

BLEADON PARISH COUNCIL

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

6th June 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 12th June 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

- 365.1 To receive Apologies for Absence (LGA 1972 s85 (1))
- 365.2 Declarations of Interests on any agenda item.
- 365.3 To approve and sign as a correct record the Minutes of the Parish Council meeting on Monday 11th of May 2023 (pages 4- 12)
- 365.4 To note the Allotment Meeting notes from Saturday 20th of May 2023 (page 13)
- 365.5 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) FREE Scribe Training [Scribe Academy](#)
 - iii) NALC virtual training [nalc online-events](#)
 - iv) ALCA e-learning on nimble £14 each [E-Learning Courses ALCA](#)
 - v) Breakthrough communications training £30 [Communications Courses ALCA](#)
 - vi) Various finance training £30 [Finance Training ALCA](#)

- 365.6 To receive the Clerks report/Exchange of information: Please note that the Council is unable to make any formal decision under this item (page 14).
- i) Parish Newsletter Survey
- 365.7 To agree a 3-year contract for the following (page 14)
- i) unmetered electricity supply for the streetlights.
 - ii) metered electricity supply for the public toilets.
- 365.8 To note the Memorial Testing Report and agree a way forward (page 14).
- 365.9 To agree the following expenditure (page 15).
- i) £100 for a tree survey
 - ii) The cost of the annual CCTV Maintenance
 - iii) £850 for the removal of the soil from the allotment
 - iv) £120 for the clearance of a plot at the allotment site
- 365.10 To note the 6 yearly wiring check on the Streetlights and agree a way forward (pages 16 & 17).
- 365.11 To review and agree a contractor to undertake the regilding of the Clock (page 18)
- 365.12 To approve the following documents (pages 19 – 47)
- i) Asset Register for 2021/22 (for restating AGAR figure)
 - ii) Asset Register for 2022/23
 - iii) Reserves Policy
 - iv) Code of Conduct
 - v) Co-option Policy
 - vi) Training Policy
 - vii) Planning Protocol
 - viii) Pre-application
- 365.13 To note the following annual visual inspections and agree any expenditure.
- i) Benches
 - ii) Dog bins
 - iii) Grit bins – To purchase xx grit bins at £165 per bin includes free topping up of grit (page 15).
 - iv) Noticeboards – Consideration to be given for replacements being built into budget over the next few years.
 - v) Bus Shelters
- 365.14 To note the tub inspection and agree a way forward in relation to the following items (pages 48-51).
- i) Pee Green planters
 - ii) Market Cross small barrel.
 - iii) Shiplate Road – corner of Birch Avenue
 - iv) Bridge Road trough
- 365.15 To set up a Village News Working Group and agree terms of reference (page 52).
- 365.16 To set up an Open Spaces Working Group / Committee 7 agree terms of reference (page 53 & 54).
- 365.17 To note the following external audit reports.
- i) 2020/21 accounts (pages 55 & 56)
 - ii) 2021/22 accounts (pages 57 – 59)
 - iii) Agree the external audit action plan based on external auditors' report (page 60)

365.18 To authorise bills for payment for June (page 61).

365.19 To note the Parish Council's end of April's net position, bank balances and bank reconciliation (pages 62-65)

365.20 To note and comment upon the following planning applications.

- i) 23/P/0754/OUT Land at Bleadon Hill Bleadon Hill Weston-super-Mare.
Outline planning application for up to 33no dwellings with access for approval; appearance, layout, scale and landscaping reserved for subsequent approval.
- ii) 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.
- iii) 23/P/0819/FUH Woodbine Cottage Chestnut Lane Bleadon North Somerset BS24 0QD.
Proposed erection of a single storey front extension with canopy.
- 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.
- v) 23/P/0976/AOC Woodlands Farm Mearcombe Lane Bleadon North Somerset BS24 0NZ.
Request to discharge condition numbers 4 (Lighting) and 6, (Emission reduction) on application 22/P/1993/FUL.
- vi) 23/P/0979/MOD Bleadon Quarry Bridge Road Bleadon BS24 0AU.
Discharge of obligation in the S106 agreement in Paragraph 3.2 of Schedule 2 for Public Open Space Provision relating to Outline planning permission 19/P/0835/OUT.
- vii) 23/P/0986/AOC Bleadon Quarry Bridge Road Bleadon North Somerset BS24 0AU.
Request to discharge condition 9 (Playspace Layout) on application 19/P/0835/OUT.
- viii) 23/P/1006/AOC Bleadon Quarry Bridge Road Bleadon North Somerset BS24 0AU.
Request to discharge conditions 23 (Drainage Layout) and 24 (Drainage Management Maintenance Plan) on application 19/P/0835/OUT.

365.21 To note the following planning decision.

- i) 22/P/23/P/0063/AOC Bleadon Quarry Bridge Road Bleadon North Somerset BS24 0AU
Request to discharge condition numbers 29, (Bat roosting), 30, (Updated ecology report), 32, (LEMP) and 44 (Foul drainage strategy) on application 19/P/0835/OUT. **APPROVE (discharge condition) (RDC)**
- ii) 23/P/0140/FUL Land off Bleadon Rd opposite junction to Chestnut Lane, Bleadon Rd.
Extension to existing agricultural building to create additional hay and machinery storage. **APPROVED**
- iii) 23/P/0147/FUL Belle Vue Roman Road Bleadon BS24 0AB
Proposed demolition of existing bungalow and erection of a two-storey replacement dwelling. **APPROVED**
- iv) 23/P/0441/CQA South Hill Farm Bridgwater Road Bleadon BS24 0BD
Prior approval for change of use and conversion of agricultural building to 1no. dwelling with operational development involving insertion of infill walls, new windows and doors. **PRIOR APPROVAL - REFUSE (not PD)**

365.22 Date of the next meeting –

- Parish Council Meeting Wednesday 21st June 2023, 7pm at **Church Rooms**
- Play Area Trustees Meeting Thursday 22nd of June 2023, **7:30pm** at Coronation Hall
- Parish Council Meeting Monday 10th July 2023, 7pm at Coronation Hall



MINUTES OF THE ANNUAL MEETING OF BLEADON PARISH COUNCIL HELD IN THE JUBILEE HALL AT 7:30pm ON THURSDAY 11th MAY 2023.

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

IN ATTENDANCE: Mrs Liz Shayler (Locum Clerk)
WARD COUNCILLOR: None
MEMBERS OF THE PUBLIC: Eight

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

i) Members of the public

No members of the public wished to speak.

ii) Beat Managers Report

The following report was received for the period 18/03/2023 to 17/04/2023.

Calls received = 15 with the following selection of crimes reported: 1 abandoned 999 calls, 1 antisocial behaviour, 1 burglary, 2 concern for welfare, 1 criminal damage, 2 suspicious activity, 3 road related and 1 other.

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

PCSO Mike Benfield will be leaving the villages team and moving to another area, so they are pleased to welcome PCSO Stephen Hemmett to the team. PCSO Hemmett has asked residents to contact him with any ideas or thoughts regarding the area.

Residents were informed of a new way of reporting areas where they feel unsafe (e.g. inadequate lighting problems / antisocial behaviour) [Report feeling unsafe in public spaces \(StreetSafe\) | Avon and Somerset Police](#). However, residents were reminded that if they see anything suspicious in the area or would like to talk to local officers, call 101 or 999 in an emergency, they can also report anonymously to Crimestoppers on 0800555111.

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

iii) Ward Councillor's report

No Ward Councillors were present and no report had been received.

Kirsten Hemingway convened the meeting by welcoming everyone.

364.1. To elect a Chairman of the Parish Council for 2023/24 and to receive the Chairman's Declaration of Acceptance of Office

Resolved – To elect Cllr Shepperd as Chairman of the Parish Council for 2023/24

The resolution was correctly proposed and seconded (unanimous)

Cllr Shepperd read and signed the 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

Resolved – To elect Cllr Scarisbrick as Vice Chairman of the Parish Council for 2023/24

The resolution was correctly proposed and seconded (unanimous)

Cllr Scarisbrick read and signed the declaration of acceptance of office.

364.3. To receive and consider an application to fill a casual vacancy by co-option from Mark Howe.

Resolved – To co-opt Mark Howe on to the Parish Council.

The resolution was correctly proposed and seconded (unanimous)

Cllr Howe read and signed the declaration of acceptance of office.

364.4. To receive Apologies for Absence (LGA 1972 s85 (1))

No apologies were received.

364.5. To appoint Members to Committees and Working Groups for 2023/24

Working Groups were discussed. A possible Village News Working Group was deferred until agenda item 364.17.

Resolved – To appoint the following Members to Committees and defer constituting working groups until they are needed.

- **Personnel Committee:** Cllrs Shepperd, Gower-Crane, Clarke, Scarisbrick.
- **Employment Appeals Committee:** If convened Cllr Davies and Howe with a co-opted member from another Parish Council.

The resolution was correctly proposed and seconded (unanimous)

364.6. To agree Councillor portfolios to include but not restricted to the following:

- i) Planning – That the protocol remains in place and to review it at the meeting in June.
- ii) Open Spaces – That this be deferred to June to enable terms of reference to be discussed for a possible Committee / Working Party.
- iii) Climate Change and Biodiversity

Resolved – To agree that Cllr Gower-Crane lead on Climate Change and Biodiversity.

The resolution was correctly proposed and seconded (unanimous)

364.7. To appoint members of outside bodies for 2023/2024

Resolved – That members be appointed as the Parish Council's representatives on outside bodies in 2023/24 in accordance with the following schedule: -

Outside Body	
ALCA North Somerset Group	Cllr Clarke & Cllr Gower-Crane
Bleadon in Bloom	Cllr Scarisbrick
Bleadon Youth Club	Vacancy

Coronation Hall Management Committee	Cllr Davies & Cllr Shepherd
NSC Standards Sub-Committee	Cllr Clarke
Church Liaison	Cllr Howe

The resolution was correctly proposed and seconded (unanimous)

364.8. Declarations of Interests on any agenda item.

No interests declared.

364.9. To approve and sign as a correct record the Minutes of the Parish Council meeting on Wednesday 5th of April 2023.

Resolved – That the minutes of the Parish Council Meeting held on the 5th of April 2022 be approved as a correct record of the meeting.

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

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

364.10. To note the Minutes of the Annual Parish Meeting on the 28th of April 2023

The minutes of the Annual Parish Meeting on the 28th of April 2023 were noted.

364.11. To review and approve all Bleadon Parish Council Committee Terms of Reference.

Resolved – To approve the Personnel Committee Terms of Reference with the suggested changes and the Employment Appeals Committee Terms of reference with an amendments to the section intitled Membership, 2nd bullet point, the addition of Parish between Bleadon and Council).

The resolution was correctly proposed and seconded (unanimous)

364.12. To approve the Calendar of Meeting dates.

Resolved – To approve the Calendar of Meeting dates with an Extra-ordinary meeting occurring on the 15th June at 7:30pm, The Play Area Trust meeting occurring on the 22nd June and the Annual meeting of electors for 2024 occurring on the 29th April.

The resolution was correctly proposed and seconded (unanimous)

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.

i) 2020/2021, 2021/2022 AGAR Challenges,

The decision letters have both been received and the 21-day period for the complainants to appeal the decision is also over. The final AGAR and associated report will be signed off and sent through next week with the external auditors' invoice which will be £8289.25.

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. There are also training opportunities available with SLCC.

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. For the new external auditors there will need to be a council approved external audit action plan in place.

iv) **Coronation Events Risk Assessment**

As requested, the Clerk worked with team organising the Coronation event involving the band to create a risk assessment. The event was well received and the invoice for the band has been received.

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**
Cllr Gower Crane, Howe and Scarisbrick to attend this training.
- ii) **ALCA Online Essential Councillor either 22nd or 31st May 6:30pm £40**

Resolved: The Clerk to undertake training for the Parish Council members.

The resolution was correctly proposed and seconded (unanimous)

- 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](#)**

Additional training available from NALC and SLCC was tabled by the Clerk.

Resolved Cllr Gower-Crane to undertake Carbon Literacy training for £120.

The resolution was correctly proposed and seconded (unanimous)

364.15. To agree the following expenditure.

- i) **£810.03 for the annual insurance**

It was noted that the Chairmans Collarette had not been put on the insurance schedule and that an updated premium had been received since the agenda had been published.

Resolved: To approve the annual fee of £814.34 for the insurance.

The resolution was correctly proposed and seconded (unanimous)

- ii) **£30 for the Annual Britain in Bloom entry fee.**

Resolved: To approve £30 for the Annual Britain in Bloom entry fee.

The resolution was correctly proposed and seconded (unanimous)

- iii) **£70 for Electrical Installation Condition Report on the Public Toilets.**

Resolved: To approve £70 for Electrical Installation Condition Report on the Public Toilets.

The resolution was correctly proposed and seconded (unanimous)

- iv) **£60 for 6yr fixed wiring inspection on the Parish Council owned streetlights.**

Resolved: To approve £60 for 6yr fixed wiring inspection on the Parish Council owned streetlights.

The resolution was correctly proposed and seconded (unanimous)

364.16. To agree a contract for clinical waste disposal for the public toilets.

Resolved: To approve a contract of £68.51 for the annual servicing and collection of two sanitary units and a single male incontinence unit.

The resolution was correctly proposed and seconded (unanimous)

364.17. To review the suggested Village News consultation and agree a way forward.

Resolved: That Councillors submit any editing changes to the consultation to the Clerk. The Clerk to submit it to the Village News Editor with hard copies in various locations around the village.

The resolution was correctly proposed and seconded (unanimous)

364.18. To agree a checkpoint located on Roman Road for the annual Mendip Challenge on Sunday 4 June.

Resolved: To approve a checkpoint, located on Roman Road, for the annual Mendip Challenge on Sunday 4 June.

