

BLEADON PARISH COUNCIL

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

8th August 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 14th August 2023 at 7pm, when the following business will be transacted.

Liz Shayler
Locum Clerk

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

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

AGENDA

- 368.1 To receive Apologies for Absence (LGA 1972 s85 (1))
- 368.2 Declarations of Interests on any agenda item.
- 368.3 To approve and sign as a correct record the Minutes of the Parish Council meeting on Monday 11th of July 2023 (pages 4- 9).
- 368.4 To note the report presented to the Allotment society to be discussed fully in September (pages 10 – 12):
- 368.5 To note the Personnel Committee minutes and to ratify the appointment of Craig Bolt as the Clerk and RFO to Bleadon Parish Council with a start date of 15th August 2023 (page 13).
- 368.6 To agree the following expenditure for the new Clerk.
 - i) £199 for SLCC Membership
 - ii) SLCC New Clerk training 4 x £20 per session (spread quarterly)
 - iii) £120 ILCA training
 - iv) The purchase of a new printer
 - v) Renegotiation of a mobile phone contract of up to approximately £20 a month.
 - vi) Office incidentals including paper for printing.

- 368.7 To note the training and events available and agree any attendance.
- i) FREE Scribe Training [Scribe Academy](#)
 - ii) NALC virtual training [nalc online-events](#)
 - iii) ALCA e-learning on nimble £14 each [E-Learning Courses ALCA](#)
 - iv) Breakthrough communications training £30 [Communications Courses ALCA](#)
 - v) Various finance training £30 [Finance Training ALCA](#)
 - vi) SLCC Charitable Trusts 5th & 12th September £60 – The Clerk
 - vii) SLCC Budgeting Basics 8th September £30 – The Clerk
 - viii) SLCC Agenda & Minutes 11th & 18th September £60 – The Clerk
 - ix) SLCC Allotment Management Tenancy agreements & Policies 20th Sept £30 – The Clerk
 - x) SLCC Allotment Management Site Facilities, H & S £30 – The Clerk
- 368.8 To receive the Clerks report/Exchange of information: Please note that the Council is unable to make any formal decision under this item (page 14).
- i) Carpark relining
 - ii) Unmetered supply for the streetlights
- 368.9 To agree the following expenditure (page 14 & 15).
- i) £525 to repair the quad rocker.
 - ii) £190 to get a full written report with footage on the public toilet drains (plus an addition £115 if jetting is required).
 - iii) £100 a load to get the soil removed from the allotment site.
 - iv) £60 for the CCTV engineer to try and remove the ability for the system to record sound.
- 368.10 To discuss the quotes received on the Parish Council owned streetlights and agree a way forward (page 15).
- 368.11 To note the donation of a second tree to the Parish Council and agree a location (page 16).
- 368.12 To note the NS street names suggestions (Lime Kiln Close / Lime Kiln Place) for the Bleadon Quarry development and agree a way forward (page 16).
- 368.13 To note the clarification statement in relation to Bleadon in Bloom (page 16).
- 368.14 To approve the following documents (pages 17 – 31).
- i) Bullying & Harassment Policy (pages 17 – 19).
 - ii) Health & Safety Policy (pages 20 – 24).
 - iii) Risk Management Strategy (pages 25 & 26).
 - iv) Homeworking Policy (pages 27 – 30).
 - v) Accessibility Statement (page 31 & 32).
- 368.15 To consider the appointment of an internal auditor for the financial year 2023/2024 (page 33)
- 368.16 To authorise bills for payment for August (page 34).
- 368.17 To note the Parish Council's end of June and July's bank balances and bank reconciliation and end of July's net position (pages 35 – 38).
- 368.18 To note and comment upon the following planning applications.
- i) 23/P/1465/AOC Bleadon Quarry Bridge Road Bleadon. BS24 0AU
Request to discharge condition numbers 11 (BQ-RM-103 B Materials Layout), Condition 12 (Engineering Layout and Engineering Layout), Condition 16 (100A GA 1 of 3; 101A GA 2 of 3; 102A GA 3 of 3; 110A Typical Section; 115A Construction details), Condition 19 (Northern Footpath Link), Condition 25 (Enclosures) and Condition 37 (Stage Plot) from application 19/P/0835/OUT

- ii) 23/P/1472/AOC Wallflower House 30 Coronation Road Bleadon BS24 0PG
Request to discharge condition numbers 14 (Waste plans), 16 (lighting condition) and 20 (Details of external lighting) from application 21/P/0786/FUL
- iii) 23/P/1492/FUL The Poplars Bridge Road Bleadon. BS24 0AU
Proposed demolition of existing dwelling and erection of 1no. replacement dwelling with hard standing and ancillary works.
- iv) 23/P/1500/NMA Wallflower House 30 Coronation Road Bleadon BS24 0PG
Nonmaterial amendment to application 21/P/0786/FUL (Demolition of existing dwelling and outbuildings, erection of 2no. two storey dwellings, detached garages and associated works) to allow for alterations to the garage location.
- v) 23/P/1565/AOC Woodrising Hillside Road Bleadon North Somerset BS24 0AA
Request to discharge condition numbers 9 (Construction Method Statement) and number 12 (Energy Statement) from application 23/P/0408/FUL.
- vi) 23/P/1599/FUL Indian Masala Bridgwater Road Bleadon North Somerset BS24 0AN
Proposed use of the vehicle overflow car park area to store caravans, motorhomes and other vehicles at the rear of the Indian Masala Bridgwater Road Bleadon.

368.19 To note any planning decisions received since the last meeting.

- i) 23/P/0700/FUL Hunters Lodge Roman Road Bleadon BS24 0AD
Removal of condition 4 (occupancy by agricultural worker only) of permission 1499/87 (Proposed agricultural dwelling) to allow unrestricted occupation of the dwelling. **APPROVE**
- ii) 23/P/0724/FUL Bridleway Roman Road Bleadon North Somerset BS24 0AD
Change of use of land from a mixed use of residential, agricultural and equestrian purposes to residential garden land to form an extension of the existing garden associated with the main dwelling known as Bridleway. **APPROVE**
- iii) 23/P/0986/AOC Bleadon Quarry Bridge Road Bleadon North Somerset BS24 0AU
Request to discharge condition 9 (Playspace Layout) on application 19/P/0835/OUT. **APPROVE**
- iv) 23/P/1337/TEN Outside Springfields Bridgwater Road Uphill Bleadon BS23 4TY
Notification under Regulation 5 of the Electronic Communications Code of the intention to install fixed line broadband electronic communications apparatus; 1no. x 9m wooden pole (7.2m above ground) at the above location. **PN Regs (Tel) Noted (unconditional).**
- v) 23/P/1448
- vi) /TEN Land at rear of Purn House Farm, Purn Farm Bridgwater Road, Bleadon.
Notification under Regulation 5 of the Electronic Communications Code for the replacement of 3no. existing antennas with 3no. new antennas, the installation of 1no. microwave dishes & RRU's on the existing monopole, the replacement/installation of equipment within the existing cabin, along with minor ancillary works. **PN Regs (Tel) Noted (unconditional).**

368.20 Date of the next meeting and discuss moving the start time to 7:30pm.

- Open Spaces Working Group August 2023
- Parish Council Meeting Monday 11th September 2023, TBD at Coronation Hall
- Parish Newsletter Working Group September 2023



MINUTES OF A MEETING OF BLEADON PARISH COUNCIL HELD IN THE CORONATION HALL AT 7pm ON MONDAY 10th JULY 2023.

