -	£ -	£ -
Coronation Hall			£ -	£ 6,280.00	Due to change in responsibility	£ -	£ 1,000.00	£ 1,000.00	£ -
Bleadon in Bloom	£ 8,466.00	£ 3,599.00	£ 4,984.00	£ 1,402.00		£ 1,000.00	£ 1,000.00	£ 1,000.00	£ -
TOTAL	£ 11,466.00	£ 3,599.00	£ 4,984.00	£ 7,732.00		£ 1,000.00	£ 3,000.00	£ 3,000.00	£ -

Special Projects

A370	£ -	£ -	£ -	£ -	EMR	£ -	£ -	£ -	£ 1,000.00
NDP	£ 280.00	£ 126.00	£ -	£ 209.00	EMR	£ -	£ -	£ -	£ 2,711.00
Coronation	£ -	£ -	£ -	£ -		£ 1,000.00	£ 300.00	£ 300.00	£ -
TOTAL	£ 780.00	£ 126.00	£ 1,000.00	£ 1,631.67		£ 1,000.00	£ 300.00	£ 300.00	£ 3,711.00

Grand Total	£ 66,902.00	£ 67,455.00	£ 64,494.00	£ 64,657.67		£ 64,903.00	£ 83,164.03	£ 65,064.00	£27,311.00
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INCOME

Bank Interest	£ 80.00	£ 34.00	£ 160.00			£ 200.00	£ 200.00	£ 200.00	£ -
Youth Club Rent	£ 50.00	£ 50.00	£ 50.00	£ -		£ 50.00	£ 50.00	£ 50.00	£ -
Village Orderly Grant	£ -	£ 161.00	£ 161.00	£ 161.00	Concern this will not exist.	£ -	£ 161.00	£ 161.00	£ -
INCOME	£ 130.00	£ 2,632.00	£ 371.00	£ 3,340.00		£ 250.00	£ 411.00	£ 411.00	£ -

						Budget minus income	Precept request		
	£ 66,772.00	£ 64,823.00	£ 64,123.00	£ 61,317.67		£ 64,653.00	£ 82,753.03	£ 64,653.00	£27,311.00

Section 137 Contributions									
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GENERAL RESERVES (ESTIMATED AT 30.04.23) £23,209.17 (26% of precept)

£ 32,326.50 50% of precept

EARMARKED RESERVES (ESTIMATED AT 30.04.23) £34,315.83

CIL (included in EMR)

Pre 2023 £ 3,712.00

2023/24 £ 1,500.00

Total £ 5,212.00

364.20 To agree review the Parish Councils accounts package for 2023 / 24 and agree a way forward

Over the years you have used two accounting packages

Rialtas & Scribe

Whilst it is recognised that Scribe is easier for Clerks and Councillors who don't have a background in finance then you currently have Rialtas.

I have spoken to the Finance Officer who is happy to work with either Rialtas / Scribe. Having spoken to Rialtas then we are unable to open the new years accounts until the previous years are closed. This is not due until the 7th June. As scribe would be starting from scratch this could be begun immediately. Sticking with Rialtas would mean no new budget figures until the meeting in July (possibly extra-ordinary meeting in June depending when it is convened).

Scribe gives better functionality and allows you to create invoices / receipts which are then more easily tracked for outstanding payments and generated for businesses requiring receipts.

	Rialtas - Alpha	Scribe
Accounting Package	£175	£564
Invoices uploaded	Not available	Included
Invoicing	Not available	Included
Reciepts	Not available	Included
Making Tax Digital	£98.83	Included
Asset Register	£158 (single user) £233 (5 users)	Included
Additional Users	£50 for up to 4	Free unlimited
Training	Accounting only free or £95 a person for half a day.	Free variety of training for Councillors & Officers
TOTAL	£481.83 / £576.83 (with ½ day training for new Clerk)	£564

Whether it is Rialtas or Scribe the new financial year will see a change to the cost centres and cost codes to provide more clarity to income and expenditure for income and expenditure. However, Scribe produces more detailed and a wider variety of reports than Rialtas Alpha.

Switching to Scribe would enable the cost codes and centres to be created from scratch. Rialtas are copied from the previous year but can be changed. The data for the accounts will still be available with Rialtas if moving to Scribe but not the package itself to generate more reports than those already generated.