The resolution was correctly proposed and seconded (unanimous)

364.19. To agree the restated Parish Council budget for 2023/24.

Resolved: To approve the restated Parish Council budget for 2023/24 with £100 being removed from the audit fees and added to Clerk pension and the removal of the A370 ear-marked reserves to general reserves.

The resolution was correctly proposed and seconded (unanimous)

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

The Clerk informed the meeting that she had received correspondence from Rialtas that they require 6 months closure notice for asset register. Although she was unsure if this applied to the accounting package.

Resolved: To agree the movement of the Parish Council Accounts from Rialtas to Scribe.

The resolution was correctly proposed and seconded (unanimous)

364.21. To authorise bills for payment for May.

Resolved: To authorise bills for payment for May. Cllr Davies and Cllr Clarke to check the invoices

The resolution was correctly proposed and seconded (unanimous)

364.22. To note the Parish Council's end of April's bank balances.

The Parish Council's end of April's bank balances were noted.

364.23. To agree regular standing order, direct debit and BACs payments made from the Unity bank account.

Resolved: To agree the following regular standing order, direct debit and BACs payments made from the Unity bank account

Method	Item	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 – CCTV contribution	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	Initial public toilets - clinical waste collection	Annually

The resolution was correctly proposed and seconded (unanimous)

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

Resolved: To update the bank mandate to include Cllr Gower-Crane, Howe & Scarisbrick.

The resolution was correctly proposed and seconded (unanimous)

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.

To object for the following reasons

- Concern about additional light pollution
- It is outside of the settlement boundary.
- That this addition will make it equivalent in size to Bleadon Village making it out of keeping to the local character and setting of the area.
- Traffic concerns at an already busy junction.
- Negative visual impact sprawling towards the River.

The resolution was correctly proposed and seconded (unanimous)

- 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

Resolved – To object to this application for the following reasons.

- As the dwelling is located within the Area of Outstanding Natural Beauty.
- This is a rural community, and it is important to retain agricultural dwellings.

The resolution was correctly proposed and seconded (unanimous)

- 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.

Resolved – To object to this application for the following reasons.

- As the dwelling is located within the Area of Outstanding Natural Beauty.
- This is a rural community, and it is important to retain agricultural dwellings.

The resolution was correctly proposed and seconded (unanimous)

- 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.

Resolved: To support the side annexe/extension to existing dwelling part of the application but object to change of use of land from a combination of residential, agricultural and equestrian land to residential land.

The resolution was correctly proposed and seconded (unanimous)

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

Councillors to visit the site and Cllr Clarke to collate views and pass to the Clerk.

- 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.

Councillors to visit the site and Cllr Clarke to collate views and pass to the Clerk.

- 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.

Resolved – To support this application.

The resolution was correctly proposed and seconded (unanimous)

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**

Another decision was tabled which had been received since publishing the agenda.

- viii) **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. **APPROVED**

364.27. Date of the next meeting –

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

The Chairman closed the meeting at 22:00

.....Chairman
.....Date

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 Small Holdings & Allotments Act 1908, s23
DD	National Allotment Society	Annual Subscription	£55.00	£12.00	£67.00		363.7 (iv)	
DD	3 Business Solutions	Mobile (02.05.2023)	£14.82	£2.96	£17.78		333.8	
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	
	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 PHA1875.164 PHA1936, s87 PHA 1936, s234 LGA s140 (1) as amended LGA 1972, s112 (2) LG(financial provisions)A 1963, s5, PHA1875.164, LGA 1972 s111 LGA 1972, s145 LGA S137 PC Act 1957, s2
BACS	Adrian Project Services	Village Ranger	£602.00		£602.00		337.7(vi), 341.7 & 343.4	
BACS	Blue Spot	Cleaning of Public Toilets	£144.00		£144.00		337.7 (11)	
BACS	Fee for Britain in Bloom	Britain in Bloom	£30.00		£30.00		364.15 (ii)	
BACS	Insurance	Gallagher	£814.34		£814.34		364.15 (i)	
BACS	Liz Shayler	Locum Clerk 40hrs (01.04.23 - 30.04.23)	£1,000.00		£1,000.00		361.3	
BACS	Liz Shayler	Expenses (Defib battery, Green waste & stamps)	£413.80	£57.88	£471.60		363.7 (i & v)	
BACS	Charlie Presburg	Band for the Coronation	£250.00		£250.00		363.12	
BACS	Kirsten Hemingway	Expenses for APCM	£46.98	£9.40	£56.38		362.12	
SO	Brian Robinson	Clock Winding (31.05.23)	£25.00		£25.00		333.8	
		Totals	£3,548.61	£82.92	£3,631.45			

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

Allotment meeting 20th May 2023

Clerk's Report:

- **Financial Report** – 2022/2023 Income £290 outgoings £726
- **Different fee structures** from £8.50 to £12, fees cover the rent but do not allow for any works to allotment site e.g., replacing the gate, removal of the soil, water costs, boundary hedges, costs after abandoned plots. This year the outgoings are going to be even higher. Bleadon rate payers currently subsidise the allotments. The PC will need to look at the implications of this to the rate payer. Clerk checking the legal side to this - however no increase until Sept 2024 but allotment holders will be informed by Sept 2023 what it is likely to be.
- **Deposits** - Investigating the possibility of deposits for **new** allotment holders so that if a plot holder gives up their plot, then any remedial works can be taken out of this.
- **National Allotment Society**. Annual subscription, monthly magazine back covers available on the website. Contact the Clerk for online access to site.
- **Water** – landowner is introducing a meter. Looking into the implications and working with local landowner and National Allotment society on a way forward. Concerns were raised about pressure and other people using the water.
- **Soil removal** – Commercial cost £2500 however, a local contractor who is prepared to remove it a lot cheaper. In future the PC / Allotment Holders will need to look at how this large pile is prevented.
- **Sheds** – whose is who? There are two at the top of the allotment and one at the bottom which remain unaccounted for.
- **Contact details** – missing contact details, in particular email addresses to send out minutes of meetings and any national allotment emails which come in.

Next meeting

Feedback requested for days / times – Saturday morning, one evening. End July / August.

Open Forum

- **Renumbering** – The Clerk to investigate renumbering the plot and allow allotment holders to discuss options.
- **Driveway** – The Clerk to investigate cutting back vegetation to allow cars to park easier and ways of making the lane less muddy e.g. shale. Bleadon Trees could be asked to contribute to gate.
- **Weston Allotment Society** – The Clerk to investigate whether Allotment holders can use the shop at Rectory Road now the Parish Council are members of the National Allotment Society.
- **Woodchips** – Clerk to contact Rob Drinkwater to see if he has any wood chippings available for the paths.
- **Soil pile** – The Clerk to investigate removing vs topping the pile and whether this area could be used for other things e.g. additional parking. Concern raised that this is where the bindweed is dumped. Suggestion of more regular removal rather than leaving it for years.

365.6 Clerks report/Exchange of information

i) Parish Newsletter Survey

As of Tuesday 6th June 2023, there have been 15 responses online. Newsletters should be delivered this week. The Farm Shop have agreed to hold surveys for collection by the Clerk which will then be added to the online ones for consideration.

365.7 To agree a 3-year contract for the unmetered electricity supply.

Unmetered	Forecast	Standing charge	Unit Cost	Annual Cost
Current supply	748	7.637 per day	15.497p pkwh	£169.97
YU	748	25.22p per day	29.18p pkwh	£295.14
Current supplier New Opus	No longer do unmetered supply.			

Unfortunately, very few Companies are currently quoting for unmetered supply due to the fluctuations in electricity prices.

365.7 To agree a 3-year contract for the metered electricity supply to the public toilets

Metered 3yrs	Forecast	Standing charge	Unit Cost	Annual Cost
Current supplier out of contract	1000	30.409p per day	8.23p pkwh	£313.09
YU	1000	46.33p per day	26.81p pkwh	£437.20
Valda	1000	56p per day	31.58p pkwh	£520.26
EDF	1000	60p per day	33.20p pkwh	£551
British Gas Lite	1000	45p per day	31.56p pkwh	£479.85
Current supplier New SSE	1000	Requested call back, still waiting. Will Chase		

365.8 To note the Memorial Testing Report and agree a way forward

Memorial Testing Report

On the 24th of May the Clerk and a local Memorial Mason undertook a test on all the Memorial Stones in the Churchyard (above knee height). This was a simple shake test (not very vigorous).

Currently, the belief is that given it is a closed churchyard which is the responsibility of the Parish Council, that the PC are responsible for the health and safety and maintenance whilst the memorial stones remain the responsibility of the plot owner. However, the Clerk is waiting for clarification from the Diocese Solicitor as there seems to be some confusion and different closed churchyards have different quirks e.g., whether interments can still be undertaken.

There are 12 stones which need remedial action within the next three months. The names of which are kept with the Clerk and have been passed onto the PCC to contact the owners / relatives.

Some of these are not able to be repaired given their age, size or how they were made, and the only course of action would be to have them laid down. The cost for a memorial mason to lay them down would be £600.

Recommendation: The Clerk to contact plot owners / relatives of the plots via the Parochial Church Council (PCC) to ask them to undertake maintenance on the headstones or lay them down. If this has not been undertaken by the end of August, the Clerk to organise the stones to be laid down.

365.9 To agree the following expenditure.

i) £100 for a tree survey

Banwell's is due June / July. I have spoken to this contractor, and he has agreed to do it on the same days as Banwell's at a reduced amount of £100. Normally a visit and associated report is anywhere between £200 and £450 depending on the number of trees / sites.

ii) The cost of the annual CCTV Maintenance

I have two quotes.

a) £95 from present contractor.

b) £145 from another contractor.

Both are recommending a single maintenance check per year.

iii) £850 for the removal of the soil from the allotment

I asked 4 contractors to quote for this work. 2 contractors never quoted. 1 contractor gave a commercial quote of £2400. A final local contractor gave a quote of £850 (soil being deposited locally).

iv) £120 for the clearance of a plot at the allotment.

I asked 2 contractors for a quote for this work. The first contractor who has been used before. The 2nd contractor is who we use in Banwell to undertake this sort of work.

Contractor 1 – Lower plot 5A & Upper plot 9A £300. I asked for separate quotes as there is still a query as to whether Upper 9A has an allotment holder.

Contractor 2 - £120 per plot.

v) £165 per grit bin

The recent grit bin survey showed the following: Broken lid on the grit bin outside Mendip Way Farm, a missing grit bin on Muddy Lane and a broken grit bin opposite Hillside Road.

North Somerset offer a service for £165 which will purchase a grit bin with free refills. Grit bins are approximately £140 in price normally, but it would require someone to site the bin, purchase grit and keep it refilled.



Bleadon Parish Council 6 yearly fixed wiring test.

A 6 yearly fixed wiring test has now been carried out test certificates have been completed for each of the columns.

The process of the works completed are as follows:

Arrive on site with mobile cherry picker.

Set up safe working zone and traffic management system with chapter 8 barrier system.

Access the light fittings and cables via a cherry picker.

Engineers to have safe isolation, G39 and IPAF training.

Electrician carrying out test to be 18th edition and hold their test and inspect.

Once the test had been completed the results and recommendations have been forwarded to the office. The following information has been noted with the recommendations required.

Column C1 – Old School Lane.

The Lantern is heavily corroded, and the Cover Bowl is damaged. In addition to this the IP Rated box is loose and in need of replacement. The cable is single PVC cable, and this will need to be replaced with 3 core Flexible cable.

We would recommend that a new lantern is installed, which in turn will require a new mounting bracket. Further to this the IP Rated box will require replacement. The DNO will need to be in attendance to carry out the disconnection of the mains supply. Once they have disconnected, we can replace the IP rated box and then the DNO can re-install the mains supply.

Column C2 – Shiplate Road.

The Lantern is heavily corroded and needs replacement. The Lantern is also no longer working. The cable from the lantern to the cut out is single PVC cable and requires replacing for 3 core Flexible cable.

We would recommend that the lantern and bracket are replaced for new. The existing lantern is a heritage style lantern. This can be replaced for a new Heritage style LED Lantern which come at a premium costing. Alternatively, if this is acceptable we can replace the lantern for a similar style to that to be installed on Old School Lane.



VAT Registration No: 217501242

Pictures of the lanterns to be proposed are below.

Old School Lane:



Shiplate Road:



VAT Registration No: 217501242

365.11 To review and agree a contractor to undertake the regilding of the Clock

Contractor	Quote	Cost
<p>A Current contractor</p>	<p>Initial Visit to Site • rope access clockmakers to travel to site • Set-up the rope access equipment • Remove the clock hands and withdraw the dial works • Lower the dial to ground level • Return the dial, hands and dial works back to our workshop.</p> <p>• Take template of clock dial markings • Abrade dial & hands back to bare metal • Apply undercoat primer paint to dial & hands, bake at 80° • Apply coat of topcoat paint to dial & hands bake at 80° • Apply a black gloss paint to the dial and hands to the dial and hands before baking at 80° Mark out, using the template taken, all dial markings before applying the size and 23½ Carat gold leaf to these areas and the clock hands • Dismantle, clean and lubricate the dial works • Fabricate new stainless-steel dial fixings</p> <p>Return Visit to Site • rope access clockmakers to travel to site • Set-up the rope access equipment • Lift the dial into place using ropes • Fix the dial back in its original position, using the new stainless-steel fixings • Install the dial works • Install the clock hands • Set-up and commission the clock</p>	<p style="text-align: right;">£13,559</p>
<p>B Has not visited site.</p>	<p>To attend on site rig up our rope access equipment, approach the dial remove the hands, withdraw the dial motion works internally, lower the dial to ground level. Bring all parts back to our works. In our works to take details of the roman numerals, minute marks & outer rings, clean down the dial surface, apply a primer, undercoat & finish in a black gloss paint. Remark the numerals, minute marks & outer rings all as original, re-gild along with the hands using 23-¾ carat double thick English gold leaf. To dismantle the dial motion works, wash, clean, check the bearings for wear, polish all working surfaces, re-grease & re-assemble. Return to site rig up our rope access equipment; lift the dial back into position re-fix using non-ferrous fixings. Fit the dial motion works & hands, synchronise the hands with each other & the clock movement.</p> <p>The extra cost to replace the last section of the dial motion works minute spindle, with stainless steel. Requested by Diocese</p>	<p style="text-align: right;">£7510 + VAT</p> <p style="text-align: right;">£710 + VAT' TOTAL: £8,220</p>
<p>C Contractor used for other Diocese work. Visited Site *Local contractor providing.</p>	<p>To attend on site use cherry picker*, approach the dial remove the hands, withdraw the dial motion works internally, lower the dial to ground level. Remove chipboard and replace. Bring all parts back to workshop. In workshop take details of the roman numerals, minute marks & outer rings, clean down the dial surface, apply a primer, undercoat & finish in a black gloss paint. Remark the numerals, minute marks & outer rings all as original, re-gild along with the hands using 23-¾ carat double thick English gold leaf. To dismantle the dial motion works, wash, clean, check the bearings for wear, polish all working surfaces, re-grease & re-assemble. Return to site using cherry picker*; lift the dial back into position re-fix using non-ferrous fixings. Fit the dial motion works & hands, synchronise the hands with each other & the clock movement.</p>	<p style="text-align: right;">Still awaiting quote.</p>

Given the service report I have asked Contractor A & B whether replacing the chipboard was within the price. I am still waiting for their confirmation.