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

IN ATTENDANCE: Mr Kevin Barrett (Minute Clerk)
WARD COUNCILLORS: Cllrs Porter and Solomon.
MEMBERS OF THE PUBLIC: Five

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

i) **Members of the public**

Two residents spoke about planning application 23/P/1150/FUL (land south of Bleadon Mill) which had been considered by the Council at its last meeting. They wished to draw attention to other issues that were not included in the Council's consultation response including misleading documents submitted by the applicant, significant overlooking of adjoining residential properties from the proposed holiday lodges, potential noise nuisance from the lodges, possible land contamination, enhanced flood risk to properties in Bleadon Mill and access and highway safety issues. The Council noted that local residents had submitted 17 individual objections to the development which covered all of the issues raised above. The ward councillors indicated that they would be holding a meeting with the Chair and Vice-Chair of the NSC Planning Committee along with the Planning Officer to discuss their concerns and, if not satisfied, would 'call in' the application for a member decision.

A resident referred to the dangerous condition of the pavement outside of the six bungalows on the north side of Shiplate Road just after its junction with Celtic Way/Coronation Road. Ward Cllr Solomon commented that NSC had very little funding for pavement repairs, opting for financial reasons to deal with any claims arising from trips under its insurance policy. He recommended that the issue be reported online so that the Council was aware of the problem.

A resident referred to the condition of the layby area between Bleadon Mill and Bridge Road which was not being properly maintained by NSC although it was understood to be within their area. The long grass that had been allowed to grow in the southern part of the site was impeding sight lines along the A370 for vehicles emerging from Bleadon Mill and constituted a road safety hazard. In addition, motor homes were parking up overnight close to residents' properties and he asked if a sign could be erected prohibiting this. Cllr Solomon agreed to take these issues back to the relevant NSC officers.

ii) **Beat Manager's Report**

The following report was received for the period 08/06/2023 to 02/07/2023.

Calls received = 27 with the following selection of crimes reported: 9 abandoned 999 calls (this is due to an issue of Samsung phones redialling 999), 1 burglary, 2 concern for welfare, 3 road related, 1 theft and 11 other (pre-planned events, suspicious parked vehicles, automatic number plate recognition & found property). The meeting was reminded that these figures include Bleadon Hill (bordering Bridgwater Road) and Loxton. Most crimes reported are isolated incidents which have occurred within dwellings and are unlikely to have any effect on the wider community.

PCSO Stephen Hemmett has set up two Thursdays a month where he supports the YMCA youth club. He believes it gives the local youths a chance to meet him and ask questions. There is a monthly drop in session at the café the next one being the 7th August and he is organising a talk at the Church Room.

Residents were reminded of [StreetSafe](#) a new way of reporting areas where they feel unsafe (e.g. inadequate lighting problems/antisocial behaviour). However, if a resident was to see anything

suspicious in the area or would like to talk to local officers, call 101 or 999 in an emergency, they can also report anonymously to Crimestoppers on 0800555111.

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

iii) **Ward Councillors' report**

Cllr Solomon reported that the developer of the site off Purn Way with 14 housing units (21/P/0527/OUT) had offered a contribution of £50,000 towards new lighting at the junction of Bleadon Road and the A370.

It was stated that the future of the 50 bus service through the village was under review as low usage was making it uneconomic for the operator. The Westlink 'dial a ride' service was also being reviewed due to low uptake and some users booking it for long journeys which was not its intended use.

In response to a question about the Council's policy on cashless parking machines, Cllr Solomon would take back the concerns expressed about its impact on the elderly and others.

Cllr Sheppard opened the meeting by welcoming everyone.

The meeting was convened.

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

Apologies were received from Cllr Andy Scarisbrick.

367.2. Declarations of interests

No declarations of interests were received.

367.3. To approve and sign as a correct record the Minutes of the Parish Council meeting on Wednesday 21st June 2023.

Resolved: To approve the Parish Council minutes of 21st June 2023.

The resolution was correctly proposed and seconded (unanimous)

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

367.4. Bleadon Children's Playground Trust Minutes of 22nd June 2023

The notes of the Annual General Meeting of the Trustees held on 22nd June were noted and the following decisions made.

In respect of the damaged 4-way rocker, it was agreed to advise the Trust that members' understanding of its decision was that the item should be retained until a decision is taken on its replacement. It was also felt to be appropriate to move it to the Council's storage container pending that decision.

- i) **Resolved:** That the Parish Council retain the ownership of the equipment and as owners of the land continue to maintain the area and as such continue to budget for this.

The resolution was correctly proposed and seconded (unanimous)

- ii) **Resolved:** That, at the end of the financial year, the Parish Council will donate any unspent playground budget to the Trust to allow them to set up a separate bank account.

The resolution was correctly proposed and seconded (unanimous)

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

- i) FREE Introduction to Local Councils E-learning Course E-Learning Courses ALCA
- ii) FREE Scribe Training Scribe Academy
- iii) NALC virtual training NALC online-events
- iv) ALCA e-learning on nimble £14 each
- v) Breakthrough communications training £30
- vi) Various finance training £30

The training above was noted.

367.6. To receive the Clerk's report/Exchange of information.

i) Parish Newsletter Consultation.

There were 50 responses in total. The analytics had been sent to Councillors. The Chair commented that a date needed to be arranged for an early meeting of the Working Party. It was noted that residents had reported that the Newsletter was not currently being delivered beyond 'The Rocks' in Shiplate Road.

ii) Painting of Coronation Hall Car Park lines.

These were due to be painted on the afternoon of 25th July. The car park will need to remain closed all afternoon and early evening. The Clerk was due to meet the contractors on site on with the Treasurer of the Hall Management Committee.

iii) Parking at Junction of Coronation Road/Celtic Way and Shiplate Road.

Members referred to dangerous parking close to this junction and the white line on the west side previously painted by NSC to discourage it, but which had now faded. NSC to be asked whether they would be prepared to reinstate it.

367.7. To agree the following expenditure.

i) £525 for play equipment post installation inspection.

Members asked that the issues raised by the inspection be brought to the next meeting for discussion.

Resolved: To approve the cost of £525.

The resolution was correctly proposed and seconded (unanimous)

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

Pee Green and the area around the parish pump were considered to be possible locations.

Resolved: That the matter be brought to the next meeting along with the issue of the donation of £30 towards another tree.

The resolution was correctly proposed and seconded (unanimous)

367.9. To approve the following policy documents.

i) Equality & Diversity Policy

Resolved: To approve the Equality & Diversity Policy as submitted.

The resolution was correctly proposed and seconded (unanimous)

ii) **Grievance & Disciplinary Policy**

Resolved: To approve the Grievance & Disciplinary Policy as submitted.

The resolution was correctly proposed and seconded (unanimous)

iii) **Sickness & Absence Policy**

Resolved: To approve the Sickness & Absence Policy as submitted.

The resolution was correctly proposed and seconded (unanimous)

367.10. To agree a response to the consultation on the proposed changes to Public Space Protection Orders (PSPOs).

Resolved: To send a response indicating that the PSPOs relating to the allotment site, the village cross area and the village hall are supported in their present form and that the Order relating to Mulberry Lane similarly require that dogs must be on leads.

The resolution was correctly proposed and seconded (unanimous)

367.11. To authorise bills for payment for July.

An updated bills for payment schedule was tabled and a further bill from 'Aquablast' had been received for £115 + VAT to remove a blockage from the men's toilet.

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

The resolution was correctly proposed and seconded (unanimous)

367.12. To note the Parish Council's end of May budget position, bank balances and bank reconciliations.

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

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

i) **23/P/1337/TEN Outside Springfields, Bridgwater Road, Uphill, Bleadon, BS23 4TY**

Notification under Regulation 5 of the Electronic Communications Code of the intention to install fixed line broadband electronic communications apparatus; 1no. x 9m wooden pole (7.2m above ground) at the above location.

This application was noted.

ii) **23/P/1269/FUL Land at Wick Wharf, Fakeham Road, Bleadon.**

Proposed erection of an agricultural storage building and altered site access.

Resolved – To not object to this application. (Cllr Clarke abstained).

The resolution was correctly proposed and seconded (unanimous)

367.14. To note the following planning decision.

23/P/0007/AOC 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. **APPROVED**

367.15. Date and Time of next meeting.

Personnel Meeting Wednesday 26th July, TBD.

