



BLEADON PARISH COUNCIL

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

8th November 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 13th November 2023 at 7.30pm, when the following business will be transacted.

C P Bolt

Parish Clerk & RFO

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

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

AGENDA

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

371.2 **Declarations of Interest** on any agenda items.

371.3 **To approve and sign as a correct record the Minutes** of the Parish Council meeting on Monday 9th of October 2023 (pages 5 - 9).

371.4 **Reports from Working Parties/Committees.**

A meeting of the Parish News Working Group took place on 1st November to discuss the first edition of the Parish News in its revised form. There are no decisions arising from this Working Group meeting requiring consideration by the Council. The notes of the meeting will be circulated for information at a later date.

- 371.5 **To agree to call a Parish Meeting** following the publication of the North Somerset Local Plan which is expected to be published for consultation purposes at the end of November 2023.
- 371.6 To note the consultation by North Somerset Council in relation to the **Biodiversity Supplementary Planning Document** and agree how the Council might wish to respond. A report will be circulated prior to the meeting.
- 371.7 To note the training and events available and agree any attendance.
- i) FREE Scribe Training <https://www.scribeaccounts.com/scribe-academy-training>
 - ii) NALC virtual training <https://www.nalc.gov.uk/our-events/online-events>
- 371.8 **Financial/Staffing Matters** (pages 10-15)
- i) To authorise bills for payment for November.
 - ii) To note the Parish Council's end of October bank balances and bank reconciliation and end of October net position.
 - iii) To note the Council's current position in relation to Earmarked and General Reserves and to authorise the Clerk to update the budget to reflect in-year alterations.
 - iv) To agree the movement of funds between accounts.
- 371.9 To agree **Updates to Policies** (pages 16 - 28)
- i) Revised CCTV Policy – the policy has been updated to reflect changes to system settings in relation to audio recordings.
 - ii) Grants Policy – the policy has been updated to clarify the areas where the Council is able to provide support. It should be noted – if adopted – the policy will apply to future funding requests.
- 371.10 **Report of the Parish Clerk** (pages 29 - 36).

Decision Items

1. Governance and Accountability
 - i. To agree lead roles and responsibilities – an updated report in this respect will be tabled at the meeting
2. Arrangements for Future Contracts
 - i. To agree to an addition to the terms of reference of the Personnel Committee.
 - ii. To adopt a framework of principles to guide the production of specification and the selection of contractors.

Information Items

1. Playground works
2. Defibrillators
3. Quarry Development
4. Coronation Hall environs
5. Tree works

- 371.11 To **consider and comment upon the following planning applications:**

23/P/1270/FUL - Proposed erection of a livestock building and provision of access road.
Land West of Coombe Farm Bridgwater Road Bleadon

23/P/1707/OUT - Outline planning permission for the erection of 3no. detached dwellings with access for approval; with appearance, landscaping, layout and scale reserved for subsequent approval.
Land Known as The Paddock East of Rockville Bridge Road Bleadon BS24 0AU

23/P/2305/FUL - Proposed erection of 9no. 4 bed detached dwellings
Land Off Purn Way Bleadon BS24 0QF

23/P/2074/NMA - Non-material amendment to permission to allow substitution of drawings to house types and office block to 22/P/2113/RM (Reserved matters application for appearance, landscaping, layout and scale for the erection of 42no. dwellings and office building pursuant to outline permission 19/P/0835/OUT (outline application with details of access (matters of layout, scale, appearance and landscaping are reserved) for the demolition of all industrial buildings, plant and machinery, the erection of up to 42 dwellings and 500 sqm of flexible Use Class A2/B1/D1 floor space, open space, landscaping, new vehicle and pedestrian access, and associated works)
Bleadon Quarry, Bridge Road, Bleadon, Weston-super-Mare. BS24 0AU

23/P/2149/AOC - Request to discharge condition numbers 40 (Details of Boreholes) and 41 (Remediation) on application 19/P/0835/OUT
Bleadon Quarry Bridge Road Bleadon Weston-super-Mare BS24 0AU

23/P/2253/AOC - Request to discharge condition number 15 (Foot paths) and 17 (Road Safety Audit) on application 19/P/0835/OUT
Bleadon Quarry Bridge Road Bleadon Weston-super-Mare BS24 0AU

371.12 Date of the next meeting(s):

- Parish Council Meeting Monday 11th December 2023, 7.30pm at Coronation Hall



Avon and Somerset Police

NEIGHBOURHOOD POLICING

Bleadon 2023 Bleadon Neighbourhood Report

Calls Received – 15

Abandoned 999 – 4 Concern for Welfare – 3 Road-1 other -7

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

For awareness the only crime in the village was a Road related this month



Email: 8338@avonandsomerset.police.uk

Police Priorities/Action Undertaken/Advice/Upcoming events:

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



MINUTES OF A MEETING OF BLEADON PARISH COUNCIL HELD IN THE CORONATION HALL AT 7.30pm ON MONDAY 9th OCTOBER 2023.

PRESENT: Councillors Mary Sheppard (Chairman), ID Clarke, Ann Davis, Jo Gower-Crane and Andy Scarisbrick (Vice-chairman).
Councillor Sugg (following co-option)

IN ATTENDANCE: Craig Bolt (Clerk)
WARD COUNCILLORS: Councillor Porter
MEMBERS OF THE PUBLIC: Five

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

i) Members of the public

A resident referred to an increase in traffic at the junction of Bridgwater Road and Bleadon Mill, partly arising as a consequence of increased residential development. There were no 'Give Way' signs at this location and the road markings had deteriorated to a point where they were no longer visible. Cllr Porter undertook to investigate this matter further.

ii) Beat Manager's Report

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

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

iii) Ward Councillors' report

Cllr Porter provided the following updates:

The Council had received no bids for the No. 126 bus service which had recently been put out for tender. There would now be a new round of tendering and if that proved unsuccessful, then there was the potential for the No. 10 bus to be re-routed to come through Bleadon. Cllr Porter was hopeful that there would be a solution in place for January 2024.

Bleadon in Bloom had achieved Silver Gilt status at the recent regional awards event. The community work element had scored particularly highly.

In response to a question, Cllr Porter acknowledged that there were delays with addressing planning applications and that the Council was facing a shortfall in experienced planning officers.