Contractor C is liaising with a local contractor with an aim to reducing the costs he is also waiting for contact from the Diocese to confirm work requested.

Asset	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 21/22	Asset Value	Replacement Cost	Insured Value 2022/23	Comments
Land									
Parcel of Land, bus shelter area	Celtic Way / Roman Road	Donated - Mrs Thomas	Donated		£ -	£ 1.00			
Land on which Coronation Hall	Coronation Road	Conveyance	Donated	1938	Donated	£ 1.00	N/A	£ -	
Land on which Youth Club carpark, playground, Pee Green sits	Coronation Road	Conveyance	£ 200.00	1952	TBD	£ 200.00	N/A	£ -	
Public Conveniences	Coronation Road	Woodspring to NS to PC	Donated	To PC in 2012/13	£ -	£ 1.00	N/A	£ 66,084.00	Valuation Figure £56,983.70
Purn Quarry	Bridgewater/ Bleadon Road	Donated by Woodspring	Donated		£ -	£ 1.00	N/A	£ -	
Lay-Byes	Roman Road	Donated by Clarke & ?	Donated		£ -	£ 1.00	N/A	£ -	
Village Cross Area	Church Rd, Coronation Rd	?	£ -		£ -	£ 1.00	N/A	£ -	
Village Pump Area	Mulberry Lane	?	£ -		£ -	£ 1.00	N/A	£ -	
Equipment in Playground Trust:	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2022/23	Asset Value	Replacement Cost	Insured Value 2022/23	All visually checked weekly, quarterly operational & annual independent inspection
2 bay 4 seat swing	Coronation Road	Fenland Leisure	£ 1,399.02	2012	£ 1,399.02	£ 1,399.02	£ 1,399.02	Play equip insured for £22,177	
Hexagonal Climber	„	Fenland Leisure	£ 2,330.98	2012	£ 2,330.98	£ 2,330.98	£ 2,330.98	“	
Sit on Spring Mobile	„	Fenland Leisure	£ 642.07	2012	£ 642.07	£ 642.07	£ 642.07	“	
Quad Rider Bounce About	„	Fenland Leisure	£ 1,135.96	2012	£ 1,135.96	£ 1,135.96	£ 1,135.96	“	
Robina Poles x 18		M & M Timber	£ 540.00	2013	£ 431.00	£ 432.00	£ 432.00		
Big Toy Escapade Unit	„	Monster Play	£ 4,933.59	2008	£ 4,933.59	£ 4,933.59	£ 4,933.59	“	
Rustic Bench x 2	„	Fountain Timber	£ 300.00	2004/2005	£ 300.00	£ 300.00	£ 800.00	Street furniture insured for £34,139	Estimated at brought £150 (based on 2004 prices), cost now £400
1 Picnic Bench	„	Fountain Timber	£372.57	Sep-13	£ 372.57	£ 372.57	£400	“	
Bear Litter bin	„	Glasdon	£ 154.61	Unknown	£ 154.61	£ 154.61	£ 210.57	“	
Fencing & Gate	„	Unknown	£ 6,997.22	Unknown	£ 6,997.22	£ 6,997.22	£ 6,997.22	Gates & fences insured for £25,198	
Street Furniture	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2022/23	Asset Value	Replacement Cost	Insured Value 2022/23	
Street Lamp	Shiplate Road / The Veale	Unknown	£1,865	Unknown	£ 1,865.00	£ 1,865.00	£ 1,500.00	Fixed outside Equipment insured for £3,842	
Street Lamp	Old School Lane	Unknown		Unknown		£ 932.50	£ 500.00	“	
Bus shelter	Bleadon Rd / Tenterk Close	English Garden	£ 1,437.67	Jan-10	£ 1,437.67	£ 1,437.67	£ 2,475.00	Street furniture insured for £34,139	Delivered by T Peach 475 Limited

Bus Shelter	O/S Church Rooms	Unknown	£ 7,774.57	Pre 2004	£ 7,774.57	£ 7,774.57		"	
Bus shelter	Celtic Way / Roman Road	Lawnworx Fencing	£ 739.72	Jan-10	£ 739.72	£ 739.72	£ 1,039.72	"	
Salt Bins x 12	Various	North Somerset	£1,800.00	Various	£ 1,800.00	£ 1,800.00	£ 2,400.00	"	Estimated at brought £150 (based on 2016 prices), cost now £200
Cabinet & Defibrillator HeartSine® 500P AED	Coronation Hall	AED	£ 2,280.00	March 2015 & July 2019	£ 2,280.00	£ 2,280.00	£ 1,614.00	"	Defibs insured for £5000 Battery replaced 2023
Benches x 2	Various	Unknown	Unknown	Various	£300	£ 300.00	£ 400.00	"	Estimated at brought £150 (based on 2004 prices), cost now £200
Memorial Benches x3	Varios	Unknown	Unknown	In Memory	£0	£ -	£ -	N/A	Bought by family not an asset. On our land so H & S responsibility
Rustic Bench x 5		Unknown	Various	Various	£750.00	£ 750.00	£ 2,000.00	"	Estimated at brought £150 (based on 2004 prices), cost now £400
Garden Seating - Mushroom	Rear of Coronation Hall	Unknown	£267.35	Jun-09	£ 267.35	£ -	£ -	"	No longer exists
Picnic Table 4ft	Pee Green	Unknown	£150.00	Unknown	£ 150.00	£ 200.00	£ 200.00	"	Remove 2023
Picnic Table 4ft	Youth Club 1 of 2	Fountain Forestry	£280.79	Jun-21	£280.79	£ 280.79	£ 200.00	"	
Barrell Tubs x 19	Various	various	£950.00	various	£950.00	£ 950.00	£ 950.00	"	Estimated at brought £50 (based on 2010 prices), cost now £50
Stone / Troughs x 4	Various	various	£307.00	Pre 2004	£ 307.00	£ 307.00	£ 1,200.00	"	Cost from previous asset register, cost now estimate £300 each
Telephone Pole Planter	Car Park	Unknown	£398.34	Poss 2007	£ 398.34	£ 398.34	TBD	"	Cost from previous asset register.
Notice Board x 5	Various	Unknown	£1,794 (for 3)	Various March 05	£ 2,990.00	£ 2,990.00	£ 7,500.00	"	Estimated at brought £598 (based on 2005 prices), cost now £1500
Signs	Various	Unknown	£2,254.74	various	£2,254.74	£ 2,254.74	£ 3,254.74	"	
Dog Bins x 5	Various	Glasdon	Unknown	May-07	£ 1,100.00	£ 1,100.00	£ 1,500.00	"	
Pergola	?	Unknown	£170.72	Pre 2004	£170.72	£ -	£ 170.72	N/A	No longer exists
Raging Bull	No longer exists	Unknown	£284.53	Pre 2004	£284.53	£ -	£ 284.53	N/A	No longer exists
Cow	No longer exists	Unknown	£284.53	Pre 2004	£284.53	£ -	£ 284.53	N/A	No longer exists
Timber Fencing	Jubilee Hall	SB Fencing	£ 2,833.46	01/05/2008 & Sept 2013	£ 2,833.46	£ 2,833.46	£ 2,833.46	Gates & fences insured for £25,198	May 2008 998
Diamond 5 Bar Gate & fencing	Allotments	JM Landscaping	£ 631.26	Fencing 01/12/2018	£ 631.26	£ 631.26	£ 400.00	"	
Wooden Gate	Rectory Lane / Purn Way	Unknown	£ 74.50	Jun-05	£ 74.50	£ 74.50	£ 120.00	"	
Poly tunnel	Allotment	Unknown	£ 1,351.79	Mar-22	£ 1,351.79	£ 1,351.79	£ 1,351.79		
Office	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2022/23	Asset Value	Replacement Cost	Insured Value 2022/23	
1 HP Pavilion laptop	No longer exists	NS paperless office	£ 100.00	Feb-12	£ 100.00	£ -	£ -	Office contents insured for £7535	
1 Acer Projector & Techmount	Hall	Acer	£ 1,116.69	Feb-20	£ 1,116.69	£ 1,116.69	£ 1,116.69	"	Office contents insured for £3269.60
1 Acer Projector & Techmount	Hall	PC World	£ 843.95	Feb-20	£ 843.95	£ -	£ 843.95	"	Possibly in Hall.

Epsom printer	Clerk	Epsom	£ 115.75	Feb-21	£ 115.75	£ -	£ 115.75	N/A	Disposed by previous Clerk during 2022
1 Advent Laptop QT5500	Clerk	PC World Advent	£ 445.59	Apr-18	£ 445.59	£ 445.59	£ 445.59	"	416.67
HP printer	No longer exists	HP	Unknown	Pre 2004	£ -	£ -	£ -	"	
1 NEC Computer	No longer exists	NEC	£ 1,675.03	Pre 2004	£ 1,675.03	£ -	£ -	"	
2 x 4 drawer filing cabinets	Hall / Storeroom	Unknown	£ 197.98	Jan-17	£ 197.98	£ 197.98	£ 197.98	"	
Mobile Phone	Clerk	Three	£ 647.64	May-20	£ 647.64	£ 647.64	£ 647.64		Contract £17.99 a month for 3 years
9 x tablets	Councillors	Horizon Telecom	£ 1,773.00	May-20	£ 1,773.00	£ 1,773.00	£ 1,773.00	"	£197 each
Charles Arnold Baker	Clerk	SLCC	£ 123.80	Jun-21	£ 123.80	£ 123.80	£ 137.00	"	
Grounds Equipment	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2022/23	Asset Value	Replacement Cost	Insured Value 2022/23	
Storage Container	Coronation Hall CP	Unknown	Donated	Between 2016 & 2019	Donated	£ 1.00	£ 1,500.00		
Spraying Equipment	Storage Container	Unknown	£ 67.22	Unknown	£ 67.22	£ 67.22	£ 317.84	Garden equipment insured at £1,589	
Mainline Brushcut	Storage Container	Unknown	£ 178.99	Unknown	£ 178.99	£ 178.99	£ 319.82	"	
Darlac Leaf Grappler	Storage Container	Unknown	£ 16.26	Unknown	£ 16.26	£ 16.26	£ 281.61	"	
Blower / Shredder Vac	Storage Container	Unknown	£ 189.73	Nov-07	£ 189.73	£ 189.73	£ 279.78	"	
Strimmer	Kawasaki	Unknown	£ 431.50	Jun-08	£ 431.50	£ 431.50	£ 389.95	"	327.75
2 Large Waste bins	Coronation Hall CP	Amazon	Unknown	2020	£ 400.00	£ 400.00	£ 400.00	"	
Other	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2022/23	Asset Value	Replacement Cost	Insured Value 2022/23	
Cycle Racks	By Youth Club	Mark Howe	£ 300.00	Feb-08	£ 300.00	£ 300.00			
CCTV Equipment	Youth Club Building	DB Security	£ 1,673.00	Aug-19	£ 1,673.00	£ 1,673.00	TBD	Fixed outside Equipment insured for £3,842	Possible 2 additional cameras purchased
Commerative Stone	Carpark Entrance		Donated	Jan-00	Donated	£ 1.00	TBD		
Church Clock	St. Peter & Paul		£ 200.00	1898	£ 200.00	£ 200.00	TBD	£ 3,458.81	Valuation
Exterior Lighting	Coronation Hall / Youth Club building	Unknown	£ 30,907.00	Various	£ 30,907.00	£ -	£ 30,907.00	Covered by YC & Hall	Whilst purchased by PC it is the fabric of the building so therefore comes under Youth Club / Coronation Hall.
Bleadon Man	Coronation Hall		£ 2,000.00	Pre 2004	£ 2,000.00	£ 2,000.00	£ 2,000.00		Check insurance schedule
Village Cross	Coronation Rd / Church Gate		£ 1,554.70	Pre 2004	£ 1,554.70	£ 1,554.70	TBD	£ 2,187.00	Street furniture insured for £31,518.13
Village Pump	Coronation Rd / Mulberry Lane	Unknown	621.67	Pre 2004	£ 621.67	£ 721.67		"	
Speedwatch equipment & Jackets	Coronation Hall	Local Action Team	£ 183.61	Sep-04	£ 183.61	£ 183.61		Office contents insured for £7535	
Chairmans Collarette			£ 586.53	Unknown	£ 586.53	£ 586.53	TBD	£ 743.00	
Total Asset Values in Red						£ 62,966.27			For the purposes of the AGAR £62,966

For the purpose of this asset register the Council has set a de minimus limit of £100 for which assets are not recorded on the register this excludes land, historical artefacts and assets with a replacement value of over £100.