Currently it has been agreed to keep Rialtas for another year at a cost of £175 for 1 user. The asset register will become an excel spreadsheet and the invoices, receipts & VAT will be done manually via 126 form.

Bills for Payment - 6th April to the 4th May 2023
Bleadon Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
	Already Paid							
DD	Lloyds	Credit Card Charge (12.04.2023)	£3.00		£3.00	Currently no access to account	336.7 (3)	Local Government Act (LGA) 1972, s. 111
DD	National Allotment Society	Annual Subscription	£55.00	£12.00	£67.00		363.7 (iv)	Small Holdings & Allotments Act 1908, s23
DD	3 Business Solutions	Mobile (02.05.2023)	£14.82	£2.96	£17.78		333.8	LGA 1972, s. 111
DD	SSE	Electricity for public toilets (02.05.2023)	£133.00		£133.00	Chasing Invoice	333.8	Public Health Act (PHA) 1936, s87
DD	Opus Energy	Unmetered supply (March)	£13.67	£0.68	£14.35		333.8	PC Act 1957, s3
	To Pay							
DD	Lloyds	Credit Card Charge (12.05.2023)	£3.00		£3.00	Currently no access to account	336.7 (3)	LGA 1972, s. 111
BACS	Adrian Project Services	Village Ranger	£602.00		£602.00		337.7(vi), 341.7 & 343.4	PHA1875.164
BACS	Adrian Project Services	To clean out toilet gutters	£40.00		£40.00		Bills for Payment	PHA 1936, s87
BACS	Blue Spot	Cleaning of Public Toilets	£144.00		£144.00		337.7 (11)	PHA1936, s87
BACS	Fee for Britain in Bloom	Britain in Bloom	£30.00		£30.00		Agenda Item	PHA 1936, s234
BACS	Insurance	Gallagher	£810.03		£810.03		Agenda Item	LGA s140 (1) as amended
BACS	Liz Shayler	Locum Clerk 40hrs (01.04.23 - 30.04.23)	£1,000.00		£1,000.00		361.3	LGA 1972, s112 (2)
BACS	Liz Shayler	Expenses (Defib battery, Green waste & stamps)	£413.80	£57.88	£471.60		363.7 (i & v)	LG(financial provisions)A 1963, s5, PHA1875.164, LGA 1972 s111
BACS	Charlie Presburg	Band for the Coronation	£250.00		£250.00		363.12	LGA 1972, s145
BACS	Kirsten Hemingway	Expenses for APCM	£46.98	£9.40	£56.38		362.12	LGA S137
SO	Brian Robinson	Clock Winding (31.05.23)	£25.00		£25.00	333.8	PC Act 1957, s2	
		Totals	£3,584.30	£82.92	£3,667.14			

Current Bank Balances	Current Account (as of the 30th April)	£34,970.56
	Deposit Account (as of the 30th April)	£55,265.33

**Regular payments to be made by direct debit, standing order or BACs– for
2023/24**

		Frequency
SO	Clerk basic salary	Monthly
SO	Brian Robinson (Clock Winding)	Monthly
DD	OPUS – unmetered electricity streetlights	Monthly
DD	3G Mobile Phone Contract	Monthly
DD	Multipay Card fee	Monthly
DD	Multipay Card purchases	When requested
DD	Water-2-Business Public Toilets	Quarterly
DD	Unity Trust Bank Charges	Quarterly
DD	SSE – metered electricity Public Toilets	Quarterly
DD	Allotment payment	Biannually
DD	Information Commissioners Office - data protection	Annually
BACS	Blue Sport Cleaning (Toilets Cleaning Contract)	Monthly
BACS	Adrian Leonard (Ranger Contract)	Monthly
BACS	HMRC (PAYE & NI)	Monthly
BACS	Coronation Hall Room Hire	Monthly
BACS	Youth Club – waste collection at YCC	Monthly
BACS	GB Sport & Leisure (Play area operational inspections)	Quarterly
BACS	Webglu (website maintenance and associated fees)	Quarterly
BACS	Coronation Hall – 40% of NS waste collection	Annually
BACS	Contractor to be agreed clinical waste collection	Annually