Cllr Sheppard opened the meeting by welcoming everyone.

The meeting was convened.

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

Apologies were received from Cllr Mark Howe.

Resolved: To accept the apologies received.

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

Mr Sugg addressed the Council regarding his application.

Resolved: That Mr Sugg be duly appointed as a Councillor of Bleadon Parish Council.

The resolution was correctly proposed and seconded (unanimous)

Cllr Sugg read aloud and signed a Declaration of Acceptance of Office and joined the meeting.

370.3 To approve and sign as a correct record the Minutes of the Parish Council meeting on Monday 11th September 2023.

Resolved: To approve the Parish Council minutes of 11th September 2023.

The resolution was correctly proposed and seconded (unanimous)

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

370.4 To consider reports from Working Parties/Committees

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

370.5 To note the North Somerset Corporate Plan and budget development and agree a way forward.

It was noted that the mechanism by which North Somerset Council had sought to obtain the views of Town and Parish Councils was problematic in that it did not really allow time for meaningful engagement. Concerns had also been raised about the proposed development of a Rural Strategy alongside the Corporate Plan, but no further details regarding this strategy had been received. A draft response had been prepared by the Parish Clerk in readiness for submission by the deadline for responses of 16th October 2023.

Resolved: That Councillors provide their comments on the draft response to the Clerk by 13th October for collation and submission.

The resolution was correctly proposed and seconded (unanimous)

370.6 Financial/Staffing Matters

i) To authorise bills for payment for October.

It was noted that the direct debit payment in relation to NEST pension contributions would be higher than stated in the summary bills for payment due to the timing of when the payment would be collected. The bills for payment summary referenced a figure of £82.05. The actual amount would be £191.46 at the point at which the payment would be taken. The difference reflected the cumulative effect of payment relating to a number of months rather than any increase in the contribution levels expected from the Council. The effect of this change was that the gross bills for payment amount would increase from £3,148.89 to £3,258.30.

Resolved: To authorise the payments for October of £3,258.30.

The resolution was correctly proposed and seconded (unanimous)

ii) To note the Parish Council's end of September budget position, bank balances and bank reconciliations.

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

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

It was noted that proposed changes to budget headings and cost centres supported proposals in relation to contract awards which would be considered under the Parish Clerk's report (Item 370.8).

Resolved:

- i) To note the 2nd Quarter Monitoring Report and approve the recommended changes to budget headings and cost centres.
- ii) To request that the Parish Clerk prepare a report in relation to reserves for the November meeting of the Council.
- iii) To request that the Parish Clerk investigate the costs associated with the provision of additional defibrillators.

The resolutions were correctly proposed and seconded (unanimous)

- iv) **To agree the following expenditure:**

Resolved: That the Council make a £50 donation for the Remembrance Day wreath.

The resolution was correctly proposed and seconded (unanimous)

370.7 Planning Matters

Resolved:

- i) That consideration of any planning matters be deferred until the November meeting to enable site visits and further discussions to take place.
- ii) That in relation to the proposed street naming in request in relation to the quarry development, the Parish Clerk be requested to advise North Somerset Council that the Parish Council's preference is for the name 'Quarry Close' to be used and for the reasons for this decision to be communicated to North Somerset Council.

The resolutions were correctly proposed and seconded (unanimous)

370.8 Report of the Parish Clerk

- i) **External Auditor's Opinion – AGAR 2022/23**

It was noted that the establishment of a bank account for the play area charitable trust required further work.

Resolved:

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

The resolution was correctly proposed and seconded (unanimous)

- ii) **Tree Felling & Associated Works – Award of Contract**

Resolved:

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

The resolutions were correctly proposed and seconded (unanimous)

iii) Works in the Vicinity of the Coronation Halls

It was noted that the Parish Clerk would arrange a meeting with the Management Hall Committee and other interested parties to discuss timescales and matters of details regarding the operation of the contract and energy supply.

Resolved:

- i. That budget provision of £8,000 is agreed in relation to the costs relating to works in the vicinity of the Coronation Halls.
- ii. That the quote received from P T services in the sum of £7,284 (inclusive of VAT) be accepted and a contract awarded, subject to the receipt of satisfactory references.
- iii. That the Parish Clerk be authorised to agree contract variations provided that any consequent costs are within the limits established by the Council's Financial Regulations and that the total budget provision agreed by Council as a consequence of recommendation (i) above is not exceeded.

The resolutions were correctly proposed and seconded (unanimous)

iv) Works to Jubilee Gardens and Pea Green

It was noted that the specification required minor modifications in relation to the Council's area of responsibility adjacent to Pea Green.

Resolved:

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

The resolution was correctly proposed and seconded (unanimous)

v) Exclusion of the Press and Public

Resolved:

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

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

The resolution was correctly proposed and seconded (unanimous)

vi) Works in the Vicinity of the Coronation Halls

The Council considered a recommendation of the Parish Clerk regarding the capacity of the Council to manage a number of potential contracts over an extended period of time.

Resolved:

- i) That Cllr Sugg be invited to support the Parsh Clerk in relation to the monitoring of the contract in relation to works in the vicinity of the Coronation Halls
- ii) That all councillors be invited to contribute to the identification of trees potentially benefiting from work as part of the contract for tree felling.

The resolutions were correctly proposed and seconded (unanimous)

370.9 Date of the next meeting

Parish Council Meeting Monday 13th November 2023, 7:30pm at Coronation Hall

The Chairman closed the meeting at 21:29

.....Chairman

.....Date

Financial/Staffing Matters
13th November 2023

1. Bills for Payment

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

Recommendation:

That the bills for payment for November are approved.