Asset	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2022/23	Asset Value	Replacement Cost	Insured Value 2022/23	Comments
Land									
Parcel of Land, bus shelter area	Celtic Way / Roman Road	Donated - Mrs Thomas	Donated		£ -	£ 1.00			
Coronation Hall Land	Coronation Road	Conveyance	Donated	1938	Donated	£ 1.00	N/A	£ -	
Land on which Youth Club carpark, playground, Pee Green sits	Coronation Road	Conveyance	£ 200.00	1952	TBD	£ 200.00	N/A	£ -	
Public Conveniences	Coronation Road	Woodspring to NS to PC	Donated	To PC in 2012/13	£ -	£ 1.00	N/A	£ 66,084.00	Valuation Figure £56,983.70
Purn Quarry	Bridgewater/ Bleadon Road	Donated by Woodspring	Donated		£ -	£ 1.00	N/A	£ -	
Lay-Byes	Roman Road	Donated by Clarke & ?	Donated		£ -	£ 1.00	N/A	£ -	
Village Cross Area	Church Rd, Coronation Rd	?	£ -		£ -	£ 1.00	N/A	£ -	
Village Pump Area	Mulberry Lane	?	£ -		£ -	£ 1.00	N/A	£ -	
Equipment in Playground Trust:	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2022/23	Asset Value	Replacement Cost	Insured Value 2022/23	All visually checked weekly, quarterly operational & annual independent inspection
2 bay 4 seat swing	Coronation Road	Fenland Leisure	£ 1,399.02	2012	£ 1,399.02	£ 1,399.02	£ 1,399.02	Play equip insured for £22,177	
Hexagonal Climber	„	Fenland Leisure	£ 2,330.98	2012	£ 2,330.98	£ 2,330.98	£ 2,330.98	“	
Sit on Spring Mobile	„	Fenland Leisure	£ 642.07	2012	£ 642.07	£ 642.07	£ 642.07	“	
Quad Rider Bounce About	„	Fenland Leisure	£ 1,135.96	2012	£ 1,135.96	£ 1,135.96	£ 1,135.96	“	
Robina Poles x 18		M & M Timber	£ 540.00	2013	£ 431.00	£ 432.00	£ 432.00		
Big Toy Escapade Unit	„	Monster Play	£ 4,933.59	2008	£ 4,933.59	£ 4,933.59	£ 4,933.59	“	
Russian Rings	„	Home Front	£ 1,180.00	2022	£ 1,180.00	£ 1,180.00	£ 1,180.00	“	
Balance Beam x 2	„	„	£ 740.00	2022	£ 740.00	£ 740.00	£ 740.00	“	
Stepping stones	„	„	£ 470.00	2022	£ 470.00	£ 470.00	£ 470.00	“	
Wobble beam	„	„	£ 850.00	2022	£ 850.00	£ 850.00	£ 850.00	“	
Tightrope	„	„	£ 455.00	2022	£ 455.00	£ 455.00	£ 455.00	“	
Stilts	„	„	£ 795.00	2022	£ 795.00	£ 795.00	£ 795.00	“	
Monkey Bridge	„	„	£ 995.00	2022	£ 995.00	£ 995.00	£ 995.00	“	
Hanging logs	„	„	£ 1,200.00	2022	£ 1,200.00	£ 1,200.00	£ 1,200.00	“	
Rustic Bench x 2	„	Fountain Timber	£ 300.00	2004/2005	£ 300.00	£ 300.00	£ 800.00	Street furniture insured for £34,139	Estimated at brought £150 (based on 2004 prices), cost now £400
1 Picnic Bench	„	Fountain Timber	£372.57	Sep-13	£ 372.57	£ 372.57	£400	“	
Bear Litter bin	„	Glasdon	£ 154.61	Unknown	£ 154.61	£ 154.61	£ 210.57	“	
Fencing & Gate	„	Unknown	£ 6,997.22	Unknown	£ 6,997.22	£ 6,997.22	£ 6,997.22	Gates & fences insured for £25,198	

Street Furniture	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2022/23	Asset Value	Replacement Cost	Insured Value 2022/23	
Street Lamp	Shiplate Road / The Veale	Unknown	£1,865	Unknown	£ 1,865.00	£ 1,865.00	£ 1,500.00	Fixed outside Equipment insured	
Street Lamp	Old School Lane	Unknown		Unknown		£ 932.50	£ 500.00	"	
Bus shelter	Bleadon Rd / Tenterk Close	English Garden	£ 1,437.67	Jan-10	£ 1,437.67	£ 1,437.67	£ 2,475.00	Street furniture insured for £34,139	Delivered by T Peach 475 Limited
Bus Shelter	O/S Church Rooms	Unknown	£ 7,774.57	Pre 2004	£ 7,774.57	£ 7,774.57		"	
Bus shelter	Celtic Way / Roman Road	Lawnworx Fencing	£ 739.72	Jan-10	£ 739.72	£ 739.72	£ 1,039.72	"	
Salt Bins x 12	Various	North Somerset	£1,800.00	Various	£ 1,800.00	£ 1,800.00	£ 2,400.00	"	Estimated at brought £150 (based on 2016 prices), cost now £200
Cabinet & Defibrillator HeartSine® 500P AED	Coronation Hall	AED	£ 2,280.00	March 2015 & July 2019	£ 2,280.00	£ 2,280.00	£ 1,614.00	"	Defibs insured for £5000 Battery replaced 2023
Benches x 2	Various	Unknown	Unknown	Various	£300	£ 300.00	£ 400.00	"	Estimated at brought £150 (based on 2004 prices), cost now £200
Memorial Benches x3	Variuos	Unknown	Unknown	In Memory	£0	£ -	£ -	N/A	Bought by family not an asset. On our land so H & S responsibility
Rustic Bench x 5		Unknown	Various	Various	£750.00	£ 750.00	£ 2,000.00	"	Estimated at brought £150 (based on 2004 prices), cost now £400
Garden Seating - Mushroom	Rear of Coronation Hall	Unknown	£267.35	Jun-09	£ 267.35	£ -		"	No longer exists
Picnic Table 4ft	Pee Green	Unknown	£150.00	Unknown	£ 150.00	£ -	£200	"	Remove 2023
Picnic Table 4ft	Youth Club 1 of 2	Fountain Forestry	£280.79	Jun-21	£280.79	£ 280.79	£200	"	
Barrell Tubs x 19	Various	various	£950.00	various	£950.00	£ 950.00	£950	"	Estimated at brought £50 (based on 2010 prices), cost now £50
Stone / Troughs x 4	Various	various	£307.00	Pre 2004	£ 307.00	£ 307.00	£ 1,200.00	"	Cost from previous asset register, cost now estimate £300 each
Telephone Pole Planter	Car Park	Unknown	£398.34	Poss 2007	£ 398.34	£ 398.34	TBD	"	Cost from previous asset register.
Notice Board x 5	Various	Unknown	£1,794 (for 3)	Various March 05	£ 2,990.00	£ 2,990.00	£ 7,500.00	"	Estimated at brought £598 (based on 2005 prices), cost now £1500
Signs	Various	Unknown	£2,254.74	various	£2,254.74	£ 2,254.74	£ 3,254.74	"	
Dog Bins x 5	Various	Glasdon	Unknown	May-07	£ 1,100.00	£ 1,100.00	£ 1,500.00	"	
Pergola	?	Unknown	£170.72	Pre 2004	£170.72	£ -	£ 170.72	N/A	No longer exists
Raging Bull	No longer exists	Unknown	£284.53	Pre 2004	£284.53	£ -	£ 284.53	N/A	No longer exists
Cow	No longer exists	Unknown	£284.53	Pre 2004	£284.53	£ -	£ 284.53	N/A	No longer exists
Timber Fencing	Jubilee Hall	SB Fencing	£ 2,833.46	01/05/2008 & Sept 2013	£ 2,833.46	£ 2,833.46	£ 2,833.46	Gates & fences insured for £25,198	May 2008 998
Diamond 5 Bar Gate & fencing	Allotments	JM Landscaping	£ 631.26	Fencing 01/12/2018	£ 631.26	£ 631.26	£ 400.00	"	
Wooden Gate	Rectory Lane / Purn Way	Unknown	£ 74.50	Jun-05	£ 74.50	£ 74.50	£ 120.00	"	
Poly tunnel	Allotment	Unknown	£ 1,351.79	Mar-22	£ 1,351.79	£ 1,351.79	£ 1,351.79		

Office	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2022/23	Asset Value	Replacement Cost	Insured Value 2022/23	
1 HP Pavilion laptop	No longer exists	NS paperless office	£ 100.00	Feb-12	£ 100.00	£ -	£ -	Office contents insured for £7535	
1 Acer Projector & Techmount	Hall	Acer	£ 1,116.69	Feb-20	£ 1,116.69	£ 1,116.69	£ 1,116.69	"	Office contents insured for £3269.60
1 Acer Projector & Techmount	Hall	PC World	£ 843.95	Feb-20	£ 843.95	£ -	£ 843.95	"	Possibly in Hall.
Epsom printer	Clerk	Epsom	£ 115.75	Feb-21	£ 115.75	£ -	£ 115.75	N/A	Disposed by previous Clerk during 2022
1 Advent Laptop QT5500	Clerk	PC World Advent	£ 445.59	Apr-18	£ 445.59	£ 445.59	£ 445.59	"	416.67
HP printer	No longer exists	HP	Unknown	Pre 2004	£ -	£ -	£ -	"	
1 NEC Computer	No longer exists	NEC	£ 1,675.03	Pre 2004	£ 1,675.03	£ -	£ -	"	
2 x 4 drawer filing cabinets	Hall / Storeroom	Unknown	£ 197.98	Jan-17	£ 197.98	£ 197.98	£ 197.98	"	
Mobile Phone	Clerk	Three	£ 647.64	May-20	£ 647.64	£ 647.64	£ 647.64		Contract £17.99 a month for 3 years
9 x tablets	Councillors	Horizon Telecom	£ 1,773.00	May-20	£ 1,773.00	£ 1,773.00	£ 1,773.00	"	£197 each
Charles Arnold Baker	Clerk	SLCC	£ 123.80	Jun-21	£ 123.80	£ 123.80	£ 137.00	"	
Grounds Equipment	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2022/23	Asset Value	Replacement Cost	Insured Value 2022/23	
Storage Container	Coronation Hall CP	Unknown	Donated	Between 2016 & 2019	Donated	£ 1.00	£ 1,500.00		
Spraying Equipment	Storage Container	Unknown	£ 67.22	Unknown	£ 67.22	£ 67.22	£ 317.84	Garden equipment insured at £1,589	
Mainline Brushcut	Storage Container	Unknown	£ 178.99	Unknown	£ 178.99	£ 178.99	£ 319.82	"	
Darlac Leaf Grappler	Storage Container	Unknown	£ 16.26	Unknown	£ 16.26	£ 16.26	£ 281.61	"	
Blower / Shredder Vac	Storage Container	Unknown	£ 189.73	Nov-07	£ 189.73	£ 189.73	£ 279.78	"	
Strimmer	Kawasaki	Unknown	£ 431.50	Jun-08	£ 431.50	£ 431.50	£ 389.95	"	327.75
2 Large Waste bins	Coronation Hall CP	Amazon	Unknown	2020	£ 400.00	£ 400.00	£ 400.00	"	
Other	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2022/23	Asset Value	Replacement Cost	Insured Value 2022/23	
Cycle Racks	By Youth Club	Mark Howe	£ 300.00	Feb-08	£ 300.00	£ 300.00			
CCTV Equipment	Youth Club Building	DB Security	£ 1,673.00	Aug-19	£ 1,673.00	£ 1,673.00	TBD	Fixed outside Equipment insured for £3,842	Possible 2 additional cameras purchased
Commerative Stone	Carpark Entrance		Donated	Jan-00	Donated	£ 1.00	TBD		
Church Clock	St. Peter & Paul		£ 200.00	1898	£ 200.00	£ 200.00	TBD	£ 3,458.81	Valuation
Exterior Lighting	Coronation Hall / Youth Club building	Unknown	£ 30,907.00	Various	£ 30,907.00	£ -	£ 30,907.00	Covered by YC & Hall	Whilst purchased by PC it is the fabric of the building so therefore comes under Youth Club / Coronation Hall.
Bleaddon Man	Coronation Hall		£ 2,000.00	Pre 2004	£ 2,000.00	£ 2,000.00	£ 2,000.00		Check insurance schedule

Village Cross	Coronation Rd / Church Gate		£ 1,554.70	Pre 2004	£ 1,554.70	£ 1,554.70	TBD	£ 2,187.00	Street furniture insured for £31,518.13
Village Pump	Coronation Rd / Mulberry Lane	Unknown	621.67	Pre 2004	£ 621.67	£ 721.67		"	
Speedwatch equipment & Jackets	Coronation Hall	Local Action Team	£ 183.61	Sep-04	£ 183.61	£ 183.61		Office contents insured for £7535	
Chairmans Collarette			£ 586.53	Unknown	£ 586.53	£ 586.53	TBD	£ 743.00	
Total Asset Values in Red						£ 69,451.27			For the purposes of the AGAR £69,451

For the purpose of this asset register the Council has set a de minimus limit of £100 for which assets are not recorded on the register this excludes land, historical artefacts and assets with a replacement value of over £100.



BLEADON PARISH COUNCIL

Reserves Policy

1. Purpose

Bleadon Parish Council (BPC) is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer (RFO) to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

2. Types of reserves

2.1 Reserves can be categorised as general, or ring fenced (but only for a specific item / project).

2.2 Ring fenced reserves can be held for several reasons:

- i. Renewals – to enable the council to plan and finance an effective programme of equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- ii. Carry forward – of underspend on an identified project which cannot be spent in the budget year. Reserves are used as a mechanism to carry forward these resources.
- iii. Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
- iv. Other ring-fenced reserves may be set up from time to time to meet known or predicted liabilities.

2.3 General reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

3. Earmarked reserves

3.1 Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements.

