



# BLEADON PARISH COUNCIL

Coronation Halls  
Coronation Road  
Bleadon. North Somerset. BS29 0PG  
[www.bleadonparishcouncil.co.uk](http://www.bleadonparishcouncil.co.uk)  
[parishclerk@bleadonparishcouncil.co.uk](mailto:parishclerk@bleadonparishcouncil.co.uk)

30<sup>th</sup> March 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 an Extraordinary Meeting of Bleadon Parish Council, to be held at the **Church Rooms**, Coronation Road, Bleadon. BS24 0PG on Wednesday 5<sup>th</sup> April 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) Ward Councillor's report.

## AGENDA

- 363.1. To receive Apologies for Absence (LGA 1972 s85 (1))
- 363.2. Declarations of Interests on any agenda item.
- 363.3. To approve and sign as a correct record the Minutes of the Parish Council meeting on Monday 13<sup>th</sup> of March 2023 (pages 3-9)
- 363.4. To discuss the grant application received from the Coronation Group (page 10)
- 363.5. To receive the Clerks report/Exchange of information: Please note that the Council is unable to make any formal decision under this item (page 11).
  - i) Parish Council Drop in on a Wednesday morning from 10am until 12 at the Café.
  - ii) 2020/2021, 2021/2022 AGAR Challenges,
  - iii) Coronation Hall Meeting and Waste Collection
  - iv) Old School Lane Street Light
  - v) Regilding of the Clock
- 363.6. To note the training and events available and agree any attendance.
  - i) ALCA e-learning on nimble £14 each [E-Learning Courses ALCA](#)
  - ii) Breakthrough communications training £30 [Communications Courses ALCA](#)
  - iii) Various finance training £30 [Finance Training ALCA](#)

- 363.7. To agree the following expenditure.
- i) £305 for new defibrillator battery
  - ii) Annual fee of £150 to current grass cutting contractor for additional strimming around bench.
  - iii) £85 for the Annual Independent Play Inspection Report
  - iv) £55 to join the National Allotment Society.
  - v) £100 for the green waste collection
  - vi) £495 + travel expenses to Rialtas for end of year close down service
- 363.8. To agree who will undertake the following annual visual inspections for budgeting purposes (pages 12-18).
- i) Benches
  - ii) Dog bins
  - iii) Grit bins
  - iv) Litter bins
  - v) Noticeboards
  - vi) Bus Shelters
  - vii) Plant Tubs
- 363.9. To agree that the Grass Contractor leaves an uncut area in the churchyard from May until October to create an Animal Corridor.
- 363.10. To agree a location for the Coronation Tree.
- 363.11. To note the data breach complaint lodged against the Parish Council (page 19).
- 363.12. To authorise bills for payment for April (page 20).
- 363.13. To note the Parish Council's budget position as of the 30<sup>th</sup> of March 2023 (pages 21 – 24 end of March bank rec and corrected budget to follow).
- 363.14. To note the Governments Permitted Development Rights Consultation [Permitted development rights consultation](#) and agree a response.
- 363.15. To note and comment upon planning application 23/P/0140/FUL - Land off Bleadon Road opposite junction to Chestnut Lane Bleadon Rd. Extension to existing agricultural building to create additional hay and machinery storage.
- 363.16. To note the following planning decision 22/P/0157/FUL - Land at Wick Wharf, Fakeham Road, Bleadon. Erection of an agricultural building. WITHDRAWN
- 363.17. Date of the next meeting –  
Please note the following dates have been altered from the meeting schedule due to the Easter Bank Holiday and the May elections.
- Annual Meeting of the Parish Thursday 13<sup>th</sup> April 2023, 7:30pm at Jubilee Hall
  - Annual Meeting of the Parish Council Thursday 11<sup>th</sup> May 2023, 7:30pm at Jubilee Hall



## MINUTES OF A MEETING OF BLEADON PARISH COUNCIL HELD IN THE CORONATION HALL AT 7pm ON MONDAY 13th MARCH 2023.

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

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

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

### i) **Members of the public**

A resident spoke against a proposed housing development on Bleadon Hill. It was felt that the development:

- Spoilt views adjacent to AONB
- Adversely impacted neighbouring residents
- Lacked proper infrastructure and lack of active travel routes attributed to the development.
- Detrimental to wildlife and would take time to increase biodiversity as suggested.
- Would mean a loss of agricultural land.

A representative from Coronation Committee spoke giving an outline of the events over the Coronation Weekend and requesting that the Parish Council donate a portion of their budget to support some of the events.

### ii) **Ward Councillor's report**

Cllr Porter sent a report via the Chairman. He gave his apologies which were due to the sad death of the Clerk at Hutton. He confirmed that he had used the new installed crossing on the A370 and agreed that, like residents, he found it difficult to cross due to the speed of the traffic and would be raising this issue with North Somersets Highway department.