2. Bank Balance and Bank Reconciliation

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

Recommendation:

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

3. Reserves

- 3.1 The Scribe accounting package used by the Parish Council requires more work to provide accurate reporting of reserves. At present, it overstates reserves as there is no direct correlation between the Council's budget and the use of reserves. By the same token, the monthly (and quarterly) reports Councillors have received to-date do not explicitly reference the funding source. As a consequence, whilst the Council's overall budget provision is broadly positive and Councillors receive regular monthly reports which accurately reference the Council's cash in hand (which include reserves) and payments, the use of reserves requires further clarification.
- 3.2 The Council's agreed budget for this year was based upon expected expenditure of £85,454. Budgeted income was expected to be £67,354. Actual income (net of VAT recovery) is now estimated at £69,557. The main difference between actual and expected income primarily relating to an NNDR rebate and CIL receipts which were either not anticipated or not reflected in the budget.
- 3.3 Based upon the agreed budget, the Council was anticipating expenditure in the amount of £18,100 more than the income expected to receive. This additional funding was expected to come from reserves and the single biggest reason for this additional expenditure and subsequent draw upon reserves was the expected costs in relation to the re-gilding of the Parish clock - with a budget for these works set at £14,000. Continued reporting of this level of expenditure is no longer helpful or relevant as the

scheme can now be expected to be delivered at a much lower cost. The budget of £14,000 also does not tally with the approved use of reserves, which identifies an Earmarked Reserve in the sum of £16,200 for these works. As a consequence, it is recommended that the Earmarked Reserve for works to the Parish clock is reduced to £6,200 and that the budget be revised accordingly. A formal revision to the budget would also allow for the expenditure agreed by the Council at its October meeting in relation to works within the Coronation Hall environs and Tree Cutting to be accurately reflected.

- 3.4 The reserves position will also change significantly as a consequence of CIL payments in the sum of £63,237 received as at the end of October 2023. These payments primarily (but not exclusively) relate to the Quarry development.
- 3.5 Reserves are generally categorised between 'Earmarked' Reserves and General Reserves. Earmarked Reserves generally relate to areas of expenditure where there are either conditions upon the use of funds e.g. CIL payments or where the Council wants to set a clear expectation that funds have been set aside for a specific purpose e.g. in relation to the Parish clock. As a consequence, Earmarked Reserves may or may not be reflected in the Council's annual budget dependent upon the nature of the reserve and/or the timing of the works for which the reserve was created. By way of an example, the Council has an Earmarked Reserve of £3,350 in relation to Election expenses, which will only become relevant if/when there is a contested election requiring a poll of voters. It also has an Earmarked Reserve in relation to the Parish clock and expenditure against this reserve is reasonably expected to take place in the current financial year.
- 3.6 Based upon the assumption above that the Earmarked Reserve in relation to the Parish Clock is reduced to a more realistic figure of £6,202 the overall current position in relation to Earmarked Reserves would be as follows:

Reserves at at November 2023				
Earmarked Reserve (EMR)	Amount	Committed	Balance	Notes
Election expenses	£ 3,350	£ -	£ 3,350	Majority of expenditure will only occur if/when there is a contested election
Neighbourhood Plan	£ 2,711	£ -	£ 2,711	Subject to reclaim, although a fuller analysis to establish whether all legitimate expenditure has been charged against this budget provision
Coronation Hall environs	£ 8,000	£ 6,750	£ 1,250	Agreed at October Council meeting. Constituent funding parts are CIL 2021/22 of £2,387, CIL 2022/23 of £2,825, £1,000 Coronation Halls works (General Reserves) and £1,788 from Village improvements budget (General Reserves)
Churchgrounds	£ 5,500	£ -	£ 5,500	
Reguiling Parish clock	£ 6,202	£ 5,000	£ 1,202	Revised from original reserve of 16,202
Playground	£ 2,000	£ 199	£ 1,801	Transfer from General Reserves - budget provision already within approved budget
Tree cutting	£ 2,000	£ 1,275	£ 725	Transfer from General Reserves
CIL 2023/24	£ 63,237	£ -	£ 63,237	CIL received as at end of October 2023
Allotments Deposits	£ 150	£ -	£ 150	Funds to be returned to allotment holders - subject to conditions
Totals	£ 93,150	£ 13,224	£ 79,926	

3.7 The cash in bank figure as at the end of October (prior to approval of any bills for payment and including CIL receipts) is approximately £153,000. Based upon the budget set earlier in the year, further expenditure of £50,000 is expected. As part of the 2nd Quarter Monitoring report submitted to the October meeting of the Council, it was clarified that this was based upon a number of assumptions, some of which are unlikely to come to fruition – the most significant of which being the costs of re-gilding the Parish clock. However, Council has also approved additional expenditure in relation to the Coronation Hall environs and tree cutting and the net effect of these pluses and minuses is that the projected further expenditure is currently expected to be less than previously reported. If Earmarked Reserves are excluded, the projected General Reserve position at the end of year would be approximately £30,000. The Council has previously established a Reserves Policy, which sets a general expectation that reserves should reflect 50% of the Council's precept. The policy is not explicit in respect of whether this should relate to the total level of reserves or General Reserves. However, given that Earmarked Reserves should only exist for a specific purpose or because there are conditions on the use of funds which would prevent them being used more generally, the 50% level is taken to apply to General Reserves. On this basis, the Council's precept for the current year is £64,653 and the anticipated General Reserve position of £30,000 represents slightly less than 50% of the precept. On this basis, no further action would be necessary to either increase or decrease General Reserves.

Recommendations:

- i) That the Council's position in relation to Earmarked and General Reserves is noted.
- ii) That the Clerk be authorised to adjust the Council's budget to reflect revised costs in relation to the Parish Clock and the inclusion of schemes of works in relation to the Coronation Halls Environs and Tree Cutting works.

4. Treasury Management

- 4.1 The Council does not currently have a specific Treasury Management Policy beyond some general references within Financial Regulations. This means that the Council may be missing opportunities in relation to maximising returns from its investments, whilst also having regard to the risks of where it places its money. It may, therefore, be appropriate for the Council to consider adopting a Treasury Management Policy as it develops its budget for the next three financial years as a medium term budgeting process will enable the Council to be clearer about how and when it might need access to funds. In the interim, the Council should be maximising interest within its approved banking arrangements provided by Unity Bank. To this end, action has already been taken to move £10,000 between the Council's current account and deposit account. This is the maximum sum delegated to the Clerk under the scheme of delegation within Financial Regulations.
- 4.2 The Council receives no interest on its current account. The current rate of interest on the deposit account is approximately 3%. As a consequence, it is recommended that the Council is more active in its use of the deposit account and retains only a small amount of working capital in the current account; drawing upon funds within the deposit account as needed. To that end, it is recommended that the Council authorises an internal transfer of £50,000 from the current account to the deposit account. This would give a working balance of approximately £37,000 within the current account, with the ability (under Financial Regulations) for the Clerk to authorise subsequent internal transfers of up to £10,000 to meet any expenditure requirements. These internal transfers – in common with all payments – would still require on-line authorisation by two councillors.
- 4.3 It is worth noting that the bulk of the internal transfer would relate to CIL receipts for 2023/4 which are hypothecated funds not readily available for general expenditure.