3.2 Any decision to set up a reserve must be made by the Council.

3.3 Expenditure from reserves can only be authorised by the Council.

3.4 Reserves will not be held to fund ongoing expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they will be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

3.5 All earmarked reserves are recorded on a central schedule held by the RFO which lists the various earmarked reserves and the purpose for which they are held.

Agreed June 2023 to be reviewed by May 2024

3.6 Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

4. General Reserves

4.1 The level of general reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

4.2 Setting the level of general reserves is one of several related decisions in the formulation of the medium-term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

4.3 If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

4.4 Even at times when extreme pressure is put on the council's finances the council should keep a minimum balance of 25% of the current precept.

5. Opportunity cost of holding reserves

5.1 In addition to allowing the Council to manage unforeseen financial pressures and plan for known or predicted liabilities, there is a benefit to holding reserves in terms of the interest earned on funds which are not utilised. This investment income is fed into the budget strategy.

5.2 However, there is an "opportunity cost" of holding funds in reserves, in that these funds cannot then be spent on anything else. As an example, if these funds were used to repay debt the opportunity cost would equate to the saving on the payment of interest and the minimum revenue provision, offset by the loss of investment income on the funds. However, using reserves to pay off debt in this way would leave the Council with no funds to manage unexpected risks nor provide a mechanism to fund the planned expenditure for which the reserves were earmarked.

5.3 Given the opportunity costs of holding reserves, it is critical that reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.

6. Current level of financial reserves

6.1 The level of financial reserves held by the council will be agreed by the Parish Council during the discussions held regarding the setting of the budget for the next financial year.

6.2 The council will look to maintain approximately 50% of the current year's precept amount.



BLEADON PARISH COUNCIL CODE OF CONDUCT POLICY

INTRODUCTION

This is based on the model template provided by the National Association of Local Councils in 2018. Pursuant to section 27 of the Localism Act 2011, Bleadon Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the seven principles of public life:

Selflessness

Act solely in terms of the public interest, not in order to gain financial or other material benefits for self, family, or friends.

Integrity

Avoid being obliged to people or organizations that might try inappropriately to influence them in their work. Do not act or take decisions to gain financial or other material benefits for self, family, or friends. Declare and resolve any interests and relationships.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, make choices on merit.

Accountability

Be accountable to the public for decisions and actions; submit to scrutiny appropriate to the office.

Openness

Be as open as possible about all decisions and actions. Give reasons for decisions; restrict information only when the wider public interest demands.

Honesty

Observe the duty to declare any private interests relating to public duties; take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Promote and support these principles by leadership and example.

DEFINITIONS

For the purposes of this Code:

- A 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on, any joint committee or joint subcommittee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.
- A 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.
- Unless otherwise expressed, a reference to 'you' or 'member of the Council' includes a co-opted member of the Council.

MEMBER OBLIGATIONS

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, s/he has the following obligations.

1. S/he shall behave in such a way that a reasonable person would regard as respectful.

2. S/he shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. S/he shall not seek to confer improperly an advantage or disadvantage on any person.
4. S/he shall use the resources of the Council in accordance with its requirements.
5. S/he shall not disclose information which is confidential or where disclosure is prohibited by law.

REGISTRATION OF INTERESTS

1. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), s/he shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
2. Upon the re-election of a member or the re-appointment of a co-opted member, s/he shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
3. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
4. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

DECLARATION OF INTERESTS AT MEETINGS

1. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. S/he only has to declare what her/his interest is if it is not already entered in the member's register of interests or if s/he has not notified the Monitoring Officer of it.
2. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose s/he has an interest but not the nature of it.
3. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. S/he may speak on the matter only if members of the public are also allowed to speak at the meeting.
4. A member only has to declare her/his interest in Appendix B if it is not already entered in her/his register of interests or s/he has not notified the Monitoring Officer of it or if s/he speaks on the matter. If s/he holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, s/he shall declare the interest but not the nature of the interest.
5. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. S/he may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

On a written request made to the Council's Proper Officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if s/he has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part; or it is otherwise appropriate to grant a dispensation.

Appendix A DISCLOSABLE PECUNIARY INTEREST

Subject	Description
Employment, office, trade, profession or vocation.	Any employment, office, trade, profession or vocation carried on for profit or gain by you or your spouse or civil partner (or by the person with whom you live as if you were spouses/ civil partners).
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to you during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contract	Any contract made between you or your spouse or civil partner or the person with whom you live as if you were spouses/ civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director*, or a body that such person has a beneficial interest in the securities* of) and the Council – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land held by your or by your spouse or civil partner (or by the person with whom you live as if you were spouses/civil partners) which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give you or your spouse or civil partner or the person with whom you live as if you were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) held by you or your spouse or civil partner or by the person with whom you live as if you were spouses/ civil partners to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body that you, or your spouse or civil partner or the person with whom you live as if you were spouses/ civil partners, are a partner of or a director* of or have a beneficial interest in the securities* of.
Securities*	Any beneficial interest held by you, or your spouse or civil partner or by the person with who you live as spouses/ civil partners, in securities* of a body where: (a) that body (to your knowledge) has a place of business or land in the area of the Council; and (b) either (b) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (c) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or civil partner or the person with whom you live as spouses/ civil partners, have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

“director” includes a member of the committee of management of an industrial and provident society;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Appendix B OTHER INTERESTS

An interest which relates to or is likely to affect: -

- (i) anybody of which you are in a position of general control or management and to which you are appointed or nominated by the Council.
- (ii) anybody -
 - (a) exercising functions of a public nature.
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which you are a member in a position of general control or management.
- (iii) any gifts or hospitality worth more than an estimated value of £50 which you have received by virtue of your office.



BLEADON PARISH COUNCIL

CO-OPTION POLICY & PROCEDURE

1. Introduction

- 1.1 Although the process for co-option to vacancies of local councils is not prescribed in law, NALC's Legal Briefing L15-08 (Re- issued: 8 July 2022) provides guidance.
- 1.2 Of paramount importance is that all applicants are treated alike so that arrangements are seen to be open, fair and transparent. This policy sets out the process to be followed by Bleadon Parish Council when co-option is under consideration.
- 1.3 Whenever the need for co-option arises, Bleadon Parish Council will seek and encourage applications from anyone who is eligible to stand as a Parish Councillor (see section 3). Councillors and parishioners can legally approach individuals to suggest they might wish to consider putting their names forward for co-option and encourage them to register their expression of interest.
- 1.4 The Parish Council is not obliged to co-opt to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.
- 1.5 Any candidate(s) found to be offering inducements or any kind of undue pressure will be disqualified.
- 1.6 However, it is not desirable that electors of the Parish be left partially or unrepresented for a significant length of time; neither does it contribute to the effective and efficient working of the Parish Council if there are insufficient Councillors to share the workload equitably, provide a broad cross-section of skills and interests, or to achieve meeting quorums without difficulty, given that some absence is unavoidable at times.
- 1.7 Councillors elected by co-option are full members of the Parish Council and the Bleadons Childrens Playground Trust.

2. Co-option Process:

- 2.1 In the event of a vacancy occurring due to the resignation, death or ineligibility of a Councillor, the Clerk will immediately inform the Monitoring Officer at North Somerset Council who will supply the Parish Council with a copy of the requisite Notice of Vacancy for posting.
- 2.2 Should the requisite 10 electors of the Parish have not called for a poll (by-election) within the legally specified time period (currently 14 days) following the publication of the Notice of Vacancy, the Parish Clerk is notified by North Somerset Council that the vacancy(ies) may be filled by co-option. The Parish Council may then proceed to co-opt. Unless it is 6 month prior to an election when they may chose whether to or not.
- 2.3 On receipt of written notification from the Monitoring Officer that a casual vacancy can be filled by means of co-option, the Clerk will place a notice announcing that the vacancy(ies) and invite expressions of interest. The notice will be placed on the Noticeboards and on the Parish Councils website, and will include:

- A contact point so that people considering putting their names forward for co-option can obtain more information on the role of a parish councillor.
- Contact details to where expressions of interest should be made (usually the Clerk, via email or hard copy)

3. Qualifications / Disqualifications:

Meet one of the following qualification criteria:

- Be an elector for the parish.
- has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish.
- had their principal place of work in the parish.
- has lived within three miles (direct) of the parish.

There are certain disqualifications for election (see 5. 80 of the Local Government Act 1972), of which the main are:

- holding a paid office under the local authority.
- bankruptcy.
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months without the option of a fine during the five years preceding the election.
- being disqualified under any enactment relating to corrupt or illegal practices.

4. Application Process:

- 4.1 When expressions of interest are received, the Clerk will provide all applicants with the Consent to Co-option Form (*Appendix A*) and invite them to attend two full Parish Council meetings. The form is also available to download from the Parish Councils website.
- 4.2 Having attended two full Parish Council meetings (where candidates have the opportunity to speak to the Officers and members of the Council) the Clerk will then consider completed forms to check that the individual(s) meets with the qualification requirements.
- 4.3 Co-option Candidates will be informed of the date of the next Parish Council Meeting. Notice of the Intention to consider Co-option will be included on the agenda after apologies for absence as a separate item at a Parish Council meeting.
- 4.4 Candidates will be invited to the meeting to introduce themselves and speak in support of their application. It will also provide Councillors with the opportunity to speak, through the Chair, to clarify on any information supplied.
- 4.5 Only Councillors present at the meeting may vote upon a person to fill the vacancy. Councillors will have one vote per vacancy to be filled.
- 4.6 If a candidate is a relative of a Councillor or has connections with any candidate which may be perceived as prejudicial, that Councillor should declare an interest and withdraw from the meeting. Under any of these circumstances a vote by the Councillor concerned is not allowed.
- 4.7 The Parish Council will appoint co-opted members by voting according to Standing Orders.
- 4.8 If there are exactly as many as, or fewer candidates than vacancies, the Parish Council may vote on a composite motion, duly proposed and seconded, that all candidates be co-opted. If

there are more candidates than vacancies, it will be necessary for existing Councillors present at the meeting to vote.

4.9 If there are more candidates than vacancies, Arnold Baker's "Local Council Administration" recommends that:

4.9.1 Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

4.9.2 Where the Council is considering the co-option of a councillor to fill a vacancy under s.89 of the Local Government Act 1972, it shall be under no obligation to accept any candidate.

4.10 After the vote:

Any Candidates that are not present at the meeting, will either be notified of the results by the Clerk, as soon as is reasonably possible (usually within 24 hours) or will have the vote deferred until the next meeting.

Successfully co-opted candidates become Councillors in their own right, with immediate effect, at the meeting they are co-opted and are no different to any other member. As such, they must sign the Declaration of Acceptance of Office and Registration of Interests Form at their first meeting, or within 28 calendar days of election whichever is the sooner.

The successful candidate(s) will also confirm that they will comply with and abide by the Parish Council's Code of Conduct and book in on Basic Councillor Training. Should the new Councillor not comply with or breach the Code of Conduct, then the Monitoring Officer at North Somerset Council will be advised, who will then deal with the matter.

The successful candidate's term of office runs until the next quadrennial elections for the Parish Council.

NOTES:

This document is based upon a study of legislation, guidelines and practices of other Local Councils. It is intended as a summary of the most relevant points of procedure and legislation, rather than a definitive exposition.

Legislation covering casual vacancies can be found at *The Local Elections (Parishes and Communities) (England and Wales) Rules 2006*: <http://www.legislation.gov.uk/ukSI/2006/3305/article/5/made?view+plain>



Candidate's Consent to Co-option For Bleadon Parish Council

Date of Co-option: _____

I, (name in full)

_____ of (home address in full)

hereby consent to my nomination as a candidate for co-option as a Parish Councillor for BLEADON Parish.

I declare that on the day of my nomination I am qualified and that, if there is a poll on the day of co-option, I will be qualified to be so co-opted by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of another Member State of the European Community, who has attained the age of 18 years and that

* (a)	I am registered as a local government elector for the administrative area of the Parish in respect of <i>(qualifying address in full)</i>	
	and my electoral number <i>(see note below)</i> is	; or
* (b)	I have during the whole of the twelve months preceding that day or those days occupied as owner or tenant of the following land or other premises in the Parish <i>(description and address of land or premises)</i>	
		; or
* (c)	my principal or only place of work during those twelve months has been in that Parish at <i>(give address of place of work and, where appropriate, name of employer)</i>	
		; or
* (d)	I have during the whole of those twelve months resided in that Parish or within 4.8 kilometres of it at <i>(give address in full)</i>	

** delete whichever is inappropriate, (but you can include all those that apply)*

I declare that to the best of my knowledge and belief I am not disqualified from being co-opted by reason of any disqualification set out in Section 80 of the Local Government Act 1972, or any decision made under section 79 of the Local Government Act 2000,

Name _____

Signature: _____

Date of consent: _____

My specific interests in the community are: - _____

- NOTES:
1. A person's electoral number is his number in the register to be used at the election (including the distinctive letters of the parliamentary polling district in which he is registered).
 2. A candidate who is qualified by more than one qualification only needs to complete one of those that apply.



BLEADON PARISH COUNCIL TRAINING POLICY

Introduction

Bleadon Parish Council is committed to provide a level of training for both its Staff and Councillors, to enable them to undertake their respective roles for the benefit of the Parish Council, the community, and the individual's personal development. This allows the Parish Council to meet its aims and objectives enabling them to provide the appropriate skills required to deliver a high-quality service.

Aims

Training is defined as *"a planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation"*.

The Parish Council's training aims are the following:

1. To provide the necessary training to the staff to ensure that he/she can undertake his/her role.
2. To ensure the Parish Council is knowledgeable, fully informed and professional and are aware of their legal duties and responsibilities for the betterment of the residents it serves.
3. To ensure an acceptable level of succession planning to:
 - i. To enable the Council to successfully obtain Foundation Status in the Local Council Award Scheme.
 - ii. Ensure the Parish Council can continue to operate during times where staff may be unavailable (e.g. holidays, sickness, staff turnover etc).
 - iii. Ensure the Council can operate effectively following local elections and potential changes to the Council membership.

