

# BLEADON PARISH COUNCIL

[www.bleadonparishcouncil.co.uk](http://www.bleadonparishcouncil.co.uk)

Bruce Poole BA (Hons) FSLCC MMC  
Parish Clerk  
07453 358318



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10 South Street  
Burnham-on-Sea TA8 1BS

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## Notice of a Meeting of the Parish Council

**MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS**

*(Public Bodies (Admission to Meetings) Act 1960)*

To Chairman G Williams and Councillors I D Clarke S Hartree A Scarisbrick R Tyson and M Sheppard.

You are hereby summoned to attend the following meeting:

<https://us02web.zoom.us/j/82502385733?pwd=UnhXUDJOTVY5WWN6VVNsVUdHa0kvZz09>

Meeting ID: 825 0238 5733 - Passcode: 194971

Meeting of...	<b>Bleadon Parish Council</b>
Time...	<b>7.00pm</b>
Date...	<b>Monday 14<sup>th</sup> September 2020</b>

Councillors will be discussing all the items listed below on the Agenda.

Bruce Poole BA (Hons) FSLCC MMC  
Parish Clerk  
Monday 7<sup>th</sup> September 2020

**7.00pm (Prior to the start of the meeting)**

**Questions and comments from members of the public (limited to 15 minutes in total)**

*This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Bleadon. No decision can be taken during this session<sup>1</sup>, but the Chairman may decide to refer any matters raised for further consideration.*

<sup>1</sup>N. B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119

**Reports from County and District Councillors (limited to 15 minutes in total)**

*District Councillors are invited to give short oral reports on matters affecting Bleadon. Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public. If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.*

## A G E N D A

**335.1 To receive Apologies for Absence and to approve the reasons given.** (LGA 1972 s85 (1))

**335.2 Declarations of interests**

*(Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)*

**335.3 To approve and sign as a correct record the Minutes of a Virtual Meeting of the Parish Council Meeting held on Monday 13<sup>th</sup> July 2020 postponed to Monday 20<sup>th</sup> July 2020.** (LGA 1972 sch 12, para 41(1))

**335.4 Matters for report information purposes only –** *(See Clerk's report attached)*

(i)	Defunct Defibrillator	334.4.i
(ii)	Dropped Pavement	334.4.ii
(iii)	Youth Club Lease	334.4.iii
(iv)	Coronation Hall – Fire Inspection	334.4.iv
(v)	“Tommy there but not There”	334.4.v
(vi)	Bleadon Village News	334.4.vi
(vii)	WI Bench	334.7.8
(viii)	AGAR 2020	334.4.x
(ix)	Installation of Dog Bin	334.7.6
(x)	Toilet Cleansing	334.7.7
(xi)	Internal Auditor	334.7.9
(xii)	Allotments – Plots 2 & 3 Lower	334.9.a
(xiii)	Parish Council Web Site – Additional Pages	334.9.m

**335.5 Chairman's Announcements**

**335.6 Planning**

**1. To note the following applications received and the comments made by the Parish Council**

19/P/2537/FUL	<i>Retention of building for agricultural use (Retrospective) – Land to the South West of Bridgwater Road Bleadon – Appeal – APP/D0121/W/20/3251941 – 02/06/2020</i>	
20/P/0427/FUL	<i>Retrospective application for holiday let chalet with raised decking and canopy. – Westview Toll Road Bleadon <u>Recommended approval</u></i>	
20/P/0793/FUH	<i>Erection of a detached garage – Hoveland Shiplate Road Bleadon BS24 ONG <b>04/06/20</b> <u>The Parish Council recommended approval – by e-mail 01/07/2020</u></i>	
20/P/1081/FUH	<i>Change of 1no east elevation window into a glazed door to become the main entrance giving level access to the small lobby and erection of an oak 'Porch' surround above new doorway – Church Room Rectory Lane Bleadon <b>– 06/08/20</b> <u>The Parish Council recommended approval and it was their belief that the property would greatly enhanced by the proposals, - by e-mail 01/07/20</u></i>	