Parish Council Meeting Monday 14th August 2023, 7pm at Coronation Hall.

The Chairman closed the meeting at 20:25

.....Chairman

.....Date

DRAFT

Bills for Payment - 22nd June to the 10th July 2023
Bleadon Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
	Already Paid							
DD	3 Business Solutions	Mobile (02.07.2023)	£14.82	£2.96	£17.78	Awaiting invoice	364.23	LGA 1972, s. 111
BACS	Water2Business	Quarterly charge for public toilets	£87.72		£87.72		Admin	PHA1936, s87
	To Pay							
BACS	Adrian Project Services	Village Ranger	£602.00		£602.00	BACs details now attained	364.23	PHA1875.164
BACS	Blue Spot	Cleaning of Public Toilets	£139.50		£139.50		364.23	PHA1936, s87
BACS	Times Past	Cheese for APCM	£13.20		£13.20		362.12	LGA 1972 s137
BACS	Church Rooms	Hire of the room	£20.00		£20.00		364.12	LGA 1972, s. 111
BACS	GB Sport	Annual Inspection	£85.00	£17.00	£102.00		362.12	LGA 1972 s137
BACS	Taylor Thorne	Printing for Bleadon in Bloom	£200.00		£200.00		337 (2) ?	LGA 1972 s.142 PHA1875.164
BACS	Nina Flint	Finance Officer 11.5hrs (01.06.23 - 05.07.23)	£207.00		£207.00			LGA 1972, s112 (2)
BACS	Liz Shayler	Locum Clerk 50hrs (01.06.23 - 31.06.23)	£1,250.00		£1,250.00		361.3	LGA 1972, s112 (2)
BACS	Aquablast	Clearance of Mens Toilets	£115.00	£23.00	£138.00		H & S	PHA1936, s87
SO	Brian Robinson	Clock Winding (31.7.23)	£25.00		£25.00		364.23	PC Act 1957, s2
DD	Lloyds	Credit Card Charge (12.08.2023)	£3.00		£3.00	Access applied for	364.23	LGA 1972, s. 111
		Totals	£2,762.24	£42.96	£2,805.20			

Clerks report to the Allotment Meeting on the 12th August

Financial report

Bleadon Parish Council
Summary of Receipts and Payments
 Cost Centre Group - Allotments

7 August 2023 (2023 - 2024)

Allotments		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
401	Allotments				1,000.00	55.00	945.00	945.00 (94%)
402	Allotment Income	290.00	18.50	-271.50				-271.50 (-93%)
SUB TOTAL		290.00	18.50	-271.50	1,000.00	55.00	945.00	673.50 (52%)
Summary								
NET TOTAL		290.00	18.50	-271.50	1,000.00	55.00	945.00	673.50 (52%)
V.A.T.						12.00		
GROSS TOTAL			18.50			67.00		

The above does not include the recent expenditure of £240 to strim plots L4A and L5A.

Allotment Rent Review

By law allotment rents may only be increased with 12 months' notice. Arbitrarily the previous Clerk had been increasing rents with new tenants hence the three different fees charged. This will remain the same for 2023/24. Moving forward, the suggestion is to standardise the fee charged and build in a review every 2/3 years. The Parish Council may not make a profit on allotments however it should be used to cover costs on a day-to-day basis rather than the tax payer subsidising them.

Info taken from 'State of the Market Survey 2018 Local Authority Allotment Services'

In terms of size, the most common plot size was 200-249m². Currently each plot is approximately half of this at 100m². There was a wide range of prices for renting allotments, but the largest proportion of local authorities now charge over £70 per annum to rent an allotment in 2017-18 (The equivalent for Bleadon would be £35). The fact there is a wide variety of charges below this cost suggest that size and facilities may have a part to play (access to toilets, water etc...) along with the ownership of the land, whether it is rented or not. Currently North Somerset Local Authority run allotments are less than the national average.

Bleadon Allotments average plot is approximately 100m² (25m x 4m) this is approximately half the size of a 'normal' plot which would explain the archaic numbering system. The Parish Council rent the land from the Church Commissioners for £145 a year. With an anticipated income of £290 this only leaves £140 for any maintenance around the allotment site e.g. soil removal, hedge trimming, boundary maintenance etc...

Bleadon Allotments

Year	Income	v	Expenditure
2023/24	£290		£ 1000 Anticipated (soil removal, gate, signs, hedge trimming, plot strimming)
2022/23	£290		£ 725.50
2021/22	£299.34		£ 145 based on previous Clerks accounting statement.
2020/21	£274		£ 534.50 based on previous Clerks accounting statement.
	£1,153.34		£2,405

Council	Approximate Plot size in m ²	Cost for 1 plot	Additional costs
Bleadon	100	£8.50, £10, £12	Water has just been metered.
Banwell	100	£36	No water on site. Includes PL and Membership to NAS
Clevedon	100	£52	Deposit £50 Additional £7.55 water charge £30 shed deposit £50 polytunnel deposit
Churchill	100	£45	Additional £7.50 water charge Currently paying off PWLB loan for land purchase.
Locking	100	£14	Land owned by PC Two water troughs no hosepipes
Nailsea	100	£25	£5 additional cost of Nailsea AA Water included in price but buckets / watering cans only.
Winford	50 - 100	£22	Deposit £50 £5 additional cost for SWCAA (local equivalent to NAS) Water inc but buckets / watering cans only.
Winscombe	100	£16	Deposit £75 Includes water (locked tap) Land owned by PC
Wroughton	100	£25	Considering charging a deposit. Land owned by PC
Yatton	100	£20	Deposit £25 Water included in price no hosepipes.

Whether a deposit is charged / fee increased in 2024 will be taken with the notes from this meeting to the next Parish Council meeting, for discussion, in September. Allotment holders will be informed of any anticipated increases by the end of September.

Water

Metered on July 23rd. Checked on the 5th of August no water logged so far. The first meter reading will be taken on the 30th September and divided by 30 (the number of active 100m² plots).

Sheds

Ownership has been established for all but three.

Weston Allotment Society

They don't belong to the National Allotment Society so we would be unable to use their shop.

Missing contact details

I am missing contacting details for plots U9A and L9A any help with this would be appreciated.

New Tenancy Agreement

Attached is a model contract from the National Allotment society. To provide better protection for plot holders it is hoped to change to the model contract. Feedback welcome on the model contract before the end of August.

Driveway

The boundary hedges will be cut back towards the end of September due to nesting birds and presenting quotes to the Parish Council. Allotment holders will be given notice but can we ask that you don't park along the boundary hedge.

Items for Discussion and Agreements

Woodchips

Have contacted Rob Drinkwater and Ward Tree surgeons. Ward's have said they are more than happy to drop off some wood chippings but requested how many loads and location of piles.

Renumbering

See attached sheet. Vote to be taken which will be taken to the PC meeting in September for implementation.

Soil pile

From what I understand the large soil pile at the top of the allotments is where plot holders get rid of unwanted soil / vegetation. It encroaches on the parking area and is tall enough that tenants are unable to put anything on top and can only add to the side, making it larger each time. Concerns have been raised that it includes bindweed and ragwort so would be unsuitable as a compost heap.

The ragwort control act of 2003 created a responsibility to control and made growing the plant a criminal offence. Common ragwort is considered an "injurious weed" that is harmful to the interests of agriculture. Given the location of the pile and the use of the surrounding fields this is concerning.

Option 1: The removal of the complete soil pile.

Increase in parking, less of a health & safety risk. Removal of bindweed and ragwort which may have seeded.

Option 2: Topping the pile.

Soil available for plot holders - whilst this would temporarily remove the H&S risk and there would be a small increase in parking space, this would be eroded fairly quickly. It also wouldn't solve the issue of the ragwort / bindweed.

Recommendation: To remove entire pile.

Vote to be taken. The results of the vote will be taken to the next PC meeting on Monday. The PC will then take a vote based on the results from this meeting and this report.