To support these aims, appropriate funds will be allocated annually to a training budget and membership to professional bodies in the local authority sector to enable the Staff and Councillors to attend relevant training and conferences.

Training can include:

- Formal training courses (ALCA & SLCC)
- Briefings and seminars
- Local Authority Forums
- Conferences (regional and national)
- 1-1 Sessions with the Clerk

Training

Staff Training

- The Clerk will be expected to hold / work towards a relevant professional qualification. For example, Introduction to Local Council Administration or Certificate in Local Council Association among others.
- Annual appraisals will be used to identify Continuous Professional Development (CPD): training and development.
- New Clerk / Other Officer to undertake a week's induction with Clerk / nominated Councillor.
- Staff are encouraged to read regular publications for example the Clerk and Local Council Review.

Councillor Training

New Councillors

- Every Councillor to be given an up-to-date copy of 'The Good Councillor Guide'
- New Councillors to be given an induction pack containing; standing orders, Code of Conduct, Financial Regulations etc.... (see front sheet appendix i)
- New Councillors to attend 'Being a Good Councillor Training' Course run by Avon Local Council Association (ALCA) within nine months.
- Clerk to run 1:1 session if required.

Existing Councillors

- Councillors to attend a refresher course e.g. 'Good Councillors Guide' every 4 years.
- Councillors to be encouraged to attend conferences, Local Authority forums and other training events.
- Councillors on Committees to undertake subject specific training e.g. employment.
- Monthly agenda item specifying training available for Councillors seeking to gain experience of a particular area e.g. playground management, allotments etc.
- Chairmanship training to be undertaken by the Chair / Vice-Chair of the Parish Council and all Committees.

As part of this the Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) for the Clerk, and Avon Local Council Association (ALCA) to enable staff and Councillors to take advantage of training courses and conferences arranged by those associations.



Bleadon Parish Council

Contents

1. Getting Started (DPI & expenses forms)

- . Calendar of Meetings**
- . Current Budget**
- . Council Jargon**
- . Conservation Area Map**

2. Financial Regulations

3. Standing Orders

4. Code of Conduct

5. Policies and Procedures

6. Risk Assessments & Method Statements

7. Asset Register & Inspections

8. Committee Terms of Reference

9. Council Services (Allotments)



BLEADON PARISH COUNCIL PLANNING PROTOCOL

AIM:

To meet our statutory requirements as laid down by the Ministry of Housing, Communities & Local Government in regard to Planning Applications affecting this parish.

To ensure proper and consistent monitoring, noting and reporting of all procedures from initial application through to final decision

There are 3 main areas that need to be formalised, streamlined and/or corrected:

1. Site visits, viewing NSC website and reporting back.
2. Responses to Applications
3. Formal reporting requirements of BPC

The 'Co-ordinator' is the Councillor at the time who has accepted this role

1. Site visits, viewing NSC website and reporting back

- The Co-ordinator will arrange the site visits.
- There will be one site visit for each application attended by as many Councillors as are available and free to do so. A minimum of two councillors must attend each site visit. *This will be conducive to full discussion and debate between the attending Councillors as well as preventing the applicant and neighbours being approached more than necessary by individual Councillors.*
- The Clerk and/or the Co-ordinator will circulate the planning list at the earliest opportunity.
- Councillors confirm to The Co-ordinator whether they are willing and able to undertake a site visit.
- The Co-ordinator will arrange the date and time of the site visit.
- The application, plans and supporting documents can and indeed should be viewed at www.n-somerset.gov.uk/planning-building-control before a site visit.
- See Appendix A for documents to look out for on the website.
- See Appendix B for guidance on what is or is not material to your decision making.
- See Appendix C for an aide memoir of aspects to consider in your deliberations.
- The Co-ordinator will prepare and circulate to all Councillors a report of each site inspection for information and comment. *This will enable any issues or queries arising to be dealt with so that all Councillors are fully informed of each application prior to a BPC meeting.*
- The Co-ordinator will monitor progress of the application and notify all Councillors of changes and/or decisions.
- The Co-ordinator will regularly update the Clerk with the progress of each site visit.

Remember:

- Your duty is to the whole community
- Avoid bias
- Consider the implications for the wider community not just those making representations
- Only consider material planning considerations including precedents and previous decisions – 'benchmarks'

- Base decisions on evidence not hunch – see Appendix D for examples of good and bad evidence
- It is NSC that makes the decision – they validate and approve/refuse. We object, do not object/ note or support ~~make comment/observation~~ to NSC

Commented [LS1]: This is the wording used by NS

2. Responses to Applications

- The Clerk will submit the BPC's response to object/ **to support / to not object** comment in the format set out at Appendix E
- The response must be submitted to NSC within the 21 day consultation period
- In the event of the 21 day consultation period falling before a BPC meeting, the Planning Committee or in the absence of a Planning Committee, the Co-ordinator, after consultation with all Councillors, has delegated powers to make a decision and notify the Clerk who will submit the response to NSC. See *Rider for Clause 4 (a) I of BPC's standing orders revised 13th of Marchy 2023+9*
- In exceptional circumstances an extension to the consultation period can be requested from NSC See *Rider for further details*

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Responses may/should/could:

- Highlight any missing documentation/discrepancies in the application.
- Summarise context – draw attention to any particular aspects of concern and appropriate policies that support our position e.g. Government policy, planning history, local plan.
- Reference documented community issues – parish plans, design statements.
- Offer alternative solutions/request conditions that would mitigate issues.
- Ask for clarifications to be made.
- Reference s106 requests.
- Reference Officer comments/other consultee comments already submitted.
- See Appendix F for examples of content.

3. Statutory reporting requirements

- To prepare an annual report of our performance in providing substantive responses to NSC within the 21 day consultation period and a summary of the reasons why, if we have failed to do so. Report presented to March Parish Council meeting and presented at Annual Meeting of Electors.
- To submit the annual report to the Ministry of Housing, Communities and Local Government.
- To post the annual report on the BPC website on the 1st April.
- To publish the annual report in the 'Bleaton News'.
- The Co-ordinator will monitor NSC and BPC performance.

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Outcome and benefits

- Will assist the Clerk with ~~his~~ workload.
- A more cohesive approach to considering applications.
- Issues can be addressed without delay.
- The yearly report referred to in point 3 above will be readily available.

RIDER

**Delegated Powers covered by:
Bleadon Parish Council – Standing Orders Revised 13th May 2019**

~~4. Committees and sub-committees~~

a

~~i. Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee. Committees and sub-committees can only make recommendations to the full Council and do not have the delegated powers to make resolutions.~~

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~~ii. The only exception to the above shall be in respect of the Planning Committee in circumstances where a decision is required by the Planning Authority before the date of the parish council's next meeting and in each case the Planning Committee shall have delegated powers to make and process a decision. If the Planning Authority requires a response in fewer than 15 days from notification then the Clerk is authorised to circulate the information, collate the Planning Committee members' responses and submit the majority view as the decision of the Committee~~

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XX

Extensions covered by:

Copied from The Ministry of Housing, Communities and Local Government's National Planning Policy Framework and Guidance

Will the local planning authority take into account views received after the formal period for comments has closed?

Local planning authorities may, at their discretion, take into account comments that are made after the closing date (but have no obligation to do so).

Paragraph: 034 Reference ID: 15-034-20190723

Revision date 23 07 2019

What is the time period for making comments?

The time period for making comments will be set out in the publicity accompanying the planning application. This will be not less than 21 days, or 14 days where a notice is published in a newspaper.

To ensure comments are taken into account it is important to make comments before the statutory deadline.

Paragraph: 005 Reference ID: 15-005-20140306

Revision date: 23 07 2019 [See previous version](#)

Is it possible for the statutory consultee to negotiate an extension to the deadline for representations?

It is important for statutory consultees to do all they can to meet the deadline for representations. It should not usually be necessary for an extension to be proposed.

Extensions of time which are negotiated between the statutory consultee and the local planning authority will not affect the applicant's right to appeal against non-determination. In considering whether to agree to any proposed extension, local planning authorities will therefore need to consider the views of the applicant and the likely impact on the overall time taken to reach a decision.

Paragraph: 017 Reference ID: 15-017-20190722

Revision date: 23 07 2019 See [previous version](#)

Appendix A

Documentation

Applications must be made up of:

- The necessary plans of the site
- The required supporting documentation
- The completed form

Look for:

- Application form
- Location Plan
- Site (block plan)
- Certificates of ownership/agricultural holdings (if applicable)
- Design and Access statement
- Ecology Report (if applicable)
- Transport Report (if applicable)
- Any related NSC policies

Appendix B

Material or NOT Material Considerations?

MATERIAL	NON-MATERIAL
Smells and fumes	Loss of view
Layout and density of buildings and design	Loss of property value
Loss of sunlight	Personal circumstances
Landscaping Planning	Business competition
Inspectorate requirements	Problems that might arise during the construction period

Appendix C

What to Consider?

- Permitted Development?
- Conservation Area?
- Listed Building?
- Designated Landscape?
- ND Heritage Asset?
- Green Belt?
- Flood Zone?
- Highway Safety?
- Trees?
- Parking?
- Noise?
- Lighting?
- Amenity Space?
- Waste Management?
- Drainage?
- Design Standards?
- Residential Amenity?
- Street Scene?
- Landscape?
- Housing Density?
- Affordable Housing?
- Environmental Impact?

Appendix D

Good evidence is a combination of...

verifiable **fact** and informed and reasonable **commentary** upon the facts

- "the net density of the scheme is 90dph. This compares with an average of 22 dph within the area shown on my plan no 5. In my opinion this great discrepancy, while perhaps not conclusive, is an indication of the incompatibility of the design with the existing character of the area"
- "in the section of the high street from ... to ... (both sides), there are roughly 40 ground floor business units, of which six occupy double frontages. At 30.5.2012, eight of these (20%) were vacant, six of them for at least a year. In my opinion, this level of vacancy has a harmful effect on .."
- "the nearest primary school/ shop/ etc to the site is about miles away along an unlit road with no separate footway. I consider it highly unlikely that anyone would make the journey on foot. There is a bus service, but it runs only twice a day. I conclude from this that the vast majority of trips to and from the development will be by private car."

Appendix E

Language:-

BPC Council reviewed planning application REF NO XXXX at its meeting held on XXXX and resolved to make the following comments:

- OBJECT OR
- NO OBJECTION OR
- COMMENT/OBSERVATION SUPPORT

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NB It is NSC that makes decisions - they validate and approve/refuse

Appendix F

Content might include:

- Principle of development
- Impact on residential & local amenity
- Loss of open space/landscape character
- Sustainable access to services & facilities
- Density
- Housing needs
- Scale & form (design)
- Designated heritage assets/local list
- Environmental concerns
- Landscaping proposals - trees
- Ecology
- Drainage/flooding
- Traffic & transport including highway safety



Bleadon Parish Council

Pre-application Discussion Protocol

BACKGROUND

The term pre-application discussions include any discussions which take place before a decision is taken on an application.

Bleadon Parish Council (the 'Council') acknowledge that developers may wish to present proposals at different planning application stages to the Council and that pre-application discussions play an important role in major developments. The Council welcomes the desire of developers to consult both the Council and the local community more widely. However, the Council is also aware of the importance of public perception in planning and the critical need to avoid any appearance that the Council is conducting secretive negotiations or, colluding with developers. In order to avoid improper lobbying by a developer or creating a perception that the Council have a predetermined position about a proposed development and will follow the policy guidance notes below.

The Council will not express any views at pre-application stage.

SCOPE

This document applies to all Councillors, Committees, Employees of the Council, contractual third parties and agents of the Council who work and act on behalf of the Council.

This document applies to all developers, landowners, their employees and agents that act on their behalf.

Pre-application meetings

In considering a request to meet with a developer prior to formal submission of a planning application, Bleadon Parish Council would expect that:

1. The meeting is open to the public to attend and has been reasonably advertised.
2. The developer meets all reasonable costs for the hosting of the public meeting including the provision of large scale paper plans for display purposes.
3. A public consultation or engagement event is either already scheduled, or firmly planned.

This may take place within a scheduled local council meeting rather than a separate event. Whilst for large developments an initial pre-app meeting and the community engagement event may be far apart in time, for smaller applications, these could effectively be undertaken at the same meeting.

Bleadon Parish Council will **not** normally hold private meetings with developers unless there is a necessary and compelling reason which could be justified to the public (for example a strong commercial sensitivity, where a developer wishes to receive an initial steer before deciding whether to progress).

Pre-application community engagement

Bleadon Parish Council will encourage developers to carry out engagement with the local community before submitting plans for significant or complex developments. Any Pre-application meeting must meet the following expectations:

1. The venue is convenient and accessible in the community.
2. Sufficient and timely publicity within the community and to all likely interested parties. The timing of the meeting should be appropriate to allow as wide a range of people as possible to attend.
3. That there is a genuinely open mind and willingness to adapt plans in response to community feedback.
4. The developer meets all reasonable costs for the hosting of the public meeting including the provision of large scale paper plans for display purposes.

Local Councillors are advised not to attend separate private briefings as part of public consultation, but instead to attend a public event.

Pre Application Process and the Code of Conduct for Local Councils

It is noted that Bleadon Parish Council are concerned about potential issues with encouraging early conversations with developers on pre-application proposals. These include requests for meetings with individual councillors and how feedback on a proposal could be viewed as pre-determination.

It is recommended:

Individual Councillor's discussions

- a. Councillors must be aware of their obligations under the Council's Code of Conduct.
- b. Individual Councillors must not enter into informal discussions of possible future applications with a developer; to do so may lead to a complaint for a potential breach of the Code.
- c. Where a site meeting is needed, the Council will nominate at least two representatives to attend.


A developer should not attempt to lobby individual members; if this occurs, the Local Council reserves the right to withdraw from any pre-application process.