20/P1125/FUH	<i>Demolition of outhouse patio and single detached garage and proposed 3 storey rear extension – Newlands Shiplate Road Bleadon BS24 0NG – E334227N156931 27/07/20</i> <i>Following a visit to the property it was agreed that the recommendation should to approved – by e-mail 09/07/20</i>	
20/P/1139/FUL	<i>Construction of a two storey dwelling – Land adjacent to the Lay-By to the East of Bridgwater Road. – 06/07/20</i> <i>The Parish Council has previously recommended refusal of this application and saw no reason ti change their view and therefore recommended refusal – by e-mail 01/07/20</i>	
20/P/1365/FUH	<i>Demolition of boiler room to side of property. Demolition of garage to rear of property. Erection of ground floor side/rear extension and car port area with extension of loft space above. Adjustment of existing single front dormer to provide 2 x new dormers. Provision of a rear dormer and 2 no roof lights within roof plane. Erection of a single storey utility room to opposite side. Alterations to external materials from render to Cederne cement cladding and existing concrete roof tiles to be replaced with slate effect roof tiles. – Avilion Roman Road Bleadon BS24 0AD – E334669-N157673 – 21/07/20</i> <i>The Parish Council recommended approval – by e-mail 01/07/2020</i>	
20/P/1458/FUH	<i>Proposed ground floor extension of existing bungalow with associated alterations – Windrush Roman Road Bleadon BS24 0AD - 20/07/20</i> <i>The Parish Council recommended approval – by e-mail 02/07/20</i>	
20/P1878/FUL	<i>Erection of a general purpose agricultural building – Land off Bleadon Road Bleadon – 12/09/20 – previous application 17/P/1178/FUL dated November 2017 Approved with conditions</i>	
20/P/1918/FUH	<i>Proposed erection of a two storey rear extension to link the main dwelling to the detached rear garage; First floor above the garage and erection of a dormer to the front elevation – 20 The Veale Bleadon BS24 0NW E334431N156865 – 04/10/20</i>	
20/P/1952/FUH	<i>Installation of a Summerhouse on existing raised patio to North East Corner of the site – Wonderstone Cottage Shiplate Road Bleadon – 08/09/20</i>	

2. To note the

submission of an Appeal – APPD0121/W/20/3257039 – Land South of Purn Road Bleadon 19/P/2550/FUL

### 3. To note the current list of enforcement cases for Bleadon

#### 335.7 Resolutions

- (1) To resolve to appoint up to three persons to fill the current Parish Council vacancies.
- (2) To resolve to accept the reasons for absence from April to August 2020 from Councillor Steve Hartree,
- (3) To consider the request from Bleadon Youth Club and Friends of Bleadon Church to grant consent to erect a storage facility to the rear of the Youth Club Building in order to store material for the Village May Day Fayre
- (4) To resolve what steps to take to rerplace the damaged Shelter at Celtic Way Bleadon
- (5) To regularise the appointment of Miss Ellie Young as the Editor of The Bleadon Village News
- (6) To set a date for the next meeting of the Village Neighbourhood Plan working group.

- (7) To agree action in respect to the cracking of the Church Boundary Wall near to the South Hill Footpath
- (8) To consider whether or not to respond to The Ministry of Housing Communications and Local Government consultation in respect to the papers recently circulated by NALC entitled :
- (a) PC10-20 Changes to the Current Planning System
- (b) PC11-20 White Paper: Planning for the Future
- (c) PC12-20 Transparency and Competition:  
Data and Land Control
- (4) To note the formal granting of Licence between the Parish Council and Wessex Water Services Ltd in respect to the parcel of land immediately in front of the pumping station on Bleadon Road.
- (5) To note that the Parish Council Website has been found to comply with Website Accessibility Regulations
- (6) To resolve to receive the Draft Minutes of the Personnel Committee Meeting held on the 10<sup>th</sup> August and note the decisions thereto
- (7) To resolve to adopt the following Policies:
- (i) Councils Risk Assessment Policy
- (ii) Retention Policy
- (iii) Accessibility Policy
- (iv) Reserves Policy
- (v) Recording of Decisions made by Officers Policy
- (vi) Investment Policy
- (vii) Freedom of Information Policy
- (8) To note the circulation by E-Mail of the month end accounts for July & August 2020
- (9) To note the Remittance Advice received from North Somerset in the sum of £25,000 in respect to Precept Payment No.2

### 335.8 Finance

(60)	Mr B Poole	Clerks Salary - August	1394.36	
(61)	Blue Spot	Yoilet Deep Clean	150.00	
(62)	Zoom	Meeting Charge – August	11.99	2.40
(63)	Digital River Island	Scanning System	47.80	9.56
(64)	Cartridge People	Ink Cartridges	55.74	11.15
(65)	GB Sports & Leisure	August Inspection Report	15.00	3.00
(66)	3G Mobile	August	24.50	
(67)	SLCC	Annual Subscriptionq	£265.00	
(68)	SSE Electricity	Public Toilets	47.00	2.35
(69)	Mr B Poole	Home Working – August	26.00	
(70)	Opus Energy	Street Lighting	25.62	1.23
(71)	Webglu	July Updates	150.00	30.00
(72)	Webglu	Enhancements & Accessibility	570.00	114.00

(73)	Westcroft Eggs	Compost	75.02	15.00
(74)	Village Ranger	Project Services – August	728.00	
(75)	Mrs F Thomas	Toilet Cleaning – August	250.00	