MINUTES OF THE PERSONNEL COMMITTEE OF BLEADON PARISH COUNCIL HELD IN THE CHURCH ROOMS AT 5:45pm ON TUESDAY 26th JULY 2023.

PRESENT: Councillors: Andy Scarisbrick (Chairman), ID Clarke, Jo Gower-Crane and Mary Sheppard
IN ATTENDANCE: Mrs Liz Shayler (Locum Clerk)

4.1 Apologies for absence

No Apologies were received

4.2 Members' declarations of interest on any agenda item.

No declarations of interests were received.

4.3 To approve as a correct record the minutes of the meeting of the Personnel Committee held on the 8th of June 2023.

Resolved: To approve the Personnel Committee minutes of 8th of June 2023.

The resolution was correctly proposed and seconded (unanimous)

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

4.4 Exclusion of the press and public. (The Committee is recommended to resolve that members of the press and public be excluded from the meeting during consideration of agenda items 5 - 7 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960).

Resolved: That members of the press and public be excluded from the meeting during consideration of agenda items 5 - 7.

The resolution was correctly proposed and seconded (unanimous)

4.5 To undertake the interviews for the post of a new Clerk and Responsible Finance Officer.

Three interviews were undertaken.

4.6 To offer the post within LC2 substantive Scale 24 for 18 hours a week.

Resolved: To offer the post to Craig Bolt within LC2 substantive scale 24 for 18 hours a week.

The resolution was correctly proposed and seconded (unanimous)

4.7 To agree a contract for the position.

Resolved: The contract was agreed with editing amendments.

The resolution was correctly proposed and seconded (unanimous)

4.8 To agree the date of the next meeting.

First Appraisal and end of probation meeting in February 2024.

The Chairman closed the meeting at 21:00

.....Chairman

.....Date

368.8 Clerks report/Exchange of information

i) Car Park lines painting

These are now completed.

ii) Unmetered supply for the Streetlights

Whilst the Council voted to switch to YU after their contract came to an end with OPUS it seems that the previous Clerk signed an alternative contract with SSE in 2022 to start in June 2023. Currently I can find no evidence this was agreed by the Parish Council and I have requested the contract and any other associated paperwork from SSE but yet to receive a response.

368.9 To agree the following expenditure.

i) £405.61 + VAT to repair the quad rocker.

Whilst it was agreed to remove this item at the last Playground Trust meeting. After confusion at the last meeting and a change in opinion a request has been received to discuss repair again. If it is not agreed to repair it will need to be disposed of.

ii) £190 to get a full written report with footage on the public toilet drains (plus an addition £115 if jetting is required).

Within the last month we have had two incidents which have required aquablast to come out and clear the men's toilets. Both incidents are related to a large amount of toilet paper causing a blockage. Currently it is unknown whether this was deliberate or whether there is an issue in the drain which is causing the toilet paper to catch and then cause a blockage. The full written report will enable it to be seen whether there is an issue with the underground drains or whether it is people using the toilets inappropriately.

iii) £100 a load to get the soil removed from the allotment site.

Currently there is a large soil pile at the top of the allotments which plot holders are using to get rid of their unwanted soil / vegetation. It encroaches on the parking area and is tall enough that plot holders are unable to put anything on top and can only add to the side, making it larger each time. Concerns have been raised that it includes bindweed and ragwort.

The ragwort control act of 2003 created a responsibility to control and made growing the plant a criminal offence. Common ragwort is considered an "injurious weed" that is harmful to the interests of agriculture. Given the location of the pile and the use of the surrounding fields this is concerning.

Option 1: The removal of the complete soil pile.

Increase in parking, less of a health & safety risk. Removal of bindweed and ragwort which may have seeded. In is anticipated to be 2 loads for £200 although might be 3.

Option 2: Topping the pile.

Soil available for plot holders - whilst this would temporarily remove the H&S risk and there would be a small increase in parking space, this would be eroded fairly quickly. It also wouldn't solve the issue of the ragwort / bindweed. It would be the removal of 1 load for £100.

A vote will be taken at the Allotment Meeting on August 12th and the results will be verbally shared at the PC meeting on the 14th.

Locum Clerks recommendation: To remove entire pile for up to £300.

iv) £60 for the CCTV engineer to try and remove the ability for the system to record sound.

During the annual maintenance check it was identified that the CCTV records audio. However, the signage does not reflect this and so members of the public are unaware that their voices are being recorded (the monitor had no speakers which is why no one knew this was happening).


Whilst the audio recording has now been disabled then the live stream still has audio which can be played back via the app. The Contractor has spoken to the manufacturers and there should be a way of turning off the audio capacity on the cameras completely however this is alluding both the contractor and the manufacturer (possibly to do with lack of software on the video recorder).

Temporarily the contractor has changed all passwords and so the locum Clerk is the only one who has access to the system. The app has not been downloaded and so there is currently no access to the audio.

The contractor has offered, at a cost of between £30 (1hr) and £60 (2hrs), to return to site to work remotely with the manufactory to try and disable sound on all the cameras.

If this is not possible then there are a few options that can be considered (removal of system or new video recorder with updateable software, change of signs) which will be brought to Council at the September meeting.

368.10 To discuss the quotes received on the Parish Council owned streetlights and agree a way forward.

	Shiplate Road (opposite The Veale)	Old School Lane, Church Close	Comments	Total
	The Lantern is heavily corroded and needs replacement. The Lantern is also no longer working. The cable from the lantern to the cut out is single PVC cable and requires replacing for 3 core Flexible cable.	The Lantern is heavily corroded, and the Cover Bowl is damaged. In addition to this the IP Rated box is loose and in need of replacement. The cable is single PVC cable, and this will need to be replaced with 3 core Flexible cable.		
A	Light fitting & installation £781.43 	Just the replacement light fitting. £535.23. 	NS Contractor	£1316.66
B	Light fitting & installation £1400 Heritage 	All of the work above. Light fitting and installation £470.40 	Contractor used for safety test. £145 delivery	£1940.40

Given that the light on Shiplate Road has not been working and no complaints have been received you might want to consider whether you need a light in this location.

If it is decided to go ahead with a replacement fitting, then by choosing the heritage light it will need to be considered that this emits lights from all directions. Consideration might be needed to blacking out the side facing the houses.

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

This is a productive tree which has been donated. Locations discussed previously are:

- **Around Purn Way bus stop** - discounted as not PC land but also not an appropriate location to have a productive tree as people walk along here.
- **The new Quarry site** – currently not built yet so not appropriate for the 2nd tree but maybe for the one which is going to be purchased.
- **A landowner along Bleadon Road** offered their field (discounted as members of the public wouldn't be able to access).
- **Allotments** – concerns were raised about this location. Whilst there is space at the top of the allotment concerns were raised about members of the public wondering around the allotments. Lack of space along the footpaths at the bottom of the allotments meant this was not considered as an option.
- **Playground** – having spoken to the arboriculturist and the play area inspector this was not seen as viable. This was in relation to the apples possibly encouraging wasps, causing a H & S concern and the location itself not being suitable for an apple tree (given the mature trees already present)
- **Well Cottage grassed area** – Having spoken to the Chairman it has been suggested that this would be unsuitable given the water / sewage pipes under the grass in this area. However, I have requested utility maps for this area and pea green.
- **Churchyard** – A faculty would be needed to plant a tree as it is consecrated ground.

Further suggestions received are.

- Coronation Hall area (currently largely overgrown but it might be possible to plant it when this is cleared).
- Purn Quarry. (Ash trees will need to be removed)

If a location is not decided can there be a resolution to agree what to do with the apple tree temporarily e.g. repotting.

368.12 To note the NS street names suggestions (Lime Kiln Close / Lime Kiln Place) for the Bleadon Quarry development and agree a way forward.

The Developer has suggested the following names for the Bleadon Quarry development: Lime Kiln Close / Lime Kiln Place. Another suggestion has been suggested of retaining the name of the owners of the quarry 'Young'.