**Cllr Hemingway opened the meeting by welcoming everyone.**

**The meeting was convened.**

#### **362.1. To receive apologies for absence (LGA 1972 s85 (1))**

Apologies were received from Cllr ID Clarke and District Councillor Terry Porter & Mike Solomon

#### **362.2. 362.2. Declarations of interests**

Declarations of interests were received from Cllr Hemingway in relation to planning application 23/P/0007/MMA Land off Purn Way Bleadon BS24 0QF due to her property's proximity to the application.

#### **362.3. To approve and sign as a correct record the Minutes of the Parish Council meeting on the 13<sup>th</sup> of February.**

**Resolved:** To approve the minutes of 13th of February 2023

**The resolution was correctly proposed and seconded (unanimous)**

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

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

No report / exchange of information was received.

**362.5. To note the training and events available and agree any attendance.**

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

The training above was noted.

**362.6. To agree the following expenditure.**

- i) **£95 for new defibrillator pads**

The clerk updated the Council that the pads were in date but that a battery needed to be purchased. She would update the Council with a price at the next meeting.

- ii) **£207.60 for a replacement lamp on Old School Lane**

**Resolved:** To agree £207.60 for a replacement lamp on Old School Lane

**The resolution was correctly proposed and seconded (unanimous)**

- iii) **£16 a month to increase the email account capacity to 20GB (currently 16GB).**

**Resolved:** To agree a £16 a month to increase the email account capacity to 20GB.

**The resolution was correctly proposed and seconded (unanimous)**

**362.7. To discuss the following in relation to the Coronation.**

- i) **To note the report from the Coronation Committee**

The report was noted.

- ii) **To earmark the £1000 coronation budget for the Jubilee Garden.**

**Resolved:** That the Parish Council hold an extra-ordinary meeting in April to discuss any grant applications which have come in from those wishing to hold a Coronation event.

**The resolution was correctly proposed and seconded (unanimous)**

- iii) **To agree the closure of the carpark for May Day Fair & Coronation Big Lunch.**

**Resolved:** To approve the closure of the carparks for the May Day & Coronation Big Lunch

**The resolution was correctly proposed and seconded (unanimous)**

- iv) **To accept the contribution of £30 for a Coronation Tree and to agree a location.**

**Resolved:** To accept the contribution of £30 for a Coronation Tree. Councillors to suggest locations for discussion at the next meeting which will then inform what 'productive' tree would best grow there.

**The resolution was correctly proposed and seconded (unanimous)**

**362.8. To agree to reduce the amount of operational play inspections undertaken on the play area in the financial year 2023/24 (page 11).**

**Resolved:** To agree to reduce the amount of operational play inspections undertaken on the play area in the financial year 2023/24.

**The resolution was correctly proposed and seconded (unanimous)**

**362.9. To note the discharge of obligation with regards to the Public Notice for the re-gilding of the Church Clock, from the 12th of February 2023 and agree a way forward (page 11).**

**Resolved:** The discharge of obligation with regards to the Public Notice for the re-gilding of the Church Clock was noted. The Clerk to contact 'Smiths of Derby' to ask them to requote and to source other quotes if possible.

**The resolution was correctly proposed and seconded (unanimous)**

**362.10. To note the Coronation Hall Committee meeting notes and agree the following.**

- i) **To agree in principle to the erection of a name board on posts to signpost the Coronation Hall.**

**Resolved:** To agree in principle to the erection of a name board once a design and final location has been suggested.

**The resolution was correctly proposed and seconded (unanimous)**

- ii) **To release the £4000 EMR held for the kitchen refurbishment.**

**Resolved:** To release the £4000 EMR held for the kitchen refurbishment

**The resolution was correctly proposed and seconded (unanimous)**

**362.11. To agree to allow Truespeed access to the open reach pole located on Coronation Road.**

**Resolved:** To agree to allow Truespeed access to the open reach pole on Coronation Road.

**The resolution was correctly proposed and seconded (unanimous)**

**362.12. To note the new Annual Meeting of the Parish (13<sup>th</sup> April 2023) and agree any associated expenditure.**

**Resolved:** To approve a budget of £120. Cllr Getty and Garrett to advertise and Cllrs Boyce, Hemingway & Williams to source the refreshments.

**The resolution was correctly proposed and seconded (unanimous)**

**362.13. To note the resignation of the Village News Editor and agree a working group to review the editor's role and the Village News publication.**

**Resolved:** To defer this item until after the election and to send out in the next publication a consultation to gather the views of those who read the Village News.