Payments authorised by Cllrs. Hartree & Scarisbrick

(76)	Mr A Leonard	Supplying new Soap Dispenser	26.78	
(77)	SLCC	Virtual National Conference	20.00	5.00
(78)	Miss E D Young	Bleadon Village News Editorship	350.00	
(79)	Opus Energy	Street Lighting	10.76	0.54
(80)	Viking Direct	Stationery	9.98	
	Viking Direct	Stationery	39.47	
(81)	ZOOM	Meeting Charge – September	11.99	2.40
(82)	Webglu	Website Hosting Oct-Dec 20	70.00	14.00
(83)	Webglu	Website Hosting – NP – Oct-Dec 20	60.00	12.00
(84)	Webglu	Website Updates – August	75.00	15.00
(85)	Mr A Leonard	Strimming Allotments 2 & 3 lower	70.00	
(86)	Taylor Thorne	Bleadon Village News – Issue 115	675.00	
(87)	Pata Payroll	Services – September	23.25	

**335.9 Matters raised for information purposes only from Portfolio Holders**

- (a) Allotments and Churchyard
- (b) Public Rights of Way and Footpaths
- (c) Neighbourhood Watch and Community Safety
- (e) Roads and Transport
- (f) Play Area
- (g) Bleadon Village News
- (h) Youth Club
- (i) Coronation Halls Management Committee
- (j) ALCA
- (k) Neighbourhood Plan Group
- (l) Bleadon in Bloom
- (m) Parish Councillors
- (n) Parish Clerk

**334.10 Correspondence**

(1)	NS	Consultations – Local Plan
(2)	NS	Town & Parish Digest
(3)	PKF Littlejohn LLP x 2	AGAR queries
(4)	Bleadon Bob	Further Questions
(5)	NS	Town & Parish Digest – Issue 48 29/07/20
(6)	PATA Payroll	Salary Documentation – Aug
(7)	Three G	Mobile Phone x 2
(8)	NS	Additon of Bridleway AX21/11 Loxton and AX18/11 Hutton
(9)	NALC	New Legislation – Full Details of Meetings on the Agenda
(10)	Countryside	Voices – Summer 2020 Fieldwork - Summer 2020
(11)	Mrs K Hemmingway	Overgrown Vegetation - AX6/04/10 Walborough Reserve.
(11)	Wessex Water Services Ltd	Concluded and Signed Licence Agreement
(12)	Bleadon Covid-19 Group	Update from Sara Hughes
(13)	GB Sports & Leisure	Playground Inspection Report – August

- |      |                         |         |  |
|------|-------------------------|---------|--|
| (14) | NALC                    | PC10-20 | Changes to the Current Planning System                 |
|      |                         | PC11-20 | White Paper: Planning for the Future                   |
|      |                         | PC12-20 | Transparency and Competition:<br>Data and Land Control |
| (15) | NS                      |         | Register of Electors – August Amendments               |
| (16) | JPAG                    |         | Practitioner’s Guide 2020                              |
|      |                         |         | List of Key Changes                                    |
|      |                         |         | Letter from JPAG                                       |
| (17) | CPRE Avon & Somerset    |         | Lack of Income   |
| (18) | MHC&LG                  |         | Letter from Simon Clarke MP                            |
| (19) | Mendip Hills Newsletter |         | Issue No 159 – August 2020                             |
| (20) | NS                      |         | Template Update – Planning Applications                |
| (21) | Letter from BYC         |         | Requesting consent to erect a storage building         |

**334.11 Date and Time of next Parish Council Meeting – Monday 12<sup>th</sup> October 2020**

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## Public Session

### MINUTES

**Minutes** of a **Virtual Meeting** of **Bleadon Parish Council** held by way of Zoom on **Monday 20<sup>th</sup> July 2020** held over from the **13<sup>th</sup> July 2020** which had to be postponed due to technical difficulties. The meeting commenced at **7.05 pm** when the following business was transacted.

#### PRESENT

**Chairman Gill Williams with Councillors ID Clarke Andy Scarisbrick Rob Tyson Mary Sheppard and the Parish Clerk Bruce Poole**

In addition there was three members of the public present for both part of and all of the meeting.

**334.1 To receive Apologies for Absence and to approve the reasons given.**

Councillor Steve Hartree

**334.2 Declarations of interests**

**Reference 20/P/1081/FUH**

The Chairman who is also a member of the Parochial Church Council was asked by a fellow councillor if she intended to declare an interest. She indicated that it was not her intention do so due to the fact that she did not have a pecuniary interest. Members were reminded that any declarations are at the behest of each individual councillor and need not to be reminded by either fellow councillors or indeed the parish clerk.

On this occasion she did in fact declare an interest.