Pre-Determination


Councillors should avoid expressing any detailed opinion or prior view which might be viewed as pre-determination. To this end, a formal meeting arranged by the Town/Parish Council could include the following suggested wording on the meeting agenda or invitation:


While I/Members may express an opinion for or against the proposal at this meeting, my/our mind(s) is/are not closed and I/we will only come to a conclusion on whether I/we should support the scheme or offer an objection after I/we have listened to the full debate.

A similar statement could also be read out and clearly stated at the start of an informal meeting, to make it clear that the members of the Parish Council attending are not pre-determining their position on a proposal. Local councillors could also include the words 'in principle' or 'subject to ..' when expressing their views to further emphasise that any opinions given at this stage are not pre-judging a proposal in advance of a formal planning application.

Condition Scoring		1 = Good		Area Scoring	1 = Neat & Tidy
		2 = Fair			2 = Fair
		3 = Some attention needed			3 = Requires tidy
		4 = Work required			4 = Overgrown
		5 = Dangerous needs immediate removal			5 = Unusable
Area	Location	Number	Photo	Condition Score	Comments
Coronation Hall Car Park	Youth club lawn L- Shaped wooden planter	1		4	Planter rotten, needs removing or replacing
Coronation Hall Car Park	Youth club lawn Telephone Pole wooden planter	1		1	
Coronation Hall Car Park	Around the Coronation Halls Small stone pots & 1 small trough	7		1	
Coronation Hall Car Park	Around the Coronation Halls Small wooden wheelbarrows	2		1	Good condition, but under the canopy of the roof - very difficult to keep watered – consider removal?
Coronation Hall Car Park	Outside Coronation Halls main door Wooden barrel	1		1	
Coronation Hall Car Park	At front of the Coronation Halls Square wooden planter with trellis	1		1	
Coronation Hall Car Park	By car park exit Wooden barrels	5		1	Barrel with bay tree is looking worn

Coronation Hall Car Park	By car park entrance Wooden barrels	3		1	
Coronation Hall Car Park	By entrance near public toilets Small beds built into the stone wall	2		1	
Coronation Road	Village Pump 5 * stone troughs & 3* small stone pots (two outside 14 Coronation Rd)	8		1	Not sure if all the stone pots belong to the PC?
Coronation Road	Market Cross Wooden barrels	4		1 4 see notes	One small barrel is rotten - needs removing
Coronation Road	Market Cross by church gate Square 'tea chest' planter	1		1	
Coronation Road	Market Cross Wooden cross shaped planter	1		1	
Coronation Road	Church Rooms/ Rectory Lane corner Wooden barrel	1		1 5	Could a barrel be moved from elsewhere to replace the broken one we removed?
Shiplate Road	Corner of old school lane – small flower bed under road sign	1		1	
Shiplate Road	Outside Ingleside - wooden barrels	4		2	Looking a bit tired
Shiplate Road	The Veale under the noticeboard Wooden barrels	2		2	Looking a bit tired, area around pots is overgrown
Shiplate Road	The Veale beside the bench Wooden barrel	1		1	

Shiplate Road	Corner of Birch Avenue Wooden barrels	2		4	Rotten – need removing after this year
Shiplate Road	Bottom of Birch Avenue Wooden barrels	1		1	
Celtic Way	Bus stop Small stone beds built into wall	2		1	
Celtic Way	By the bench outside The Dell Wooden barrels	2		1	
Celtic Way	Outside Padwells Wooden barrels	3		1	
Celtic Way	Beside the bus shelter Wooden barrel	1		1	
Roman Road	Turning circle beside the bench Wooden barrels	2		1	
Hillcote	At entrance to the estate Square 'tea chest' planter	1		1	
Bleadon Road	By Huttons garage Square concrete planter	1		1	
Bleadon Road	Under Bleadon sign Square wooden planter	1		1	
Bleadon Road	Beside bus stop by croquet lawn Triple square 'tea chest' planter	1		1	
Bleadon Road	Beside bus stop by croquet lawn Wooden barrels	3		1	
Bleadon Road	Outside Ambleside Wooden barrels	2		1	
Bleadon Road	Corner of Chestnut lane Wooden barrels	2		1	
Bleadon Road	Corner of South Combe Wooden barrels	4		1	

Bleadon Road	Beside the WI bench Wooden barrels	2		1	
Bleadon Road	Corner of Amesbury Drive Wooden barrels	2		3	1 barrel's band is badly corroded
Bleadon Road	Corner of Tenterk Close Wooden barrel	1		3	Needs retiring after this year. Replacement barrel?
Purn Way	Outside Appletree cottage Wooden barrels	2		1	
Purn Way	At start of private road (by gate) Square 'tea chest' planter	1		1	
Purn Way	Beside bench Wooden barrels	2		1	
Purn Way	Beside gate at start of footpath Square 'tea chest' planter	1		1	
Bridge Road	Corner of bridge road / a370 Square concrete planter	1		4	Concrete is cracked in several places
Bridgwater Road A370	Outside Number 5 Council Houses Wooden barrels	2		1	
Bleadon Mill Corner	Grass verge Wooden barrel (Part of tractor display)	1		1	
Bleadon Mill Corner	Grass verge. Square wooden planters (Part of tractor)	2		1	
Bleadon Mill Corner	Grass verge Tractor tyre (Part of tractor)	2		1	

**BLEADON PARISH COUNCIL
PARISH NEWSLETTER WORKING GROUP
TERMS OF REFERENCE**

The Parish News Working Group ('the Working Group') is a working group of Bleadon Parish Council ('the Council') and is established to co-ordinate the consultation on the Parish Newsletter and suggest a future way forward.

Membership

The Membership of the Working Group shall be a minimum of three Members of the Council ('Council members'), and up to five other members of the community ('Community members'). N.B. These numbers are flexible – the Council recognises it is important to have the right skills and interest on the working Group and, whilst membership will be generally reviewed annually at the Annual Council Meeting, it is possible that community membership may increase and go above eight.

Commented [LS1]: Your choice as to community members

Commented [LS2]: Dependent on above

The Chair of the Working Group will be a Member of the Council and shall be chosen by the Working Group Members at the first meeting of the Working Group.

The Chair will convene meetings and liaise with the Clerk regarding a schedule of meetings and agenda items. A minute taker will be selected from the membership at the meeting.

Decisions

The Working Group shall recommend actions / decisions to the Council who will vote on those requirements / motions at the next relevant meeting and feedback accordingly so as not to delay actions unduly. The working Group has no budgetary or spending powers – if expenditure of any kind is expected because of the working Group recommendations it must be referred to the Council, through the Clerk, for approval.

Meetings

The Working Group shall meet as necessary. Copies of the draft notes of the meeting shall be circulated to all Members and the Council within 10 workdays. Working Group meetings are not required to be held in public.

Quorum

The quorum shall be three members of the Working Group with a minimum of two Councillors. If the number of members present falls below the required quorum of three the meeting may be adjourned unless it is felt necessary, due to urgent requirements, to continue discussions. The notes of that meeting will then be forwarded to Full Council for consideration as per usual (see Decisions above).

Responsibilities

The key objective will be to consider the Parish Newsletter Consultation to look at its future and make a recommendation to the Parish Council on a way forward.

Life of the Working Group

The Working Group shall continue to meet until the future on the Parish Newsletter has been agreed and implemented by the Parish Council. The Working Group shall then discuss either dissolving or continuing to monitor and evaluate the outcome of the Parish Councils decisions.

Review

The Terms of Reference shall be reviewed by the Council in May of each year.



Bleadon Parish Council

Open Space Working Group

1.0 Authority

1.1. The Open Spaces Group is constituted as a working group to support Bleadon Parish Council (BPC). Its terms of reference are set out as below, as approved by the full Council, and subject to amendment at future Council meetings. Its authority is limited to making recommendations and undertaking actions resolved by the full Council. It therefore has the option not to meet in public.

1.2. The Group is authorised by the full council to request the attendance of BPC councillors, employees, contractors, or members of the public, if it considers this necessary to discharge its duties.

2. Overall Purpose/Function

2.1. The purpose of the working group is to support BPC to ensure that the Parish's Open Spaces are maintained to the standards expected by its parishioners, dealing with enquiries for maintenance and improvements, and developing Open Spaces to keep a pleasant and safe place to live and work in.

2.2. The group will make recommendations to BPC for consideration and resolution and will act on the Council's behalf when authorised through resolutions agreed at Council meetings.

3. Duties & Responsibilities

3.1. Developing a full understanding of the ownership of all areas of the parish, and therefore the responsibilities for maintenance of all BPC's open spaces. This includes establishing clearly which areas/duties fall to BPC's responsibility and those of North Somerset Council / local landowners.

3.2. Accessing grants, including S106 monies (CiL) to fund improvements to the parish's open spaces.

3.3. Reviewing and preparing proposals for maintenance or developments in parish open spaces for presentation and adoption by resolution of the full Council.

3.4. Working with North Somerset Council to ensure the maintenance of:

- Footpaths and Bus Shelters

3.5. To maintain a log of requests for maintenance and developments of open spaces in the parish and supporting the Clerk with referrals to appropriate bodies for their resolution.

3.6. Undertaking any other related activities on behalf of the Parish Council.

4. Membership/Attendance/Quorum

4.1. The core members of the Group shall include three members of the Parish Council.

4.2. Non-councillors may be appointed.

4.3. There is no quorum requirement, but all recommendations shall be referred to full council for any decision.

5. Frequency and Administration of Meetings

5.1. No formal meeting of the groups are planned The Group will agree its own meeting schedule if required, will publish an agenda and will inform the Parish Clerk of any outcomes.

5.2. The notes of the meeting shall be presented to the next full Council meeting. Any recommendations for decisions will be presented to the Council in writing in the usual way for inclusion on the agenda.



BLEADON PARISH COUNCIL Open Spaces Committee - Terms of Reference

Purpose of the Open Spaces Committee

The committee is established to effectively protect, manage, maintain, and improve the designated open spaces, owned and leased land on behalf of Bleadon Parish Council (BPC).

These regulations are supplementary to, and do not override, the council's standing orders and/or financial regulations.

1. Membership

- a. The committee shall comprise of at least 3 council members.
- b. Committee meetings shall be subject to a quorum of 3 members.
- c. Members will be appointed at the annual meeting of the council or, in the case of the resignation of a member(s), or newly co-opted Councillors during the council year at an ordinary council meeting.
- d. Non-councillors can be appointed to the committee, but do not have a vote on any financial recommendations but will be able to speak during the debate.
- e. The committee shall select its own Chairman at the first meeting after the annual meeting of the council.

3. Conduct of Meetings

- a. The committee should carry out all matters in accordance with the council's standing orders and any other related policies.
- b. All meetings of the committee will be minuted by the Clerk or other appropriate staff member.
- c. All minutes of committee meetings will be provided to the full council.
- d. The committee will meet on the fourth Monday of each month, or as required.
- e. Members of the press and public will be allowed to attend meetings and make representations in relation to advertised business items of the agenda in accordance with standing orders.

Commented [LS1]: Having a Committee with delegated powers impacts on Officer time.

4. Delegated powers and obligations of the committee

- a. To have fully delegated powers under Section 101 of the Local Government Act 1972.
- b. To keep under review the provision of open spaces and recreational facilities for Bleadon residents.
- c. To ensure that all recreational equipment is:
 - i. Well maintained and meets British Safety Standards.
 - ii. Inspected visually weekly, operationally quarterly, and annually by a RoSPA Inspector.
 - iii. Improved or renewed when required to meet local needs.
- d. To ensure that grounds maintenance is carried out appropriately to regularly maintain the grounds and plant life within all the council owned open spaces.
- e. To arrange for tree inspections to be carried out as deemed necessary and act upon recommendations contained therein.
- f. To continue to monitor the open spaces for consideration for environmental improvements and put forward proposals for improvements to council in line with the council's Environment Policy.
- g. To make decisions on behalf of the council regarding open space management and improvements outside the budget allocation, with a financial delegated authority level of up to £5,000, as per the council's financial regulations.
- h. To consider and make recommendation to full council on any expenditure outside of budget allocation above the committee's delegated authority level of £5,000.
- i. To lead on and approve quotations/tenders for all aspects of maintenance and ground works in accordance with the council's financial regulations.
- j. To work in partnership with appropriate funding bodies to improve the council's facilities.
- k. To work in partnership with the other organisations where necessary.
- l. All correspondence shall be conducted through the Clerk.

Commented [LS2]: If you had these powers (highlighted yellow) then it would restrict whether Cllr Howe (whose experience would be invaluable) could have an input or not.

Commented [LS3]: Level needs to be agreed

Commented [LS4]: As above

**Final External Auditor Report and Certificate 2020/21 in respect of
Bleadon Parish Council AV0014**

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Respective responsibilities of the body and the auditor

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

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

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

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor report 2020/21

On 26 September 2021, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2021. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

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

1. The Council's earmarked reserves are subject to some confusion as to the amount and purpose of the reserves being held. The Council has informed us that for the 2023/24 financial year, there will be a review of the earmarked reserves held by the Council. As a result of this non-compliance with proper practices, the Council should have responded 'No' to Assertion 1 on the Annual Governance Statement.
2. We note that in respect of one contract above £5,000, 3 quotations were not obtained as was required by the Council's financial regulations, and neither was the financial regulation followed that requires an explanation as to why non-compliance with financial regulations was being recommended. As a result of this non-compliance, the Council should have responded 'No' to Assertion 2 on the Annual Governance Statement.
3. We note that the issues of a lack of transparency, including failure to publish required information, and the use of working groups relate to the responses given in Assertions 2 and 3 of the Annual Governance Statement. The Council has commented that currently the working groups that are

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PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited family of legally independent firms and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm or firms.

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Accountants &
business advisers

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established have no formal agenda or notes for the meetings held; any reports are presented verbally to the Council on the night of the meeting; and that the standing orders do not cover working groups. The Council has informed us of its recent actions and plans to improve weaknesses in these areas; however, in our view, the Council should have responded 'No' to Assertions 2 and 3 as a result of these governance issues.