**The resolution was correctly proposed and seconded (unanimous)**

**362.14. To agree the response provided to the questions raised in relation to the 2020/21 AGAR (pages 16 -18).**

**Resolved:** To agree the response with following additions to the first paragraph. 'A list of what the objector wished to see was sent in advance of the meeting.... and not all the documentation requested was present.' and the removal of the following paragraph.

'From the financial year 2023/24 Bleadon in Bloom..... best practice.'

**The resolution was correctly proposed and seconded (unanimous)**

**362.15.To agree the response provided to the questions raised in relation to the 2021/22 AGAR (pages 19 - 21).**

**Resolved:** To agree the response with the removal of the following paragraph.

‘From the financial year 2023/24 Bleadon in Bloom .... best practice.’

**The resolution was correctly proposed and seconded (unanimous)**

**362.16.To note the internal auditors interim report and agree any recommendations.**

**Resolved:** The internal auditors interim report was noted and the internal audit action plan agreed.

**The resolution was correctly proposed and seconded (unanimous)**

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

**Resolved:** To agree to maintain Rialtus Alpha accounting package for a further year but come off the Microshade platform and sign up to Microsoft 365.

**The resolution was correctly proposed and seconded (unanimous)**

**362.18.To review the Parish Councils earmarked reserves and agree a way forward.**

**Resolved:** The following earmarked reserves were agreed.

<b>Earmarked Reserves</b>	<b>Current Budget</b>	<b>Agreed 2023/24</b>
Staff Contingencies	£3,500.00	£0.00
Pensions	£400.00	£0.00
Election	£3,350.00	£3,350.00
Special	£9,560.00	£0.00
Church Grounds	£5,500.00	£5,500.00
Contingency	£1,533.00	£0.00
Coronation Hall	£4,000.00	£0.00
Celtic Way Shelter	£0.00	£0.00
Bleadon in Bloom	£0.00	£0.00
Neighbourhood Plan	£2,711.00	£0.00 To be investigated
A370	£1,000.00	£1,000.00
Bleadon Childrens Play Area	£2,000.00	£2,000
Village Celebrations	£0.00	£0.00
Village Covid Group	£900.00	£0.00
Reguiling Church Clock	£2,260.00	£16,
Business grant	£0.00	To be investigated
Community Infrastructure Levy		£3711.83

**The resolution was correctly proposed and seconded (unanimous)**

**362.19.To agree the delay of the employment of a new Clerk until after the Parish Council election and extend the employment of the Locum Clerk and Finance Officer until after the exercise of public rights.**

**Resolved:** To agree the delay of the employment of a new Clerk until after the Parish Council election and extend the employment of the Locum Clerk and Finance Officer until after the exercise of public rights.

**The resolution was correctly proposed and seconded (unanimous)**

**362.20. To approve the following documents:**

i) **Standing Orders**

**Resolved:** To approve the Standing Orders with the proposed changes.

**The resolution was correctly proposed and seconded (unanimous)**

ii) **Financial Regulations**

**Resolved:** To approve the Financial Regulations with the proposed changes.

**The resolution was correctly proposed and seconded (unanimous)**

iii) **Risk Assessment Policy**

**Resolved:** To approve the Risk Assessment Policy with the proposed changes.

**The resolution was correctly proposed and seconded (unanimous)**

**362.21. To authorise bills for payment for February & March.**

**Resolved:** To authorise the payments for February & March.

**The resolution was correctly proposed and seconded (unanimous)**

**362.22. To agree the following direct debits.**

i) **6 monthly allotment payment of £72.50**

**Resolved:** To agree that the 6 monthly allotment payment of £72.50 can be paid by direct debit.

**The resolution was correctly proposed and seconded (unanimous)**

ii) **Monthly direct debit to opus for unmetered electricity supply.**

**Resolved:** To agree that the monthly electricity supply payment for the streetlights can be paid by direct debit.

**The resolution was correctly proposed and seconded (unanimous)**

**362.23. To note the Parish Council's end of February's budget position and bank reconciliations.**

The Parish Council's end of February's budget position and bank reconciliations were noted.

**362.24. To note the North Somersets Electric Vehicle Strategy and agree a response.**

Cllr Getty to read and suggest a response to be emailed round to Councillors.

**362.25. To note the North Somersets Flood Risk Management Strategy and agree a response.**

Cllr Hemingway to read and suggest a response to be emailed round to Councillors.

**362.26. To note and comment upon planning applications.**

i) **22/P/2741/FUL Woodlands Farm Mearcombe Lane Bleadon BS24 0NZ**  
Erection of agricultural store building (retrospective)

This application was noted.

- ii) **23/P/0007/MMA Land off Purn Way Bleadon BS24 0QF**  
Minor material amendment to 21/P/0527/OUT (Outline application for the erection of 14no. dwellings, with access and layout for approval and appearance, scale and landscaping reserved for subsequent approval) for the variation of condition 4 (approved plans) and condition 5 (Site Access and Visibility Splay) to allow for a revised access/visibility splay.