Recommendation:

That the Council approves the internal transfer of £50,000 from its current account to its deposit account.

Bills for Payment - 9th October to 13th November 2023

Bleadon Parish Council

Meth	Payee	Details	Net Amoun	VAT	Gross Amour	Comments	Minute agree	Power
Already Paid								
DD	3 Business Solutions	Mobile	£14.82	£2.96	£17.78	Awaiting invoice	364.23	Local Government A 1972, s. 111
DD	YU	Public Toilets Electricity	£17.23	£0.86	£18.09		365.7 (ii)	Public Health Act 1875.164
To Pay								
BACS	Adrian Project Services	Village Ranger	£602.00		£602.00		364.23	Public Health Act 1875.164
BACS	Blue Spot	Cleaning of Public Toilets	£139.50		£139.50		364.23	PHA1936, s87
BACS	GB Sport	Operational inspection	£25.00	£5.00	£30.00		364.23	LGA 1972, s. 111
BACS	Parish Church	Room booking (3 bookings at £20 per booking)	£60.00		£60.00		364.23	LGA 1972, s. 111
BACS	DB Security Services	Reprogramming CCTV System	£90.00		£90.00		364.23	LGA 1972, s. 111
BACS	A&R House	Water supply to allotments	£13.60		£13.60		364.23	Allotments Act 1908 (s23)
BACS	Parish Clerk	Reimbursement for allotment items and wreath - Parish Clerk	£173.36		£173.36		368.6	LGA 1972, s. 111
BACS	Atworth Arboriculture	Tree survey	£270.00	£54.00	£324.00		365.9	LGA 1972, s. 111
SO	Salary	Parish Clerk	£1,260.77		£1,260.77		361.6	LGA 1972, s. 111
SO	Brian Robinson	Clock Winding	£25.00		£25.00		364.23	Parish Councils Act 1957, s2
DD	Lloyds	Credit Card Charge	£3.00		£3.00		364.23	LGA 1972, s. 111
Totals			£2,694.28	£62.82	£2,757.10			

Bleadon Parish Council

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

Date: _____

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

Date: _____

A	Bank Reconciliation at 31/10/2023		
	Cash in Hand 01/04/2023		57,524.92
	ADD Receipts 01/04/2023 - 31/10/2023		133,580.64
			191,105.56
	SUBTRACT Payments 01/04/2023 - 31/10/2023		37,801.86
			153,303.70
B	Cash in hand per Bank Statements		
	Petty Cash 31/10/2023	0.00	
	Bleadon Parish Council Deposit 31/10/2023	65,984.02	
	Bleadon Parish Council Current 31/10/2023	87,319.68	
			153,303.70
	Less unrepresented payments		153,303.70
	Plus unrepresented receipts		
	Adjusted Bank Balance		153,303.70
	A = B Checks out OK		



BLEADON PARISH COUNCIL

CCTV POLICY

Introduction

On 25 May 2018 the *General Data Protection Regulation (GDPR)* came into force across the EU and replaced all data protection legislation in EU member states (including the UK's Data Protection Act 1998).

This Policy explains how Bleadon Parish Council aims to comply with legislation regarding the operation of the CCTV system owned by it and located at Bleadon Youth Centre. It is prepared after taking due account of the *Code of Practice for Surveillance Cameras and Personal Information* published by the Information Commissioner.

The Council's Privacy Notice should be read in conjunction with this Policy.

Statement of Purpose

The purposes of the CCTV system installed by the Parish Council are:

- to monitor the security of the Coronation Halls, Youth Centre, car park and the play area equipment.
- to assist Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders of crime and anti-social behaviour in the vicinity of the Coronation Halls, Youth Centre, public toilets, car park and the play area by providing them with retrievable images provided by the system.
- to improve safety and security for users and visitors and staff and to help prevent loss or damage to the buildings, motor vehicles in the car park, and equipment and assets of the Parish Council.
- to reduce the fear of persons using and working in the area regarding crime and antisocial behaviour.
- to deter potential offenders by publicly displaying the existence of CCTV and signs of its operation.

Lawful basis for processing

The Parish Council is a public authority and has certain powers and obligations. Most personal information collected by it is processed for compliance with a legal

obligation which includes the discharge of the council's statutory functions and powers.

A parish council may, for the detection or prevention of crime in its area, install and maintain any equipment, establish and maintain any scheme, or assist others to install and maintain any equipment or to establish and maintain any scheme.

The purpose of installing the council's CCTV system is as set out above. Any personal information collected and used in connection with the CCTV system will be processed to provide for the general public's benefit a safe and secure environment free from crime, anti-social behaviour and damage to buildings and assets provided for community use and enjoyment.

Location

The installation consists of seven high definition cameras fixed to the Bleadon Youth Centre soffit and positioned as follows:

- a) two on the east side cover the public toilets, village green and the east end of the car park;
- b) one on the front covers the entrance to play area and car park;
- c) one at the west side covers entrance to Coronation Hall and car park;
- d) two at the rear covers the back area of the Youth Club and Jubilee Room.
- e) One in the entrance hall area.

All the cameras have built-in infra-red ability for night-time usage. An 8 channel recorder is situated within a designated secure cupboard,

Every effort has been made to ensure that the CCTV cameras are sited and image capture is restricted so as not to view or record areas that are not intended to be the subject of surveillance, such as individuals' private property.

Six of the seven cameras in the system have sound recording capability but the sound is disabled.

Maintenance

The CCTV system is maintained annually

Signage

In areas where the CCTV there are prominently placed signs at both the entrance to the CCTV zone and within the controlled area. The signs are clearly visible and readable, of an appropriate size depending on the context and will signal that Bleadon Parish Council is operating the system, the purpose for it and who to contact about the scheme.

Management of the system

Bleadon Parish Council has responsibility for the control of images and decisions on how the CCTV system is used.

Day-to-day operational responsibility rests with the Clerk as the Data Controller.