368.13 To note the clarification statement in relation to Bleadon in Bloom portfolio.

It has been brought to the Parish Councils attention that the Bleadon in Bloom portfolio was published in the Parish Councils name. If the document had come through the Parish Council, it would have been submitted for scrutiny and been formally adopted at a Parish Council meeting. It was not.

Whilst the Parish Council support the amazing work that the Bleadon in Bloom volunteers undertake then they are a separate entity and as such all initiatives in the portfolio have never been scrutinised / actioned or approved by the Parish Council.



BLEADON PARISH COUNCIL BULLYING & HARASSMENT AT WORK POLICY

1. Purpose and Scope

1.1 Statement:

In support of our value to respect others the Council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The council is committed to the elimination of any form of intimidation in the workplace.

This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the council's policies on Grievance and Discipline and the Elected Members Code of Conduct.

1.2 Definitions

These definitions are from ACAS guidance and are behaviours unwanted by the recipient. Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, damage to the Council's reputation and ultimately, legal proceedings against the Council incurring legal fees and compensation.

Bullying: Bullying may be characterized as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress.

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This policy covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

1.3 Examples of unacceptable behaviour

Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, making threats of physical violence against a person or their family, deliberately undermining a competent worker by overloading work and/or constant criticism, blaming a person for others' mistakes, preventing an individual's promotion or training opportunities (this list is not exhaustive).

Bullying and harassment may occur face-to-face, in meetings, through written communication, including electronic communication such as e-mail or on social media, by telephone or through automatic supervision methods. It may occur on or off work premises, during working hours or non-work time.

1.4 Penalties

Bullying and harassment by any employed persons can be considered examples of serious misconduct, which will be dealt with through the Disciplinary Procedure. If elected Members are bullying or harassing employees, contractors, fellow councillors, others then a referral as a contravention of the Member's Code of Conduct could be an appropriate measure.

Last revised on 13th May 2019

Reviewed May 2023

If an employee is experiencing bullying or harassment from a third party, the Council will act reasonably in upholding its duty of care towards its employees. In extreme cases, harassment can constitute a criminal offence and the council should take appropriate legal advice.

1.5 The Legal position

Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal. Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the Council.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination.

2. Process for dealing with complaints of Bullying and Harassment

2.1 Informal approach

Anyone; employee, contractor, member or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents.

2.2 Formal approach

Employees

Where the employee feels unable to resolve the matter informally, any complaint about harassment or bullying can be raised confidentially and informally, initially with the Clerk, or if the complaint is about the Clerk, the Chairman or another Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal Grievance Procedure to be invoked. The employee will be expected to provide evidence of the conduct about which s/he is complaining. A meeting will be arranged to discuss the complaint with the complainant, normally within 5 working days of receipt of the written complaint. Refer to the Council's Grievance Policy. Following a Grievance Hearing or investigations into allegations of bullying or harassment, a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.

Others

Any other party to the Council, other than an employee, who feels he or she is being bullied or harassed should raise their complaint with the Council, (or the Monitoring Officer where a member is directly involved in bullying or harassment), if an informal notification has been unsuccessful at eliminating the problem. The complaint should then be investigated and a meeting held to discuss the facts and recommend the way forward. It is important that any Member about which the complaint is against does not prevent the Council operating impartially in its investigation and decision-making in this regard.

Members

Regarding members whom the Council reasonably believe have been bullying or harassing another person(s) whilst undertaking council activities, the action taken must be reasonable and in some cases counselling or training in appropriate skill areas e.g. inter-personal communication, assertiveness, chairmanship etc., may be more appropriate than a penalty. The range of sanctions available to the council

where a member has been involved in bullying/harassment are limited. They include admonishment and an undertaking not to repeat the process, removal of opportunities to further harass/bully, banning from any committees of the Council and representation on any outside bodies, and a referral under the Code of Conduct. There may also be a referral to the Police under the Protection from Harassment Act 1997 or a claim to an Employment Tribunal for Third Party harassment (for harassment relating to one of the protected characteristics under the Equality Act) in extreme cases. This list is not exhaustive.

Note: False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/Member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure and/or a referral to the Monitoring Officer.

3. Responsibilities

All parties to the council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop. The Council undertakes to share its policy with all members and employees and to review its policy as appropriate.

4. Useful contacts

- ACAS = www.acas.org.uk tel: 0845 7 47 47 47
- Local Government Ombudsman for England = www.lgo.org.uk 0300 061 0614
- Equalities and Human Rights Commission = www.equalityhumanrights.com
- SLCC = www.slcc.co.uk
- DirectGov = <https://www.gov.uk/discrimination-your-rights>



Bleadon Parish Council Health & Safety Policy

1. GENERAL STATEMENT OF POLICY

1.1 Bleadon Parish Council (the Council) recognises and accepts its responsibility as an employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all its employees, councillors, contractors, voluntary helpers and others who may be affected by the activities of the Council.

1.2 The Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, Health and Safety Regulations 1996 and the Safety Representatives and Safety Committees regulations 1977 (and their subsequent amendments), and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

1.3 The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

1.4 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all those people mentioned in paragraph 1.1, and to provide such information, instruction, training and supervision as they need for this purpose.

1.5 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

1.6 The policy will be kept up to date, particularly as the council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the council. Although risk assessment / method statements are a continuing process, it shall form part of the annual review where necessary.

2. AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

- 2.1. To provide as far as is reasonably practicable:
- A safe place of work and a safe working environment.
 - Arrangements for considering, reporting and reviewing matters of Health and Safety at work.
 - Systems of work that are safe and without risks to health.
 - Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
 - Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
 - Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

3. ARRANGEMENTS AND RESPONSIBILITIES FOR HEALTH AND SAFETY POLICY AT WORK

- 3.1. As the Council's Safety Officer, the Clerk will:
- Keep informed of relevant Health and Safety policy legislation.
 - Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
 - Make effective arrangements to implement the Health and Safety at Work Policy.

- Ensure that matters of Health and Safety are discussed at meetings of the Parish Council when appropriate.
- Ensure that risk assessments are carried out when required and that any action required is taken. Consider requesting contractors to supply a written method statement prior to starting major works. Maintain a file of risk assessments.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health and Safety Policy.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Inspectorate.

4. RESPONSIBILITIES – all employees, councillors, and volunteer helpers

- 4.1 Cooperate fully with the aims and requirements of the Health and Safety Policy and comply with Codes of Practice or work instructions for Health and Safety
- 4.2 Contractors should please note the requirements of **Appendix 1**.
- 4.3 Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
- 4.4 Take reasonable care for the Health and Safety of other people who may be affected by their activities.
- 4.5 Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety unless for maintenance.
- 4.6 Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety.
- 4.7 Report any accidents or hazardous incidents to the Clerk.

5. TRAINING

The Parish Clerk has overall responsibility for organising training.

6. REPORTING AND RECORDING ACCIDENTS

Accidents shall be reported to the Parish Clerk who will record them in a Accidents Record Book.

7. SMOKING

Smoking is not allowed at any parish council function or organised activity.

8. ELECTRICAL EQUIPMENT

- 8.1 All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635) and its subsequent amendments.
- 8.2 Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.

- 8.3 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plug fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- 8.4 Only electrical equipment approved by the Council should be used which must be annually PA tested. Electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends except the WiFi.
- 8.5 Leads from points for various desk uses should not trail across areas of access but where unavoidable leads should be taped down or otherwise concealed to prevent dripping. Extension leads are for temporary use only and should not exceed 10 feet in length.
- 9.6 Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent and authorised by the clerk, to do so.

10. FURNITURE, FITTINGS AND EQUIPMENT

- 10.1 Heavy equipment and furniture must not be moved by individuals.
- 10.2 Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- 10.3 Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected annually to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.
- 10.4 High shelves should only be reached through the use of steps provided for that purpose.