**Resolved:** To recommend refusal of this application.

**The resolution was correctly proposed and seconded (2 in favour, 2 against and 2 abstentions)** due to the lack of Chairmans casting vote the status quo was maintained and the application noted.

- 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.

This application was noted.

- iv) **23/P/0283/FUH 3, Shiplate Road, Bleadon. 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.

**Resolved:** to support this application.

**The resolution was correctly proposed and seconded (unanimous)**

- v) **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.

**Resolved:** to support this application.

**The resolution was correctly proposed and seconded (unanimous)**

**362.27. To note planning decisions for information**

- i) **22/P/3029/FUH Westleigh 2 Willow Drive Bleadon BS24 0PB**  
Proposed erection of a single-storey front extension. **APPROVE**
- ii) **22/P/2965/AOC Wallflower House 30 Coronation Road Bleadon BS24 0PG**  
Discharge of Condition No.9 (Landscaping) and No.22 (Ecology Statement) on application 21/P/0786/FUL. **APPROVE**
- vi) **22/P/0290/FUH 11 The Veale Bleadon North Somerset BS24 0NN**  
Proposed erection of a single storey rear extension. **APPROVE**

**362.28. Date and Time of next meeting**

- Extraordinary Meeting TBD April 2023 7pm
- Annual Meeting of the Parish Thursday 13<sup>th</sup> April 2023, 7pm at Jubilee Hall
- Annual Meeting of the Parish Council 11<sup>th</sup> May 2023, 7pm at Jubilee Hall

The Chairman closed the meeting at 21:05

.....Chairman

.....Date



**Bills for Payment - 31st January to the 7th March 2023**

**Bleadon Parish Council**

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
	<b>Already Paid</b>							The Parish Council
SO	Adrians Project Services	Ranger (Jan)	£602.00		<b>£602.00</b>		337.7 (vi), 341.7 & 343.4	
SO	Adrians Project Services	Ranger (Feb)	£602.00		<b>£602.00</b>		337.7 (vi), 341.7 & 343.4	
SO	Blue Spot Commercial Ltd	Public Toilet Cleaning Jan	£216.66		<b>£216.66</b>	Incorrect SO	337.7 (11)	
SO	Blue Spot Commercial Ltd	Public Toilet Cleaning Feb	£216.66		<b>£216.66</b>	Incorrect SO	337.7 (11)	
SO	Brian Robinson	Clock Winding (Jan)	£25.00		<b>£25.00</b>		337.7 (2)	
SO	Brian Robinson	Clock Winding (Feb)	£25.00		<b>£25.00</b>		337.7 (2)	
DD	Zoom	Zoom Pro	£12.99	£2.60	<b>£15.59</b>	Needs investigating	?	
DD	HMRC	PAYE	£466.19		<b>£466.19</b>		333.8	
DD	Lloyds	Credit Card Charge (12.02.2023)	£3.00		<b>£3.00</b>	Currently no access to account	336.7 (3)	
DD	Lloyds	Credit Card Charge (12.03.2023)	£3.00		<b>£3.00</b>	Currently no access to account	336.7 (3)	
		<b>SUBTOTAL</b>			<b>£2,175.10</b>			
	<b>To Pay</b>							
BACS	Opus Energy	Unpaid unmetered supply	£43.78	£2.19	<b>£45.97</b>		333.7 ?	
BACS	Opus Energy	Unmetered supply (Jan) <b>TOTAL £60.93</b>	£14.25	£0.71	<b>£14.96</b>		333.7 ?	
BACS	Opus Energy	Unmetered supply (Feb)	£12.33	£0.62	<b>£12.95</b>		333.7 ?	
BACS	Taylor Thorne	Printing of Village News	£725.00		<b>£725.00</b>		337 (2) ?	
BACS	Microshade	Unpaid invoices for 2022	£687.40	£137.60	<b>£825.60</b>		332.7 (6)	
BACS	GB Sport	Operational Inspection (Feb)	£25.00	£5.00	<b>£30.00</b>		333.8	
BACS	Webglu	Website hosting & Mailboxes	£94.75	£18.95	<b>£113.70</b>		333.8	
BACS	Kubix NRG Ltd	Replacement lighting in toilets	£460.00	£92.00	<b>£552.00</b>		H & S	
SO	Brian Robinson	Clock Winding (31.03.23)	£25.00		<b>£25.00</b>		333.8	
BACS	Ellie Young	Village News Editor	£400.00		<b>£400.00</b>		337 (2) ?	
BACS	Bridget Bowen	Internal Auditor	£325.00		<b>£325.00</b>		334.7 (9)	
BACS	Coronation Hall	Grant towards kitchen	£4,000.00		<b>£4,000.00</b>		331.8	
BACS	Strutt & Parker	Allotments (Sept - March)	£72.50		<b>£72.50</b>		?	
BACS	Strutt & Parker	Allotments (March - Sept) <b>Total £145</b>	£72.50		<b>£72.50</b>		?	
BACS	Church	repayment of misplaced check	£150.00		<b>£150.00</b>		Money held	
BACS	Church	Payment of hall hire <b>Total £204</b>	£54.00		<b>£54.00</b>		Money held	
DD	Unity Bank	Bank Charges	£18.00		<b>£18.00</b>		333.8	
DD	3 Business Solutions	Telephone (03.04.2023)	£14.82	£2.96	<b>£17.78</b>		333.8	
					<b>£7,454.96</b>			
		<b>Totals</b>	<b>£9,366.83</b>	<b>£262.63</b>	<b>£9,630.06</b>			
<b>To transfer £2000 from the Deposit account to the Current Account to cover this months bills and contingency until precept it paid.</b>								