Access to recorded images is restricted to the Operators.

The Operators are aware of the procedures that need to be followed when accessing recorded images and are trained in their responsibilities under the CCTV Code of Practice.

Each and every access to the medium on which the images are recorded is documented.

All Councillors are aware of the restrictions in relation to access to, and disclosure of, recorded images.

Prior to activating the system the Parish Council has notified the Information Commissioner's Office of both the name of the Parish Council as data controller and the purpose for which the images are used.

Image storage, viewing and retention

Recorded images will be stored in a way that ensures the security and integrity of the image and allows specific times and dates to be identified.

Access to live images is restricted to the Operators.

Recorded images can only be viewed by the Operators in a restricted area approved by the Parish Council or by way of a secure password protected app specifically designed for this purpose.

Periods of retention of images are intended to reflect the Parish Council's purpose for recording the information. Normally, images will be deleted at 14-day intervals which will provide adequate time for any incidents of a criminal or anti-social nature to have come to light and to have been reported to law enforcement agencies (usually the police). Occasionally, personal information may need to be retained longer where, for example, an incident has been identified and an access request has been made, or time is required to enable the police to collect relevant images, or the police are investigating a crime and ask for images to be preserved to afford them the opportunity to view the information later as part of an active crime investigation. A record of this process will be documented.

Images retained for evidential purposes will be retained in a locked area accessible by the Operators only. The Parish Council will ensure that the reason for retention is documented, where the images are kept, any use made of them and when they are finally destroyed.

Disclosure of images

Judgements regarding disclosure to third parties (such as system maintenance providers) can only be authorised by the Parish Council, as data controller, with the right to refuse any request for information unless there is an overriding legal obligation, such as a court order or information access rights.

Disclosure of information will be controlled and consistent with the purpose(s) for which the system is established. It is intended that CCTV images produced on the system will be used by law enforcement agencies alone for their purposes of

detecting, investigating and preventing criminal or anti-social behaviour. Once information is disclosed to the police or any other law enforcement agency they will become data controller for the copy they hold.

All requests for disclosure are recorded. If disclosure is denied, the reason is documented.

Individuals' access requests

Individuals whose images are recorded have a right to be provided with a copy of the images caught by the request that constitute their personal data, unless they agree otherwise, such as by viewing the footage. Requests for access should be made by email or in writing to the Clerk.

If a request is received the Clerk will comply with it within one month of receiving the request. No fee will be charged unless the request is manifestly unfounded or excessive.

Those requesting access must provide enough detail (for example date, time and location) to allow the Operators to identify that they are the subject of images, and for the Operators to locate the images on the system.

All requests for access are recorded. If disclosure is denied, the reason is documented and the individual will be informed within at least one month of the reason and their right to complain to a statutory authority.

Other Individuals' Rights

Unless subject to an exemption, the law gives individuals additional rights to control what personal information the Parish Council uses and how.

Change of inaccurate information. If something written on a file is out of date, incomplete or incorrect, Parish Council will update it.

Right to erasure. An individual can ask for their personal information to be deleted where it is no longer necessary; was unlawfully processed; they withdraw their consent or object to the processing; or they need to comply with a legal obligation.

Right to restrict use of personal information. Where there is a dispute in relation to the accuracy or processing of personal information, or it is needed regarding a legal claim, the individual has the right to request a restriction is placed on further processing.

Right to object. Individuals have the right to object to the processing of their personal information.

Right to complain. Individuals have the right to lodge a complaint with the Information Commissioner. The Parish Council will consider any request made to the Clerk.

Enquires about the operation of the CCTV

Requests can be made to a public authority for information under the Freedom of Information Act 2000 relating to surveillance systems, such as the operation of the

system, its siting or the cost of using and maintaining it. If such a request is received by the Parish Council, it will consider whether disclosure is appropriate and/or whether an exemption under the Act applies.

Requests under the Freedom of Information Act must be in writing and will receive a written response within 20 working days from the Clerk.

Monitoring, compliance, evaluation and review

The Parish Council is committed to the recommendations of the *Code of Practice for Surveillance Cameras and Personal Information* published by the Information Commissioner.

To exercise any rights, queries or complaints, please in the first instance contact the Clerk to the Parish Council at parishclerk@bleadonparishcouncil.co.uk.

For independent advice, data protection compliance concerns or to lodge a formal complaint, contact the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/global/contact-us/email> or Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

The Parish Council will undertake regular audits to ensure the use of the CCTV continues to be relevant and appropriate in accordance with its stated purpose, location, images recorded, storage length and deletion.

The efficacy of this policy will be reviewed at least annually by the Parish Council. Any changes will be published and the date at the top of the document shows when this policy was last updated. Changes are effective when we post the updated policy.

Any major change that would have a significant impact on either the purpose(s) or this policy will take place after discussion by the Parish Council and resolution at a Council meeting. All agendas are posted on the Parish Council notice boards and website at least 3 working days before Council meetings.

If the Parish Council decides to change the way in which it uses the CCTV then it will provide members of the public with information of the new purpose(s) prior to commencing the processing and setting out the relevant purposes and processing conditions and will inform the Information Commissioner within 28 days.

-o0o-

CCTV Privacy Statement

Surveillance Camera System at Bleadon Halls Car Park

Privacy

The cameras are located in the soffit of Bleadon Youth Centre. During installation they have been checked to ensure coverage is of the intended area only, that is the external areas around the buildings, play area and car park. Private land/buildings are not included in the coverage. However, should capture of images in these areas inadvertently occur, no use or disclosures of them will be made nor will they be passed to any third party, unless potential criminal behaviour is detected or there is an overriding legal obligation. Such images will be deleted in accordance with the BPC's retention policy regarding CCTV image collection (see CCTV Policy).

Prominent signs at the entrances to the car park inform individuals that they are about to enter or are in the area where the surveillance system is in operation.

Although the purpose is to prevent and deter crime and anti-social behaviour in these areas and to record any suspects' behaviour, images of law-abiding individuals accessing these locations will also be captured and may be included in images sent to law enforcement agencies. To minimise any potential obtrusive effect on law-abiding citizens, consideration will be given to whether identifying features of any incidental individuals in the images collected need to be obscured or whether the privacy intrusion will be minimal and obscuring images will not be required. Deletion of the images will take place in accordance with the council's retention policy regarding CCTV image collection.