4. The smaller authority has disclosed that it made proper provision during the year 2020/21 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as became apparent during our additional work, we are aware that it failed to do this fully and therefore should have answered 'No' to this assertion.
5. The figure in Section 2, Box 9 is incorrect; since the fixed asset register (FAR) should have included the nine tablet devices and mobile phone purchased in 2020. The Council has informed us that the FAR is currently being reviewed in relation to legal advice obtained in reference to the Coronation Hall/Car Park/Youth Club land and will be restated on the 2022/23 AGAR.

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

6. The smaller authority has not provided an adequate explanation for the variance between the prior and current year values in Box 3 of Section 2.
7. We note that the Council agreed to consider allocating a further £1,000 to the Covid Group from the Small Business Grant received from North Somerset at the meeting on 8 June 2020 (minute 337.9). There is no evidence that this was revisited during the year; however, at the time of our additional work, a 'Covid Group' earmarked reserve of £1,000 still existed in the 2022/23 earmarked reserves. The Council informed us that at the end of that financial year this would be reviewed with a view to closing it, as requested by the Covid Group.
8. The Council informed us that confusion exists as to whether 'Bleadon in Bloom' is a Council run initiative or an independent entity. It has commented that, given that 'Bleadon in Bloom' receives grants and income from other sources which do not go through the Council's accounts, it is assumed to be an independent entity. For this reason, the Council has confirmed that in future any money budgeted for 'Bleadon in Bloom' will be accessed using the grant application process.
9. We received considerable challenge correspondence in relation to the 2020/21 and 2021/22 AGARs which we considered before completing our work. The authority will receive invoices in relation to this additional work.

External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

PKF Littlejohn LLP

PKF Littlejohn LLP

17/05/2023

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Respective responsibilities of the body and the auditor

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

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

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor report 2021/22

On 27 September 2022, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2022. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

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

1. The Council's earmarked reserves are subject to some confusion as to the amount and purpose of the reserves being held. The Council has informed us that for the 2023/24 financial year, there will be a review of the earmarked reserves held by the Council. As a result of this non-compliance with proper practices, the Council should have responded 'No' to Assertion 1 on the Annual Governance Statement.
2. We note that the issues of a lack of transparency, including failure to publish required information plus contracts information and budget monitoring papers, and the use of working groups relate to the responses given in Assertions 2 and 3 of the Annual Governance Statement. The Council has commented that currently the working groups that are established have no formal agenda or notes for the meetings held; any reports are presented verbally to the Council on the night of the meeting; and that the standing orders do not cover working groups. The Council has informed us of its recent actions and plans to improve weaknesses in these areas; however, in our view, the Council should have responded 'No' to Assertions 2 and 3 as a result of these governance issues.
3. We have concerns regarding payment approvals during 2021/22 and note the Council's comments that during 2021/22 any budgeted/agreed contract expenditure was considered as having already being approved by the Council. In our view, this practice is not compliant with the Council's financial regulations

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and as a result the Council should have responded 'No' to Assertion 2. The Council has stated that, as of February 2023, all monthly payments, regardless of whether they are contracted, budgeted or minuted spend are now being reported to every Council meeting; standing orders have been cancelled and replaced by BACS payments to allow more transparent comparison with the invoices; and all invoices will be checked against the monthly published 'Bills for Payment Schedule' by a Councillor prior to a full Council meeting.

4. We have a number of concerns regarding the governance, control and accounting for trust funds and assets held by the Council. In our view, the correct responses to Section 1 Assertion 9 and Section 2, Box 11 are 'No' and 'No'. We note that:
 - a. the Council has commented that some confusion exists in relation to its responsibilities as sole trustee and custodian trustee;
 - b. the Council holds the play area as a charity (Bleadon Children's Playground (the Trust) - Charity number 304491) of which it is sole trustee with the day-to-day management being undertaken by the Council. The Trust itself has no separate bank account (which it should) or outside source of income and all expenditure has been included in the Council accounts and AGAR. The Council accepts that currently no properly constituted trustee meetings take place, which it undertakes to do in 2023/24. The Council also plans to create a separate cost code within the Council's accounting package, which will enable the day to day receipts and payments to be clearly identified and reported to the Trust;
 - c. the Council is also custodian trustee of the Coronation Hall. The Trust Deed declares that the Council holds the land on trust for the charity. The relevant property is therefore held by the charity and is not an asset of the Council. The Council has informed us that a management agreement (dated 2010) exists for the Coronation Hall, which the Council and the management committee have been following. It incorrectly identified that the Council should be undertaking all external maintenance and meeting the cost of the building's insurance. Whilst it is possible that the Council and the charity can enter into any arrangement that they consider to be in the interests of the charity, any expenditure incurred by the Council is in effect a grant to the charity. In future, the Council has informed us that the Coronation Hall's management committee will be asked to fill in a grant application form.
5. The figure in Section 2, Box 9 is incorrect; since the fixed asset register (FAR) should have included the nine tablet devices and mobile phone purchased in 2020. The Council has informed us that the FAR is currently being reviewed in relation to legal advice obtained in reference to the Coronation Hall/Car Park/Youth Club land and will be restated on the 2022/23 AGAR.

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

1. We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2022/23 for the exercise of public rights, since the period for the exercise of public rights did not include the first 10 working days of July. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2022/23 and ensure that it makes proper provision for the exercise of public rights during 2023/24.
2. We note that the Council agreed to consider allocating a further £1,000 to the Covid Group from the Small Business Grant received from North Somerset at the meeting on 8 June 2020 (minute 337.9). There is no evidence that this was revisited during the year; however, at the time of our additional work, a 'Covid

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Group' earmarked reserve of £1,000 still existed in the 2022/23 earmarked reserves. The Council informed us that at the end of that financial year this would be reviewed with a view to closing it, as requested by the Covid Group.

3. The Council informed us that confusion exists as to whether 'Bleadon in Bloom' is a Council run initiative or an independent entity. It has commented that, given that 'Bleadon in Bloom' receives grants and income from other sources which do not go through the Council's accounts, it is assumed to be an independent entity. For this reason, the Council has confirmed that in future any money budgeted for 'Bleadon in Bloom' will be accessed using the grant application process.
4. We received considerable challenge correspondence in relation to the 2020/21 and 2021/22 AGARs which we considered before completing our work. The authority will receive invoices in relation to this additional work.

External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

PKF Littlejohn LLP

PKF Littlejohn LLP

18/05/2023

External Audit Action Plan

Recommendation	Comment	Date to be completed
External Audit 2020/21		
Ensure the exercise of public rights is implemented correctly		July / August 2023
Ensure grant awarding process is clear using the grant awarding policy.	Publish applications as part of agenda papers with info redacted. Begun in April 2023	Completed
Ensure all agenda papers are available on website (except any confidential items).	Started Feb 2023 - ongoing	Completed
Ensure monthly bank recs are reported to full council meetings every month.	Started Feb 2023 - ongoing	Completed
Review of Committee and working party structure	Started May 2023 – ongoing.	
Terms of reference for every Committee / Working Party	Started May 2023 – ongoing.	
Working parties be added to standing orders.	Completed March 13 th 2023	Completed
Minutes / notes of working parties / committees to form part of the PC agenda pack and to be noted (not approved) at PC meetings and separate agenda items for recommended works	To be started financial year 2023/2024	
Ensure the Asset Register is completed correctly and updated.	Review Asset register for 2022/23. Remove assets purchased in this year to restate register for 2021/22.	June 2023
Review money held in reserves and how it is shown in the accounts	Reviewed March 2023 Reviewed May 2023 as part of budget setting. Accounting package changed to Scribe.	Completed
Review and update reserves policy	Locum Clerk to review and update. To be presented to PC June 2023	June 2023
External Audit 2021/22		
	Only includes additional items.	
Hold correctly convened Trustees meetings		June 2023
Investigate whether trust money needs to be held separately.	Contact Roger Taylor, set up Trust Bank Account	June 2023
All monthly payments, regardless of whether they are contracted, budgeted or minuted spend to be reported to every Council meeting	Started Feb 2023- ongoing.	Completed
Schedule of regular payments agreed at annual meeting.	Presented at Annual Parish Council Meeting May 2023	Completed
Bills for payment to be brought to each meeting to be signed off. Minute reference where applicable.	Started Feb 2023- ongoing.	Completed
All invoices to be checked against the monthly published 'Bills for Payment Schedule' by a Councillor prior to a full Parish Council meeting	Started March 2023 - ongoing	Completed
To review contracts and formalise their management.	Locum Clerk has met GB Sport, Ranger, Editor & Blue Spot to understand current contracts. Footpath audits and play inspection recording sheet introduced for Ranger. Review. Contracts for renewal for 2024/2025.	Autumn 2023
Ensure a transparent tendering process documented in minutes / notes.	To apply to PC / Committees and Working Parties and undertaken by my named individual.	Autumn 2023
To ensure Financial Regulations are followed in relation to contracts negotiated with contractors.	All contracts are due for renewal for the financial year 2024/2025. Start process in Autumn 2023.	Autumn 2023

Bills for Payment - 12th May to the 6th June 2023
Bleadon Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
	Already Paid							
DD	3 Business Solutions	Mobile (02.05.2023)	£14.82	£2.96	£17.78	Awaiting invoice	364.23	LGA 1972, s. 111
DD	Opus Energy	Unmetered supply (March)	£13.67	£0.68	£14.35	Awaiting invoice	364.23	PC Act 1957, s3
	To Pay							
BACS	Adrian Project Services	Village Ranger	£602.00		£602.00		364.23	PHA1875.164
BACS	Adrian Project Services	To clean out toilet gutters Total: £642	£40.00		£40.00		H & S	PHA 1936, s87
BACS	Blue Spot	Cleaning of Public Toilets	£139.50		£139.50		364.23	PHA1936, s87
BACS	Ellie Young	Bleadon News Editor	£400.00		£400.00		337 (2) ?	PHA 1936, s234
BACS	Initial	Clinical Waste Collection	£68.51	£13.70	£82.21		364.16	
BACS	Coronation Halls	Contribution for Hall hire for Coronation	£50.00		£50.00		363.12	
BACS	Coronation Halls	Annual Hire of the hall TOTAL: £336	£286.00		£286.00		364	LGA 1972, s. 111
BACS	Rialtas	6 months notice charge Asset Register	£78.63	£15.73	£94.36		364.20	LGA 1972, s. 111
BACS	Rialtas	6 months notice VAT TOTAL: £149.01	£45.54	£9.11	£54.65		364.20	LGA 1972, s. 111
BACS	Times Past	Cheese for APCM	£13.20		£13.20		362.12	
BACS	Robin Flavell	Bleadon in Bloom compost & plants	£461.00		£461.00		364.19	PHA1875.164
BACS	SLCC	Councillor training	£120.00	£24.00	£144.00		364.14	LGA 1972, s. 111
BACS	PKF	External Auditors Fee for 2020/21 AGAR	£2,485.00	£497.00	£2,982.00		Audit	LGA 1972, s. 111
BACS	PKF	External Auditors Fee for 2021/22 AGAR Total: £10,307.10	£6,104.25	£1,220.85	£7,325.10		Audit	LGA 1972, s. 111
BACS	Webglu	Quarterly website hosting, back ups & support	£94.75	£18.95	£113.70		364.23	LGA 1972, s. 111
BACS								
BACS	Liz Shayler	Locum Clerk 50hrs (01.05.23 - 31.05.23)	£1,250.00		£1,250.00		361.3	LGA 1972, s112 (2)
BACS	Liz Shayler	Expenses (printer cartridge)	£41.93	£8.39	£50.32		Admin	LGA 1972 s111
BACS	Nina Flint	Finance Officer 12hrs (01.04.23 - 31.05.23)	£216.00		£216.00		361.5	LGA 1972, s112 (2)
SO	Brian Robinson	Clock Winding (31.05.23)	£25.00		£25.00		364.23	PC Act 1957, s2
DD	Lloyds	Credit Card Charge (12.06.2023)	£3.00		£3.00	Currently no access to account	364.23	LGA 1972, s. 111
		Totals	£12,552.80	£1,811.37	£14,364.17			

Current Bank Balances

Current Account (as of the 30th April)
Deposit Account (as of the 30th April)

£34,970.56
£55,265.33

Bleadon Parish Council

Net Position by Cost Centre and Code

Cost Centre Name

Allotments		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		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		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
10	Locum salaries					216.00	-216.00
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	14.00		286.00
16	Printing			400.00			400.00
17	Insurance			810.00			810.00
18	Audit Fees			9,400.00			9,400.00
19	Mobile			240.00			240.00
20	Subscriptions			1,200.00	316.03		883.97
21	Bank Charges			130.00	3.00		127.00
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			50.00
29	Training Councillors			400.00			400.00
				37,580.00	£549.03		37,030.97

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		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		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
301	Ranger				7,224.00	602.00	6,622.00
302	General Maintenance				750.00		750.00
303	Public Toilets				2,000.00		2,000.00
304	Car Park Maintenance				1,000.00		1,000.00
305	Grass Cutting				4,350.00		4,350.00
306	Church Clock				300.00		300.00
307	Streetlighting				2,300.00		2,300.00
308	Defib				200.00		200.00
309	Village Improvements				2,000.00		2,000.00
310	Jubilee Garden				2,000.00		2,000.00
311	Waste Collections				150.00		150.00
312	Churchyard						
					22,274.00	£602.00	21,672.00

Play Areas		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		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			10.00	14,000.00		14,010.00
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		1,000.00
605	Coronation				300.00		300.00
606	Covid Support Group					126.00	-126.00
				£10.00	17,300.00	£126.00	17,184.00

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	230.00			-1,770.00
			2,000.00	£230.00	5,000.00		3,230.00

NET TOTAL

67,354.00 £34,085.00 85,454.00 £1,357.03 50,827.97