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

**BLEADON PARISH COUNCIL - GRANT APPLICATION FORM**

Name of organisation	N/A - Volunteers organising Bleadon Village Kings Coronation events
Address of organisation	N/A not affiliated to an organisation – village volunteers group
Telephone number of organisation	REDACTED
Email address of organisation	REDACTED
Registered Charity/Charity Number	n/a
Contact name	Michelle Harper/Kate James
Position with the organisation	n/a – volunteers
Contact's address	REDACTED
Contact's telephone number	REDACTED
Contact name's email address.	REDACTED
Full and specific details of purpose for which the grant would be used. (Continue on a separate sheet if necessary)	<p>We are attempting to organise the village events for the residents of Bleadon, we are a small group and want to have a village picnic, family games, house decorating, village decorating, evening entertainment and litter pick – hopefully appealing at some point to everyone in the village</p> <p>We are still attempting to gain sponsorship but need to book and pay for a band, day time entertainment, childrens games and prizes, village hall fees, etc</p> <p><b>THE CLERK REQUESTED A BREAKDOWN OF COSTS AND AMOUNT NEEDED ON THE 24<sup>TH</sup> MARCH BUT AS OF THE 30<sup>TH</sup> MARCH THIS HAD NOT BEEN RECEIVED.</b></p>
Please demonstrate how if funds were awarded they would be used for the benefit of residents within the parish	<p>Village picnic and games open to parish residents and litter pick in local community</p> <p><b>THE CLERK HAS ORGANISED WITH NORTH SOMERSET WHEELIE BINS FOR GENERAL AND RECYCLED WASTE AND LITTER PICKING EQUIPMENT FOR UP TO 20 VOLUNTEERS.</b></p>
Total sum spent by the organisation in the last financial year	nil
Total sum received by the organisation in the last financial year	nil
Main income sources – please itemise	Ticket sales and sponsorship/grant
Current bank balance	nil

### **362.7 To receive the Clerks report/Exchange of information:**

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

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

**ii) 2020/2021, 2021/2022 AGAR Challenges**

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

**iii) Coronation Hall Meeting and Waste Collection**

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

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

**iv) Old School Lane Street Light**

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

**v) Regilding of the Clock**

Delay to this project for the following reasons

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

Date \_\_\_\_\_ Time \_\_\_\_\_ Seat / Bench / Table Inspection by \_\_\_\_\_

<b>Condition Scoring</b>	1 = Good		<b>Area Scoring</b>	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

Type & Location	Material	Photo	Condition Score	Area	Comments
Picnic Table – 6ft Playground					
Picnic Table – 4ft carpark					
Rustic Bench – Playground					
Rustic Bench – Post Office					
Bench* – Roman Road					
Bench – The Dell Celtic Way					
Bench – Shiplate Rd / The Veale					
Bench* – Village Pump Area					
Bench – Village Cross Area					
Bench – by Westdown Cottage					
Bench – by Purn Bus Stop					
Bench* – Roman Road					

\* These benches are memorial benches and maintenance is the responsibility of the family.