Disclosure of personal data

Disclosure of information from surveillance systems must be controlled and consistent with the purpose for which the system is established. The purpose of the installed system is to deter and detect crime and anti-social behaviour in the area around the car park, public toilets, Coronation and Jubilee Halls, Youth Centre, and play area in Bleadon. It is intended that CCTV images produced on the system will only be used by law enforcement agencies for the purposes of investigation, for example in the event of an incident of vandalism or anti-social or other criminal behaviour. Judgements about disclosure will be made by BPC, as data controller, with the right to refuse any request for information unless there is an overriding legal obligation. However, once information is disclosed to the law enforcement agency, that agency will become data controller for the copy it holds.

Retention of personal data

Periods of retention of personal data are intended to reflect BPC's purpose for recording the information. Normally, images will be deleted at 14-day intervals which will provide adequate time for any incidents of a criminal nature to have come to light

and to have been reported to law enforcement agencies (usually the police). On occasion, however, personal information may need to be retained longer where, for example, an individual access request has been made, or an incident has been identified and time is required to enable the police to collect relevant images, or the police are investigating a crime and ask for images to be preserved to afford them the opportunity to view the information as part of an active crime investigation.

Risk

Risks include use of inaccurate data, a security breach, a legal compliance failure, or upset caused by unnecessary intrusion on privacy (including where images have incorrectly been passed to a law enforcement agency).

Occurrences of such risks are likely to be low and will be mitigated by close adherence to policies and procedures, proper training of operators, and sufficient protection of information.

Wider use of images

Images will be used only for the purposes stated in this document and the CCTV Policy. It is not anticipated that images from the CCTV scheme could be used for any other purposes but, should such occasion arise in the future, BPC will undertake a privacy impact assessment prior to making any changes. If BPC decides to change the way in which it uses the CCTV then it will inform the Information Commissioner within 28 days of that change.

Appendix B

CCTV Annual Maintenance Contract from July 2019:

DB Security Systems, 4 Moseley Grove, Uphill, Weston-super-Mare BS23 4SF
01934 260 017 07976 516 058 darren.bishop.uk@googlemail.com

CCTV Operators: (details updated 13th November 2023)

Keith Pyke 01934 813127

Andy Scarisbrick 01934 813125 / 07747 626875

Craig Bolt 07453 358318

-o0o-



BLEADON PARISH COUNCIL

GRANT REQUEST POLICY

Adopted – 13th November 2017 – 301.11.v

Reviewed – 14th May 2018 – 309.21

Updated – 13th November 2023

BLEADON PARISH COUNCIL

Policy for the Consideration of Grant Requests

Eligibility

Only registered charities, voluntary groups or community organisations are eligible to apply for a grant. National or regional charities are not eligible, nor are individuals.

Any organisation applying for a grant must be primarily based within the parish of Bleadon and must be able to demonstrate that funds awarded will be used for the benefit of residents within the parish.

Priorities for the Council

The Council will consider all grant funding requests, but priority for funding will be given to requests which reflect the following:

- Proposals which support and promote a 'rural' character
- Proposals which improve the physical appearance of the Parish
- Proposals which help make the Parish of Bleadon a happier and safer place to live

Purpose /objectives of any grant

Grants requests can be for a variety of different purposes, for example:

- Purchasing equipment either in full or in part.
- Funding transport that will enable group members to partake in a group trip.
- Hosting special events or celebrations.
- Provision of recreational facilities.
- Funding specific projects.
- Specific items of expenditure in the upkeep/maintenance of community structures.

However, grant requests should not be for:

- Individuals
- Expenditure which creates (intentionally or otherwise) an ongoing revenue commitment for the Council
- Political or lobbying purposes
- Unlawful activity
- Retrospective funding requests

Conditions

- Any grant is made at the discretion of the Parish Council and is not an entitlement for any organisation.
- An award is made on the condition that it is used for the purpose for which the application was made.
- If an organisation is unable to use all or any part of the award for the stated purpose then all or any monies not used for the stated purpose are to be returned to the Council.
- All awards must be properly accounted for and evidence of expenditure is to be supplied as requested. If the Council is not satisfied with the arrangements, it reserves the right to seek a refund of monies awarded.

Applications

Applications for grants should be in writing on the prescribed application form and should be submitted to the Clerk via email to parishclerk@bleadonparishcouncil.co.uk

The form below should be submitted to the Clerk by email to parishclerk@bleadonparishcouncil.co.uk to assist councillors in their decision making. Any figures should be for the last financial year. A summary statement of accounts should be attached. It is preferable, but not essential, if the accounts have been audited. In the event that the organisation has reserves, the reason for the retention of these reserves should be clearly stated.

BLEADON PARISH COUNCIL - GRANT APPLICATION FORM

Name of organisation

Address of organisation

Telephone number of organisation:

Email address of organisation:

Registered Charity/Charity Number:

Contact name :

Position with the organisation:

Contact's address (if different from above):

Contact's telephone number (if different from above):

Contact name's email address (if different from above):

Full and specific details of purpose for which the grant would be used. (Continue on a separate sheet if necessary)

Please specify the outcomes you expect to achieve with the help of funding from the Council:

Total sum spent by/turnover of the organisation in the last financial year:

Total income received by the organisation in the last financial year:

Main income sources – please itemise:

Current bank balance/reserves:

Report of the Parish Clerk & RFO

13th November 2023

Decision Items

1. Governance & Accountability

- 1.1 The Council is currently thinking about its values and priorities over the next three-year period. As part of this process, councillors have indicated the wish to see a Council which takes a longer-term view and creates a climate which enables others to act and is also able to respond more nimbly to issues as they arise. Of equal importance is that any changes to the way in which the Council works are within a robust governance and accountability framework which ensures both openness and transparency as well as value for money.
- 1.2 There are three key documents which set the framework for the Council. These are:
 - 1.2.1 Standing Orders
 - 1.2.2 Financial Regulations
 - 1.2.3 Scheme of Delegation
- 1.3 Standing Orders usually follow a prescribed format and many of the references within those relating to Bleadon Parish Council will be common to many Councils across the country. Standing Orders were reviewed relatively recently and it is not proposed that they be the subject of further consideration in the short term.
- 1.4 Financial Regulations tend to be more nuanced and will vary across different Town & Parish Councils. Financial Regulations have also been reviewed relatively recently, but there are early indications that some changes may be needed to meet emerging expectations. Two examples which are referenced elsewhere on this agenda include treasury management and the ability to undertake works to ensure continuity of service delivery outside of regular meeting cycles. However, changes to Financial Regulations require careful consideration and further examples of where changes might be beneficial may arise as a consequence of the budget setting process over the Winter. As a consequence, a report regarding potential changes to Financial Regulations will be submitted to a future meeting of the Council.
- 1.5 This report primarily addresses the last of the trinity of governance documents – a scheme of delegation.
- 1.6 The legislation regarding the powers and duties of the Council and the role of the Parish Clerk can be difficult to navigate. However, whilst the Proper Officer (in the case of Bleadon, this is the Parish Clerk and Responsible