11. GROUNDS MAINTENANCE

- 11.1 Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
- 11.2 All moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
- 11.3 The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
- 11.4 Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with it.
- 11.5 Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
- 11.6 Fuel tanks must only be filled in the open, with the engine stopped. No naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.

- 11.7 The manufacturer's instructions regarding the safe use of machines and chemicals must be adhered to.
- 11.8 Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
- 11.9 Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
- 11.10 Pathways on Council owned premises shall be inspected weekly as part of the visual inspection of the Recreation Ground and Riverside Play area.
- 11.11 Cemetery headstones will be checked annually by the Cemetery Committee, for danger of toppling.

12 PLAYGROUND

The council ensures that the playground is kept as a safe environments, see **Appendix 2** for details.

Appendix 1 NOTICE TO CONTRACTORS

For Bleadon Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974 (and its subsequent ammendements), and relevant statutory provisions.
2. The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
3. The council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.
4. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

Appendix 2

PERIODIC INSPECTION PROCESS FOR THE PLAYGROUND EQUIPMENT. VISUAL INSPECTION

1. Visual Inspection of each item of equipment.
2. General observations of the state of the structure and joints.
3. Any evidence of damage or wear?
4. Any foreign objects interfering with the equipment.

Note and assess any issues.

Do they need action?

Last reviewed March 2022

To be reviewed by May 2024

Can it be remedied immediately?

If it cannot be remedied immediately, what action is required to make the area safe for the public?
(Tape off the area/remove item from play area) Who is required to take remedial action?
ADVISE THE COUNCIL IF ANY IMMEDIATE ACTION IS REQUIRED.

PHYSICAL TEST

1. Physical test of each item of equipment.
2. Physical test of the structure and joints.
3. Any evidence of weakness, damage or wear?

Note and assess any issues.

Do they need action?

Can it be remedied immediately?

If it cannot be remedied immediately, what action is required to make the area safe for the public?
(Tape off the area/remove item from play area) Who is required to take remedial action?

ADVISE THE COUNCIL IF ANY IMMEDIATE ACTION IS REQUIRED.

ANNUAL INSPECTION

The Council will arrange an annual independent safety inspection of the play equipment and act upon any findings therein.



BLEADON PARISH COUNCIL RISK MANAGEMENT STRATEGY

What is Risk Management?

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. **Risk Management** is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

Risk Management is an essential feature of good governance, contributing to improved decision making and supporting achievement of objectives. When embedded within the existing planning and decision-making process, risk management provides a basis for ensuring implications are thought through and ensures that the impact of decisions, initiatives and projects are considered and that any identified conflicts are balanced. This will influence success and improve service delivery.

Classification of Risk

Risks can be classified into various categories, but it is important to recognise that for all categories any direct financial loss may have less impact than indirect costs, such as disruption of normal working or failure to fully implement policies.

Strategic Risk – long term adverse impacts of poor decision making or poor implementation. Such actions risk damage to the reputation of the Council and/or loss of public confidence.

Compliance Risk – failure to comply with legislation or laid down procedures, or the lack of documentation to prove compliance. Such actions risk exposure to prosecution, employment tribunals, inability to enforce contracts etc..

Financial Risk – fraud or corruption, waste, excess demand for services. Such actions risk impacting on financial reserves and ultimately Council tax levels, additional audit investigations, reduced service delivery options.

Operating Risk – failure to deliver services effectively, hazards to service users, the general public and/or staff, damage to property. Such actions risk damage to the reputation of the Council, as well as potential insurance claims, resulting in higher insurance premiums.

Why does the Council need a Risk Management Strategy

Structured and consistent risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

The risk management strategy will help to ensure that all Council Committees have an understanding of "risk" and that the Council adopts a uniform approach to identifying and prioritising risks. This should, in turn, lead to conscious choices as to the most appropriate method of dealing with each identified risk, be it elimination, reduction, transfer or acceptance.

Risk Management Policy Statement

Bleadon Parish Council recognises that it has a responsibility to manage risks effectively, to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its aims and objectives and to maximise the opportunities to achieve its vision. The Council is committed to identifying, reducing or eliminating the risks to people and the natural and built environments. The Council will

Adopted 14th August 2023

To be reviewed May 2025

seek to embed effective risk management into its culture, processes and structure to ensure that opportunities are maximised.

Objectives

The objectives of the Council's risk management strategy are to:

- Integrate risk management into the culture of the Council prevent loss, disruption, damage and injury and reduce costs thereby maximising resources.
- Manage risk in accordance with "best practice".
- Inform policy and operational decisions by identifying risks and their likely impact.
- Raise awareness of the need for practical risk management among all those connected with the planning and delivery of Council services.

The Risk management Process

Implementing the strategy involves identifying, analysing/prioritising, controlling and monitoring risks.

Risk Identification – identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery. The risks associated with such decisions can then be effectively managed.

Risk Analysis – once risks have been identified they need to be assessed, where necessary using proven systematic techniques. If identified risk is seen to be unacceptable then steps need to be taken to control it or respond to it.

Risk Control – is the action taken to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur.

Risk Monitoring – the effectiveness in controlling risk should be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

Roles and Responsibilities

It is important that risk management becomes embedded into the everyday culture and performance management process of the Council.

Councillors – risk management is seen as a key part of the Councillors stewardship role and there is an expectation that they will lead and monitor the approach adopted.

Council Officers - the Clerk to the Council will act as the Lead Officer on Risk Management, overseeing the implementation of the detail of the Strategy.

The Clerk will:

- Provide advice as to the legality of policy and service delivery choices.
- Keep the Council updated on the implications of new or revised legislation.
- Provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions.
- Assess the financial implications of strategic policy options.
- Provide assistance and advice on budgetary planning and control.

Conclusion

The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.

Adopted 14th August 2023

To be reviewed May 2025



Bleadon Parish Council

Home working Policy Policy

1. General

A large proportion of Clerks to Councils work from their own homes. This raises a number of points in terms of the employers (& employees) responsibilities. Bleadon Parish Council will comply with the requirement in law (Employment Rights Act 1996) that every employee should be given a written Statement of Particulars the terms and conditions of their employment within two months of taking up their post (a person working from home is in no different position).

The Inland Revenue regulations do not recognise Clerks to Council's being self-employed (All are Schedule E employees as Office Holders under the LGA 1972) and the Council will not place any reliance on the liability for insurance and other matters devolving on to the Clerk to the Council solely in their capacity as a homeowner/private citizen. The fact that the Clerk to the Council does not occupy official premises likewise does not alter the legal obligations of the employer Council toward a home-based employee.

2. Employment Conditions

Employees working from home benefit from the same rights as comparable workers based at an employers premises. In the circumstances of being a home-based worker specific additional agreements are built into the contract of employment as supplementary clauses.

- Hours of work & the degree of flexibility ie. Core time availability (min three times a week)
- The availability of contact of Line Management (members of the personnel committee)
- Claims procedure for expenses
- Allowances payments - Amount and frequency of payment
- Health & Safety requirement on the employer to assess the home workplace (e.g. Electrical power supply safety of equipment)
- Provision of equipment by the employer
- Provision of mobile
- Equipment & data security procedures including remote storage
- Employers adequate cover for insurances purposes and employees notification to their own insurance company and reimbursement by the employer for any excess premium.

3. Data Protection

The Council will be registered under the Data Protection Act 1998. The responsibility is for the processing and storage of data electronically or in written format. The principles set out in the Act must be applied. ie. that data is processed lawfully is accurate relevant not excessive and is kept up to date.

4. Data Access

Bleadon Parish Council and the Clerk to the Council will ensure that other household members do not have access to personal data as defined in the Data Protection Act 1998. Appropriate security measures must be considered and put in place to satisfy the requirements of the Act. This extends to security of electronic files, paper documents disposal of confidential waste and the locking of the home/office computer. Passwords should be known to the Clerk to the Council and the Chairman of Council only. The Council should ensure that they provide the latest anti-virus software to protect information.