**Date:**

**Time:**

**Inspection by:**

<b>Dog Bin Number</b>	<b>Location</b>	<b>Photo</b>	<b>Condition</b>	<b>Comments</b>
1				
2				
3				
4				
5				
6				

1 = Good	4 = Work Required
2 = Fair	5 = Dangerous needs removal
3 = Some attention needed	

Date:

Time:

**GRIT BINS**

Inspection by

<b>Condition Scoring</b>	1 = Good		<b>Level Scoring</b>	1 = Full
	2 = Fair			2 =
	3 = Some attention needed			3 = Half Full
	4 = Work required			4 =
	5 = Dangerous needs immediate removal			5 = Empty

<b>LOCATION</b>	<b>PHOTO</b>	<b>CONDITION</b>	<b>LEVEL</b>	<b>COMMENTS</b>
Canada Coombe / Roman Rd Canada Farm				
Canada Coombe / Roman Rd Mendip Way Farm				
Canada Coombe / Roman Rd Muddy Lane				
Canada Coombe / Roman Rd Opposite Woodspring				
Canada Coombe / Roman Rd Near Bridleway				
Canada Coombe / Roman Rd Opposite Public Footpath				
Canada Coombe / Roman Rd Opposite Hillside Road				
Hillcote				
Celtic Way The Dell				
Celtic Way Opposite Denscott				
The Veale				
Church Purn Way bus stop.				

**Date:**

**Time:**

**Inspection by:**

<b>Location</b>	<b>Photo</b>	<b>Score</b>	<b>Comments</b>
Commodore in Playground			
Cow ? Carpark			
Raging Bull? Carpark			

1 = Good	4 = Work Required
2 = Fair	5 = Dangerous needs removal
3 = Some attention needed	

Date \_\_\_\_\_ Time \_\_\_\_\_ Noticeboard Inspection by \_\_\_\_\_

<b>Condition Scoring</b>	1 = Good		<b>Area Scoring</b>	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

Location	Photo	Condition Score	Area	Comments
Coronation Hall				
Shiplate Rd / The Veale				
Bleadon Rd / Tenterk Close				
Post Office / Purn Way				
Celtic Way / Roman Road				



Date \_\_\_\_\_

Time \_\_\_\_\_

Bus Shelter Inspection by \_\_\_\_\_

Location of Bus Shelter	Condition	Comments
Bleadon Road / Tenterk Close		
Outside Church Rooms		

<b>Condition scoring</b>	1 = Good	2 = Fair	3 = Some attention needed	4 = Work Required	5 = Dangerous needs immediately rectified
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Date \_\_\_\_\_ Time \_\_\_\_\_ Plant Tubs Inspection by \_\_\_\_\_

<b>Condition Scoring</b>	1 = Good		<b>Area Scoring</b>	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

Location	Photo	Condition Score	Area	Comments
Trough – Car Park				
Telephone Pole Planter – Car Park				
Shiplate Road/Birch Avenue				
Celtic Way				
The Dell Celtic Way				
Village Pump Area				
The Veale				
Bleadon Mill Corner				
Rectory Lane Corner				
School Lane Corner				
Old Red Gate				
Chestnut Lane				

### **363.11 To note the data breach complaint lodged against the Parish Council**

#### **Email received from ICO (Redacted)**

##### **Case Reference: IC-214366-S1P6**

A resident has contacted us to complain that Bleadon Parish Council appears to have inappropriately disclosed their personal data.

#### **Summary of case**

In this case, Bleadon Parish Council appears to have disclosed information about a resident by naming them as an objector on a meeting agenda which was displayed on a village notice board, listed on the Parish Council website and also distributed via a clerks mailing list. It would therefore appear that the Bleadon Parish Council might have not complied with their data protection obligations.

#### **The ICO's role**

Our role is to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals. One way that we do that is to consider complaints from individuals who believe there has been an infringement of the data protection law. Section 165 of the Data Protection Act 2018 requires us to take steps to respond to the complaint including investigating it to the extent that we feel is appropriate and informing the complainant of the outcome.

#### **Our view**

Although it appears that Bleadon Parish Council may have not complied with their data protection obligations the ICO does not consider it necessary to take any further regulatory action at this stage. We note the personal data was redacted on the meeting agenda that was on the notice board and the meeting agenda was amended. However, it appears there is a copy of an agenda on the website which contain a copy of the original December minutes that still states the complainant's name.

We would appreciate it if you could take the following steps to ensure that a breach like this is less likely to occur in the future:

- Remind staff to take extra due care and attention when completing meeting agendas to ensure that an objector's personal data is not disclosed.
- To check that all staff have undertaken data protection training within the last 12 months.
- To remove the complainants name from the agenda minutes that currently exist on the website.

Although we do not intend to take any further regulatory action on this case, this will remain on our systems to help us build a picture of Bleadon Parish Council's information rights.

#### **The Clerks response (redacted)**

Thank you for your email. I can confirm that the information was inadvertently put on the noticeboard, on the website and within the minutes. The resident's name was subsequently removed from the minutes at the first meeting that I clerked.

The resident wrote several times to the Parish Council complaining about the accuracy of the minutes (emails to follow) at no point did they raise an objection that their name was in the public domain or request its removal and in one email queried why their named correspondence hadn't been listed.