Finance Officer) has specific legal responsibilities, in the main, most decisions are taken by the Council and it is for the Council to delegate these responsibilities. There are restrictions regarding delegation. The two most significant of these are that the Council can only delegate decision making to a committee or an officer of the Council. Bleadon currently has one committee (the Personnel Committee) and two Working Groups (Open Spaces and Parish News). The Working Groups do not have delegated powers. The Personnel Committee has specific delegated powers in relation to the employment of staff. There is currently only one paid employee of the Council – the Parish Clerk. In effect, therefore, most making outside of Council meetings is delegated to the Parish Clerk. This legal framework is often not understood by the public who – understandably – will often contact local councillors about issues and may feel frustrated that their elected or appointed representatives are unable to resolve their concerns in a timely way. It is likely that many councillors will feel similarly.

- 1.7 The Parish Council has a wide range of responsibilities and issues requiring consideration at any one time. This inevitably requires leadership and input from councillors outside of the normal Council meeting cycle. Often councillors gravitate towards areas where they have a particular interest or professional background. There is huge value in this approach. However, these roles need to be formally recognised and agreed by the Council as a collective. This both protects the individual councillors against challenges and also potentially can speed up decision making. This is because it provides an agreed individual for the Parish Clerk to discuss issues with, which may then enable the Clerk to exercise powers delegated to that post by virtue of Standing Orders, Financial Regulations and any specific powers delegated by way of an approved Scheme of Delegation.
- 1.8 The Council has previously identified a number of lead councillor roles. As a consequence of more recent work to identify potential areas of focus for the Council moving forward, a number of ‘projects’ have been identified which would also benefit from having a designated lead councillor/project sponsor. In a small number of cases, councillors have indicated a willingness to undertake these roles. A summary of the position to-date is attached at Appendix 1. Further work will be undertaken in the lead up to the meeting of Council and it is envisaged that a revised Appendix will be tabled.

Recommendations:

- i) That the Council authorises the lead councillor/project sponsor roles contained in Appendix 1.

2. Arrangements for Future Contracts

- 2.1 The Council has three 3-year contracts which technically end on 31st March 2024. These are:

- Grass cutting contract (the last cut required under the grass cutting contract has already been undertaken, so in practice the contract has already come to an end)
 - Toilet cleaning contract
 - Ranger contract
- 2.2 The Council has a number of options available to it in relation to the services delivered under these contracts. These range from allowing the contracts to lapse, authorising an extension or reconfiguring the contracts.
- 2.3 The three contractors currently responsible for delivering these contracts were invited to provide some feedback to the Council on which aspects of the current arrangements worked well, where things might be improved and to indicate whether they would wish to be considered for future arrangements. They were also asked whether they would consider an extension to the existing contract and, if so, whether their prices would increase. All three contractors indicated that they would be willing to continue working for the Council and all indicated that they would propose price increases – in some cases these price increases would be significantly above inflation and which, if adopted, would present a challenge to the Council in relation to its responsibility to demonstrate value for money if those price increases were not tested in the open market.
- 2.4 Given the current context, future contract arrangements may benefit from the agreement of a number of principles to guide the development of contracts. These can be summarised as follows:
- **An eye to the future** – the Council is currently formulating its priorities for the next three years. These will need to be discussed with parishioners before any decisions are reached. However, there are likely to be priorities which may/will influence contracted services. This may be something very tangible e.g. replacing the toilets, which almost certainly would impact upon the toilet cleaning contract or an ambition to improve the physical appearance of the parish which has the potential to affect all contracts. Moving forward, there will be a need to ensure that flexibility/scope for variation is clear within all contracts.
 - **Contracting around functions** – this particularly relates to the current contract for the Ranger, which includes a number of core functions largely related to waste management and disposal and a range of maintenance activities. However, there have also been a number of demand led requirements e.g. arising from theft and vandalism which the Ranger has been asked to resolve. This inevitably impacts upon the core responsibilities under the Ranger contract as the hours agreed under the contract have not been changed to reflect these additional expectations.

Moving forward, it may be beneficial to treat a range of maintenance responsibilities and demand led requirements under a separate contract using the principle of asking for either a schedule of rates or a day/half-day rate to undertake a package of work.

- **Aggregating common areas of work** – this would particularly affect the grass cutting contract and grounds maintenance aspects of the Ranger contract. A number of the issues which seem to have proven challenging to the Council to resolve relate to wider grounds maintenance aspects. These are often simple tasks involving strimming and cutting back of vegetation, but which are not fully addressed through current contract arrangements. Moving forward, it may be beneficial for the Council to look to place a wider grounds maintenance contract, which encompasses all aspects of the current grass cutting contract, relevant elements of the Ranger contract and provides the flexibility for other grounds maintenance activities to be undertaken without the need to seek further competitive bids. There are risks with this approach as it may result in a contract which only appeals to larger scale operators for whom the Council would not be a major customer.
- **Proactive engagement of partners** – a number of the sites which are the focus of current contract arrangements involve the Council's partners. Working relationships are vital to the success of these contract arrangements. To-date, partners have not been involved in the selection process of contractors. Moving forward, it is suggested that the selection of future contractors should directly involve representatives from partner organisations.
- **Price versus quality** – the Council has a fiduciary responsibility to ensure the effective use of public funds. It is also expected to ensure value for money. These two expectations can lead some Councils to conclude that they must accept the lowest quotation/tender. However, this is not – and never has been – the case and no Council is bound to accept the lowest – or any – quotation/tender. It is perfectly acceptable for the Council to place a weighting upon quality as well as price and to expect those bidding for works involving public funds to demonstrate how they will deliver a quality service. Moving forward, it is suggested that the Council adopts a weighting model whereby future quotations/tenders for these types of works are scored 60% by price and 40% by quality. If councillors agree this principle, then further work will be undertaken to establish the scoring criteria relating to the quality element but could include a weighting towards local contractors.
- **Outcomes based contracts** – whilst this is difficult to achieve in practice, the Council should try and include outcomes within contract specifications. At present, the contracts primarily describe inputs and whilst this is