5. Privacy

Bleadon Parish Council respects the privacy of the employee. Employees working from home have a right to privacy out of agreed work hours and should be able to separate their working and private lives. The Work Life Balance Standards apply equally to the office and home based employee. Times when the home-based employee can and cannot be contacted should be agreed and not breached unless in the case of a legitimate emergency. A separate business line (mobile) with a message recorder will help in this. Home visits should be arranged at times acceptable to the employee.

6. Equipment

All questions concerning work equipment liability and costs must be openly and transparently defined before the contract is agreed. Bleadon Parish Council will provide such equipment as is necessary to carry out the functions of the work and also the regular maintenance of such equipment. The Council is responsible for supplying whatever technical support is necessary and for upgrading equipment in line with their requirements in the job function. The home-based worker must undertake to take good care of the equipment and not to abuse its use in any way, particularly in respect of the collection or distribution of illegal material via the internet.

7. Health & Safety

Employers have general duties under the Health & Safety legislation for all their employees. The general duty is qualified by the principle of so far as is reasonable practicable. Employees also have a responsibility to take reasonable care of their own health and safety and the health and safety of others who may be affected by what they do. For the home-based worker this is likely to include visitors to the 'office' family, friends, etc. It is the employees' responsibility to report all employment related hazards related to their own or others' health.

Employers are required to carry out a suitable and sufficient Risk Assessment of all work activity under the Management of Health and Safety at Work Regulations 1992. This includes those that work from home. It is also good practice for the home-based worker to carry out their own Risk Assessment using identical forms. The Council has a written Health and Safety Policy. In order to verify that the applicable health and safety provisions are correctly applied the employer workers representative or relevant authorities have access to the workplace within the limits of national legislation. For a home-based worker such access is subject to prior notification and agreement. The home-based worker is entitled to request inspection visits.

Employers have a duty to report and keep a record of certain accidents, injuries, diseases and dangerous occurrences. There is also a duty under social security legislation to record accidents involving personal injury (the Statutory Accident Book requirement).

A tool for carrying out the risk assessment can be downloaded from the Health and Safety Executive website <http://www.hse.gov.uk/risk/office.htm>

The employee is encouraged to access the free leaflets on the HSE website those relating to Home Working, Manual Handling, Computers/Working with Display Screen Equipment. Health & Safety Information line: Tel: 08701 545500 www.hse.gov.uk

8. Personal Security

The personal safety of the home-based worker is of particular relevance in the case of Clerks to Councils. There is a requirement for access to the Proper Officer by any member of the Electorate. The present 'Drop In' allows the Clerk to meet Councillors and members of the public in a public / safe environment.

The Clerk may request a member of the personnel committee / other councillor to be present at any meeting with members of the public, other councillors or contractors.

9. Organisation of Work

Home-based working taking place as it does in isolation from a workplace and immediate colleagues can impose particular stress on the individual. The Council will seek to ensure that this aspect is fully discussed and understood at the selection stage of recruitment to the post. As the workload and performance standards of the home-based worker are equivalent to those of comparable Clerks to Councils' in office based premises the arrangement should acknowledge the need of the home-based worker to be 'kept in the loop'. A mechanism for the delivery of feedback on performance is a core responsibility of the employer.

A regular catchup should be scheduled with the Chairman of the personnel committee to discuss work progress, issues, etc.

The Council will ensure measures are in place preventing the home-based Clerk to the Council from being isolated from the rest of his/her professional community and should ensure that the means are in place as part of the job description for such contact to take place ie. Membership of the professional body the Society of Local Council Clerks, attendance at relevant training sessions provided by the Society or county association of NALC etc...

10. Training

A home-based worker has the same rights to training as any other worker. A newly appointed, home-based Clerk to the Council will not have the advantage of office based colleagues of access to an immediate knowledge base. The learning curve for the home working Clerk should therefore be anticipated to be longer than that of a comparable office based colleague. The Council will therefore ensure that the Clerk to the Council is given the opportunity to gain recognised competence in the job by following the ILCA, FiLCA & CiLCA distance learning course supported by a Qualified Clerk mentor.

11. Taxation Inland Revenue Ruling 2003:

The Local Government Act 1972 Pt.7 s.112 (1) states that, 'a local authority shall appoint such officers as they think necessary for the proper discharge by the authority...' and section 112(2) states that 'An Officer appointed under subsection (1) shall hold office...' Under the Act of Parliament the Council by making an appointment creates an 'Office Holder'.

The holder of an Office is automatically chargeable to Schedule E under s.19 (1) 1 Income and Corporation Taxes Act 1988 and Class 1 National Insurance Contributions under s.2 (1) (a) and s.7 (1) (b) Social Security Contributions and benefits Act 1992. The emoluments received, whether described as an honorarium, a salary, a payment towards expenses (excepting true expenses being reimbursed), are therefore chargeable under Schedule E with liability for National Insurance contributions.

Therefore:

- a) The Clerk to the Council cannot be construed as self-employed;
- b) The Clerk to the Council cannot be construed as self-employed just because he/she is already registered as self-employed by the Revenue;
- c) If the Clerk to the Council is an employee elsewhere they are still classed as an Office Holder for the work as Clerk to the Council.

The Council notes that a failure on the part of the employee or the Council to act properly in the matter of advising the Revenue of their taking up the position of Clerk to the Council leaves a Liability on the Council for all unpaid Tax and National Insurance contributions, both Employers Contributions as well as those of the employee. There is also the possibility of a fine being imposed by the Inland Revenue.

Home-based Clerks to Councils will incur certain expenditure in the performance of their duties at home, such as additional heating and electricity costs. When an employer contributes to additional household costs incurred by the employee who works from home, the employee would normally be chargeable to income tax on the payment. A new measure introduced in the 2003 Budget means that employers will be able to meet some or all of the incidental household costs incurred by employees who work from home without it giving rise to a tax liability. Such payments can already be made without giving rise to National Insurance Contributions liability.



Bleadon Parish Council Accessibility Statement

This website is run by Bleadon Parish Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- zoom in up to 300% without the text spilling off the screen.
- navigate most of the website using just a keyboard and / or speech recognition software.
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand. [AbilityNet](#) has advice on making your device easier to use if you have a disability.

How accessible is this website?

We know some parts of this website aren't fully accessible:

- you can't modify the line height or spacing of text.
- some older PDF documents aren't fully accessible to screen reader software.
- you can't skip to the main content when using a screen reader.

What to do if you can't access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording for example, please use the details below to request:

- Email: parishclerk@bleadonparishcoyncil.co.uk
- Phone: 07453358318

We'll consider your request and get back to you in 15 working days.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting accessibility requirements, contact the clerk:

- Website: <https://www.bleadonparishcouncil.co.uk/contact-us/>
- Email: parishclerk@bleadonparishcouncil.co.uk
- Phone: 07453 358318

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, [contact the Equality, Advisory & Support Service](#).

Contact Us

Parish Clerk, xxx

Post: Coronation Hall, Coronation Road, Bleadon. BS24 0PG

Email: parishclerk@bleadonparishcouncil.co.uk

Website: <https://www.bleadonparishcouncil.co.uk/contact-us/>

Phone: 07453 358318

Technical information about this website's accessibility

Bleadon Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is currently partially compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard, due to the non-compliance listed below.

- There may be pages with read more / click here links. [See WCAG 2.4.](#)
- There may be some pages where there are stray end tags. [See WCAG 2.1](#)

This statement was prepared September 2020

Reviewed August 2023

- Many of our older PDFs and Word documents don't meet accessibility standards - for example, they may not be structured so they're accessible to a screen reader. [See WCAG 4.1.2](#)
- Some images on the website pages may not have a text alternative, so the information on them isn't available to people using a screen reader. [See WCAG 2.1 success](#)

We plan to add text alternatives for all images by September 2024. When we publish new content, we'll make sure our use of images meets accessibility standards.

How we tested this website

This website was tested both manually and automatically prior to the writing of this statement. The tests were carried out by Webglu Ltd.