I can now confirm that the residents name has been removed from the website in the minutes which formed part of the agenda papers for the meeting on the 13<sup>th</sup> of February 2023.

**Bills for Payment - 31st January to the 7th March 2023**

**Bleadon Parish Council**

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
	<b>Already Paid</b>							The Parish Council
DD	ICO	Data Protection Payment	£35.00		<b>£35.00</b>		333.8	
	<b>To Pay</b>							
BACS	Adrian Project Services	Village Ranger	£602.00		<b>£602.00</b>		337.7(vi), 341.7 & 343.4	
BACS	GB Sport	Operational Inspection (March)	£25.00	£5.00	<b>£30.00</b>		333.8	
BACS	Nina Flint	Finance Officer 12hrs (20.03.23 - 30.03.23)	£216.00		<b>£216.00</b>		361.5	
BACS	Liz Shayler	Locum Clerk 70hrs + 20hrs (13.02.23 - 30.03.23)	£2,250.00		<b>£2,250.00</b>		361.3	
SO	Brian Robinson	Clock Winding (31.05.23)	£25.00		<b>£25.00</b>		333.8	
		<b>Totals</b>	<b>£3,153.00</b>	<b>£5.00</b>	<b>£3,158.00</b>			

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

## Detailed Receipts &amp; Payments by Budget Heading 30/03/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>100</u> <u>General Income</u>						
1076 Precept	54,000	54,000	0			
1090 Interest Received	319	0	(319)			
General Income :- Receipts	<b>54,319</b>	<b>54,000</b>	<b>(319)</b>			<b>0</b>
<b>Net Receipts</b>	<b>54,319</b>	<b>54,000</b>	<b>(319)</b>			
<u>110</u> <u>Miscellaneous Income</u>						
1100 Advertising - Village News	810	2,000	1,190			
1105 Orderly Grant	116	161	45			
1115 Miscellaneous Income	1,571	0	(1,571)			
Miscellaneous Income :- Receipts	<b>2,497</b>	<b>2,161</b>	<b>(336)</b>			<b>0</b>
<b>Net Receipts</b>	<b>2,497</b>	<b>2,161</b>	<b>(336)</b>			
<u>111</u> <u>Church Clock Donations</u>						
1116 Church Clock	3,633	0	(3,633)			
Church Clock Donations :- Receipts	<b>3,633</b>	<b>0</b>	<b>(3,633)</b>			<b>0</b>
<b>Net Receipts</b>	<b>3,633</b>	<b>0</b>	<b>(3,633)</b>			
<u>120</u> <u>Rents</u>						
1200 Youth Club Rent	50	50	0			
1205 Allotments Income	290	250	(40)			
Rents :- Receipts	<b>340</b>	<b>300</b>	<b>(40)</b>			<b>0</b>
<b>Net Receipts</b>	<b>340</b>	<b>300</b>	<b>(40)</b>			
<u>130</u> <u>Village News Advertising</u>						
1100 Advertising - Village News	985	2,000	1,015			
Village News Advertising :- Receipts	<b>985</b>	<b>2,000</b>	<b>1,015</b>			<b>0</b>
<b>Net Receipts</b>	<b>985</b>	<b>2,000</b>	<b>1,015</b>			
<u>200</u> <u>Staff Costs</u>						
4000 Clerk's Salary	21,001	24,500	3,499		3,499	
4015 Staff Travel	207	150	(57)		(57)	
4020 Staff Training	499	750	251		251	
Staff Costs :- Indirect Payments	<b>21,707</b>	<b>25,400</b>	<b>3,693</b>	<b>0</b>	<b>3,693</b>	<b>0</b>
<b>Net Payments</b>	<b>(21,707)</b>	<b>(25,400)</b>	<b>(3,693)</b>			