important to enable contractors to price for works, fundamentally, the Council is judged by outcomes. For instance, the grass cutting contract specifies the number of cuts per year, but the average person in the street will most likely 'judge' the Council's success in this respect by how long the grass is at any given point. Although this is a difficult area to address, things such as the results of customer surveys/complaints could be built into future contract arrangements.

2.5 Consideration also needs to be given to the means of delivering the required services as not all necessarily need to be delivered via a contracted arrangement. There are effectively four means of delivering services:

- A traditional contract with a single contractor.
- A select list of tenderers. This is where a number of contractors are selected through an open process based upon indicative rates. As works arise, the select list of tenderers are invited to confirm their interest and quote. The benefit of this arrangement is that the requirements under Financial Regulations are satisfied at the point of determining the select list of tenderers. As a consequence, the Council can secure contractors to undertake works quicker than under the traditional contract route.
- Use of agency workers.
- Direct employment.

2.6 The amount of work required in preparing for future contract arrangements is considerable and needs to be conducted swiftly. The broad timeline envisaged is as follows:

November to December 2023 – Preparation of specifications/draft contracts
1st December 2023 – Specifications for works finalised
Mid-December 2023 – Adverts issued for expressions of interest
Mid-January 2024 – Closing date for expressions of interest and evaluation period
12th February 2024 – Award of contracts
31st March 2024 – New contracts commence

2.7 It is, therefore, suggested that the terms of reference of the Personnel Committee are amended to enable this committee to undertake the necessary preparatory work, with only the final recommendation to award contracts coming back to Council at its meeting in February 2024. There is logic to enabling the Personnel Committee to undertake this activity given that the potential delivery mechanisms could involve agency or directly employed staff. In some cases, there may also be some activities which might reasonably be expected of the Parish Clerk, which may in turn involve contract variations.

Recommendations:

- i. That the terms of reference be amended to include the following:

To undertake preparatory work in relation to ongoing/maintenance contracts, including - but not limited to - developing specifications, advertising for expressions of interest, evaluation of bids received and the recommendation of contract awards to full Council.

- ii. That the work of the Personnel Committee be guided by the principles in Paragraph 2.4.

Information Items

1. Playground Works

- 1.1 Despite an initial productive meeting, the contractor that installed the new wooden play equipment within the playground subsequently declined the opportunity to address concerns regarding fixings which had loosened. As a consequence, a separate specialist contractor has been engaged to ensure that the play equipment can be safely used. The cost of this work is £199 and will include an evaluation regarding the methodology used in the initial installation. This action was taken by the Clerk without prior approval of the Council as it was considered urgent given safety concerns and the fact that loose fittings had enabled the theft of items of play equipment. The urgent action was reported to the Chairman as required under Financial Regulations.

2. Defibrillators

- 2.1 At the previous meeting of the Council, members asked for clarification regarding the cost of installing defibrillators.
- 2.2 Costs vary considerably, but the cost of the type currently installed at the Coronation Halls is approximately £1,200 to 1,500. There would then be additional costs in relation to the electricity supply needed to power the batteries.
- 2.3 Since the last meeting, a Government supported subsidised funding opportunity has been announced. The subsidy would limit the contribution required to the cost of purchasing a defibrillator to £750. The subsidy would not cover any costs in relation to the provision of electricity. The scheme is non-committal. As a consequence, the Clerk has registered the Council's interest in up to two additional defibrillators. In the event that the application is successful, there would be a need to clarify the Council's intent and to identify specific locations.

3. Quarry Development

- 3.1 Councillors will be aware that there has been considerable noise disturbance arising from works at the Quarry. A number of meetings and communications have taken place between the Clerk, residents and Edenstone. The

machinery causing the most significant difficulties for those neighbouring the site has been stood down and alternative approaches to removing the rock are being explored by Edenstone. Further noise mitigation measures are also to be taken regarding more general site works.

- 3.2 A number of additional aspects have also been raised with Edenstone in relation to access along Mulberry Lane, public open space and road naming.

4. Coronation Halls Environs

- 4.1 Works to the footpath and other areas have commenced and are – subject to weather conditions – expected to be complete by mid-November. A contract variation has been agreed to provide for a soakaway pit, as investigations revealed that there was an absence of underground drainage in some areas. A quality coping stone has also been agreed (none of the original bids received included the costs of the coping stone to the low wall). These additional costs are within the agreed budget for works.
- 4.2 From discussions with prospective contractors, it is considered that the optimum time to seek quotes for removal works in relation to Jubilee Gardens/Pea Green would be over the Winter. In the meantime, discussions will take place with the contractors undertaking tree works to remove the larger trees and shrubs in the planting areas.

5. Tree Works

- 5.1 A provisional date of 24th November 2023 has been set for works to trees around the Parish. This date will be confirmed nearer the time and arrangements confirmed with partner organisations.

Appendix 1

Area	Councillor	Approved
Outside Body		
ALCA North Somerset Group	Cllr Clarke & Cllr Gower-Crane	364.7
Bleadon in Bloom	Cllr Scarisbrick	364.7
Bleadon Youth Club	Vacancy	364.7
Coronation Hall Management Committee	Cllr Davies & Cllr Sheppard	364.7
NSC Standards Sub-Committee	Cllr Clarke	364.7
Church Liaison	Cllr Howe	364.7
Portfolio Responsibility		
Climate Change & Biodiversity	Cllr Gower-Crane	364.6
Open Spaces Working Group Chair	Cllr Clarke	369.4
Parish News Working Group Chair	Cllr Gower-Crane	369.5
Allotments	Cllr Sheppard	
Planning	Cllr Clarke	