To consider the appointment of an internal auditor for the financial year 2023/2024

STANDARD INTERNAL AUDIT

Scope of work

- to check that appropriate accounting records have been kept properly throughout the year
- a review of the Council's system of accounting and internal control for all sources of income and expenditure
- a test check of expenditure vouchers to the financial ledgers
- a test check on VAT reimbursement claims
- a review of Committee and Council minutes to ensure decisions are properly approved in accordance with the Council's Financial Regulations
- a review of risk assessment procedures
- a review of insurance cover arrangements
- a test check on budget information
- a review of the Council's reserves policy
- a test check of income recorded on bank paying in books, credits to the financial ledger and source documentation
- a review of staffing and payroll documentation
- a review of the asset and investments registers
- test check on the periodic and year-end reconciliation of bank accounts and investments
- a review of any accounting statements prepared during the year
- a review of the Council's compliance with the Transparency Code
- a review of the Council's responsibilities as a trustee
- a review of the year end information to be submitted to the external auditor
- a check on the Council's compliance with the publication requirements for the AGAR

Site visits will be undertaken twice a year.

Matters arising and recommendations will be discussed with the Responsible Financial Officer and a written report will be issued after each internal audit visit.

Currently the auditors will only quote for 1 year due to previous AGARs.

Auditing Solutions – Will only give a price for one year between £500 and £1000 for this financial year. Although I have been told the first one is likely to be £750+ as they get to know the accounts.

Bridget Bowen (current auditor) – Year 1 – £700.

IAC Audit & Consultancy Ltd - Unfortunately, due to staff shortages, they are unable to consider taking on any additional clients currently.

Recommendation: That the Parish Council contract Bridget Bowen for another year.

Bills for Payment - 11th July to the 8th August 2023

Bleadon Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
	Already Paid							
DD	3 Business Solutions	Mobile (02.07.2023)	£14.82	£2.96	£17.78	Awaiting invoice	364.23	Local Government A 1972, s. 111
	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	Aquablast	Clearence of Mens Toilets	£115.00	£23.00	£138.00		H & S	PHA1936, s87
BACS	Church Rooms	Hire of the room for interviews	£30.00		£30.00		364.12	LGA 1972, s. 111
BACS	WSM Road Markings	Carpark relining	£975.00	£195.00	£1,170.00		366.6	Road Traffic regs 1984 s57
BACs	Bridget Bowen	Internal Audit	£325.00		£325.00		337 (2) ?	LGA 1972, s. 111
BACS	DB Securities	Annual Maintenance of CCTV	£95.00		£95.00			
BACS	Liz Shayler	Locum Clerk 50hrs (01.07.23 - 31.07.23)	£1,072.00		£1,072.00		361.3	LGA 1972, s112 (2)
SO	Brian Robinson	Clock Winding (31.7.23)	£25.00		£25.00	364.23	Parish Councils Act 1957, s2	
DD	Lloyds	Credit Card Charge (12.08.2023)	£3.00		£3.00	Access applied for	364.23	LGA 1972, s. 111
		Totals	£3,396.32	£220.96	£3,617.28			

Bleadon Parish Council

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

Date: _____

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

Date: _____

	Bank Reconciliation at 30/06/2023		
	Cash in Hand 01/04/2023		57,524.92
	ADD Receipts 01/04/2023 - 30/06/2023		35,517.92
			93,042.84
	SUBTRACT Payments 01/04/2023 - 30/06/2023		23,626.01
A	Cash in Hand 30/06/2023 (per Cash Book)		69,416.83
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2023	0.00	
	Bleadon Parish Council Deposit Ac 30/06/2023	55,576.56	
	Bleadon Parish Council Current Ac 30/06/2023	13,840.27	
			69,416.83
	Less unrepresented payments		
			69,416.83
	Plus unrepresented receipts		
B	Adjusted Bank Balance		69,416.83
	A = B Checks out OK		

Bleadon Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/07/2023			
	Cash in Hand 01/04/2023			57,524.92
	ADD			
	Receipts 01/04/2023 - 31/07/2023			35,679.01
				93,203.93
	SUBTRACT			
	Payments 01/04/2023 - 31/07/2023			26,544.39
A	Cash in Hand 31/07/2023 (per Cash Book)			66,659.54
	Cash in hand per Bank Statements			
	Petty Cash	31/07/2023	0.00	
	Bleadon Parish Council Deposit Ac	31/07/2023	55,576.56	
	Bleadon Parish Council Current Ac	31/07/2023	11,082.98	
				66,659.54
	Less unrepresented payments			
				66,659.54
	Plus unrepresented receipts			
B	Adjusted Bank Balance			66,659.54
	A = B Checks out OK			

Bleadon Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

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

Clerk & Administration

<u>Clerk & Administration</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
10	Locum salaries			13.75		6,434.00	-6,420.25
11	Salary & NI				22,000.00		22,000.00
12	Pension Provision				250.00		250.00
13	Homeworking Allowance				208.00		208.00
14	Training Officers				500.00		500.00
15	Office Expenses				300.00	70.73	229.27
16	Printing				400.00		400.00
17	Insurance				810.00	814.34	-4.34
18	Audit Fees				9,400.00	8,589.25	810.75
19	Mobile				240.00	44.46	195.54
20	Subscriptions				1,200.00	1,499.20	-299.20
21	Bank Charges				130.00	89.40	40.60
22	Website & IT				1,000.00	94.75	905.25
23	Data Protection				35.00		35.00
24	Election Charges				100.00		100.00
25	Community Engagement				177.00		177.00
26	Room Hire				330.00	356.00	-26.00
27	Councilor Expenses				50.00		50.00
28	Chairman's Allowance				50.00	60.18	-10.18
29	Training Councillors				400.00	164.82	235.18
				£13.75	37,580.00	£18,217.13	19,376.62

Income

<u>Income</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
701	Bank Interest		200.00	311.23			111.23
702	Youth Club Rent		50.00				-50.00
703	Village Orderly Grant		161.00				-161.00
704	Precept		64,653.00	32,326.50			-32,326.50
705	CIL 2022/2023			1,500.00			1,500.00
706	VAT						
			65,064.00	£34,137.73			-30,926.27

Open Spaces

<u>Open Spaces</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
301	Ranger			161.09	7,224.00	2,408.00	4,977.09
302	General Maintenance				750.00		750.00
303	Public Toilets				2,000.00	860.92	1,139.08
304	Car Park Maintenance				1,000.00		1,000.00
305	Grass Cutting				4,350.00		4,350.00
306	Church Clock				300.00	100.00	200.00
307	Streetlighting				2,300.00	42.35	2,257.65
308	Defib				200.00	289.00	-89.00
309	Village Improvements				2,000.00		2,000.00
310	Jubilee Garden				2,000.00		2,000.00
311	Waste Collections				150.00	110.00	40.00
312	Churchyard						
				£161.09	22,274.00	£3,810.27	18,624.82

Play Areas

<u>Play Areas</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
501	Play Equipment				500.00		500.00
502	Inspections				300.00	110.00	190.00
503	Children's Playground				1,500.00		1,500.00

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

Bleadon Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

2,300.00 £110.00 2,190.00

Village Improvements

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
601	Reguilding of Church Clo			49.00	14,000.00		14,049.00
602	General Grants & Donatio				1,000.00		1,000.00
603	Coronation Hall				1,000.00		1,000.00
604	Bleadon in Bloom				1,000.00	691.00	309.00
605	Coronation				300.00	250.00	50.00
606	Covid Support Group					126.00	-126.00
				£49.00	17,300.00	£1,067.00	16,282.00

Village News

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
201	Editorship				2,200.00	400.00	1,800.00
202	Printing				2,800.00	715.00	2,085.00
203	Advertising Income		2,000.00	710.00			-1,290.00
			2,000.00	£710.00	5,000.00	£1,115.00	2,595.00

NET TOTAL

67,354.00 £35,090.07 85,454.00 £24,374.40 28,815.67