## Detailed Receipts &amp; Payments by Budget Heading 30/03/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>210 Administration</u>						
4010 Office Expenses	0	100	100		100	
4105 Stationery	86	350	264		264	
4110 Postage	23	75	52		52	
4115 Insurance	2,714	2,700	(14)		(14)	
4120 Audit Fees	630	650	20		20	
4125 Telephone & Broadband	163	130	(33)		(33)	
4127 Village News Editorship	1,700	1,600	(100)		(100)	
4130 Subscriptions	1,054	1,250	196		196	
4135 Bank Charges	87	131	44		44	
4140 Printing	796	0	(796)		(796)	
4145 IT	1,210	1,731	521		521	
4150 Data Protection	0	45	45		45	
4165 Newsletter Printing	3,685	3,400	(285)		(285)	
4170 Hall Hirings	216	144	(72)		(72)	
4175 Professional Fees	12	250	238		238	
4185 Homeworking Allowance	208	312	104		104	
4190 Payroll Services	95	110	15		15	
4200 Councillor's Expenses	0	100	100		100	
4205 Chairman's Allowance	0	50	50		50	
4210 Councillor Training	0	250	250		250	
4215 Village Covid Group	150	0	(150)		(150)	
Administration :- Indirect Payments	<b>12,829</b>	<b>13,378</b>	<b>549</b>	<b>0</b>	<b>549</b>	<b>0</b>
<b>Net Payments</b>	<b>(12,829)</b>	<b>(13,378)</b>	<b>(549)</b>			
<u>230 Grants</u>						
4300 General Grants	4,050	0	(4,050)		(4,050)	4,000
Grants :- Indirect Payments	<b>4,050</b>	<b>0</b>	<b>(4,050)</b>	<b>0</b>	<b>(4,050)</b>	<b>4,000</b>
<b>Net Payments</b>	<b>(4,050)</b>	<b>0</b>	<b>4,050</b>			
6000 plus Transfer from EMR	4,000					
<b>Movement to/(from) Gen Reserve</b>	<b>(50)</b>					
<u>240 Open Spaces</u>						
4035 Ranger Salary	6,834	7,224	390		390	
4400 General Maintenance	1,017	2,250	1,233		1,233	
4401 Playground Equipment	4,988	750	(4,238)		(4,238)	
4405 Bleadon in Bloom	1,402	4,984	3,582		3,582	
4410 Playground Inspections	355	350	(5)		(5)	

## Detailed Receipts &amp; Payments by Budget Heading 30/03/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4415 Public Toilet Maintenance	4,399	4,000	(399)		(399)	
4420 Car Park Maintenance	0	500	500		500	
4425 Grass Cutting	4,000	4,000	0		0	
4430 Church Clock	249	312	63		63	
4435 Village Lighting	603	400	(203)		(203)	
4440 Defibrillator	0	100	100		100	
4450 Village Improvements	4,177	355	(3,822)		(3,822)	
4455 Allotments	726	145	(581)		(581)	
4460 Church Clock	26	0	(26)		(26)	
4550 Waste Contract	0	10	10		10	
<b>Open Spaces :- Indirect Payments</b>	<b>28,774</b>	<b>25,380</b>	<b>(3,394)</b>	<b>0</b>	<b>(3,394)</b>	<b>0</b>
<b>Net Payments</b>	<b>(28,774)</b>	<b>(25,380)</b>	<b>3,394</b>			
<u>250 Special Projects</u>						
4470 Children's Playground	1,528	0	(1,528)		(1,528)	
4475 Neighbourhood Plan	209	0	(209)		(209)	
4478 Contactus	139	0	(139)		(139)	
4480 Platinum Jubilee	1,252	0	(1,252)		(1,252)	
<b>Special Projects :- Indirect Payments</b>	<b>3,128</b>	<b>0</b>	<b>(3,128)</b>	<b>0</b>	<b>(3,128)</b>	<b>0</b>
<b>Net Payments</b>	<b>(3,128)</b>	<b>0</b>	<b>3,128</b>			
<u>260 Bleadon Covid-19 Group</u>						
1800 Covid-19 Group	330	0	(330)			
<b>Bleadon Covid-19 Group :- Receipts</b>	<b>330</b>	<b>0</b>	<b>(330)</b>			<b>0</b>
<b>Net Receipts</b>	<b>330</b>	<b>0</b>	<b>(330)</b>			
<u>280 Community Infrastructure Levy</u>						
1802 CIL Receipts	1,325	0	(1,325)			
<b>Community Infrastructure Levy :- Receipts</b>	<b>1,325</b>	<b>0</b>	<b>(1,325)</b>			<b>0</b>
<b>Net Receipts</b>	<b>1,325</b>	<b>0</b>	<b>(1,325)</b>			
<u>999 VAT Data</u>						
115 VAT on Receipts	527	0	(527)			
<b>VAT Data :- Receipts</b>	<b>527</b>	<b>0</b>	<b>(527)</b>			<b>0</b>
515 VAT on Payments	607	0	(607)		(607)	
<b>VAT Data :- Indirect Payments</b>	<b>607</b>	<b>0</b>	<b>(607)</b>	<b>0</b>	<b>(607)</b>	<b>0</b>
<b>Net Receipts over Payments</b>	<b>(81)</b>	<b>0</b>	<b>81</b>			

## Detailed Receipts &amp; Payments by Budget Heading 30/03/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Receipts	63,956	58,461	(5,495)			
Payments	71,095	64,158	(6,937)	0	(6,937)	
<b>Net Receipts over Payments</b>	<u>(7,140)</u>	<u>(5,697)</u>	<u>1,443</u>			
plus Transfer from EMR	4,000					
<b>Movement to/(from) Gen Reserve</b>	<u>(3,140)</u>					