**334.3 To approve and sign as a correct record the Minutes of a Virtual Meeting of the Parish Council held on Monday 8<sup>th</sup> June 2020.**

**Resolved that the Minutes of the Virtual Meeting of the Parish Council held on Monday 8<sup>th</sup> June as circulated be taken as read approved as such and signed by the Chairman**



### 334.4 Past Matters for report purposes only.

- |        |  |             |
|--------|--|-------------|
| (i)    | Defunct Defibrillator (Mr M Gammons)   | 332         |
|        | This particular action has been somewhat long winded for various reasons but matters are now in hand for the remedial work to be undertaken  |             |
| (ii)   | Dropped Pavement   | 332.5.1     |
| (iii)  | Youth Club Lease   | 332.5.4     |
| (iv)   | Coronation Hall – Fire Inspection  | 332.5.7     |
| (v)    | “Tommy” – there but not there  | 332.11      |
|        | Subject matters in abeyance due to Covid-19  |             |
| (vi)   | Bleadon Village News   | 333.9.i     |
|        | An update on the current position was provided to members whereby it was indicated that a Miss Ellie Young had agreed to take up the challenge. Her charge for the first publication hopefully due in September 2020 would be £350.00. |             |
| (vii)  | Location – WI Bench  | 332.7.4     |
|        | Members were reminded that the proposed draft agreement had been previously circulated. –<br>(See 334.7.8)   |             |
|        | <b><u>Resolved</u></b> that the terms were acceptable and that the Clerk should proceed to sign the Agreement and return same.   |             |
| (viii) | Supplementary Standing Orders  | 333.7.1     |
|        | Following the recent approval a formal copy had been placed on the village website.  |             |
| (ix)   | Bleadon in Bloom   | 333.7.3     |
|        | It was noted that the agreed actions had been undertaken.  |             |
| (x)    | AGAR   | 333.7.4.b/c |
|        | Noted that it had been duly signed and sent to the External Auditor  |             |
| (xi)   | Bleadon Village Covid-19 Group Donation  | 333.7.9     |
|        | Appropriate action had been taken.   |             |
| (xii)  | Use of iPads Policy  | 333.7.6     |
|        | Following the recent approval a formal copy had been placed on the village website.  |             |
| (xiii) | Planter – Bleadon Mill   | 333.7.10    |
|        | Now in situ  |             |
| (xiv)  | Quotations – Toilet cleansing  | 333.7.11    |
|        | (See 334.7.7)  |             |

### 334.5 Chairman’s Announcements

#### 334.4 Planning

It was noted that North Somerset had just issued a Refusal Notice in respect to Planning

Application 18/P/5035/OUT which was for an Outline application for the proposed erection of 14 no dwellings at Land off Purn Way Bleadon BS24 0QF

1. To note the following applications received and the comments made by the Parish Council

Number	Application Details	Position
20/P/0650/FUH	<p><i>Certificate of lawful development for exiting use of yard at Woodlands Farm for mixed storage of vehicles trailers generators and a metal container (B8) and for vehicle and equipment maintenance (B2) –Land at Woodlands Farm Mearcombe Lane Bleadon BS24 0NZ 30/04/20</i></p> <p><i>The Parish Council advised North Somerset on line that it had no objections</i></p>	<p>Approved</p> <p>25/06/20</p>
20/P/0793/FUH	<p><i>Erection of a detached garage – Hoveland Shiplate Road Bleadon BS24 0NG 04/06/20</i></p> <p><i>The Parish Council recommended approval – by e-mail 01/07/2020</i></p>	
20/P/0853/FUH	<p><i>Proposed construction of a new porch and proposed new side window to South elevation. – Cobblestones Purn Way Bleadon BS24 0QE</i></p> <p><i>The Parish Council recommended approval – by e-mail 14/04/20</i></p>	<p>Approved</p> <p>19/06/20</p>
20/P/1081/FUH	<p><i>Change of 1no east elevation window into a glazed door to become the main entrance giving level access to the small lobby and erection of an oak ‘Porch’ surround above new doorway – Church Room Rectory Lane Bleadon – 06/08/20</i></p> <p><i>The Parish Council recommended approval and it was their belief that the property would greatly enhanced by the proposals, - by e-mail 01/07/20</i></p>	
20/P/1139/FUL	<p><i>Construction of a two storey dwelling – Land adjacent to the Lay-By to the East of Bridgwater Road. – 06/07/20</i></p> <p><i>The Parish Council has previously recommended refusal of this application and saw no reason to change their view and therefore recommended refusal– by e-mail 01/07/20</i></p>	
20/P/1125/FUH	<p><i>Demolition of outhouse patio and single detached garage and proposed 3 storey rear extension – Newlands Shiplate Road Bleadon BS24 0NG – E3 34227N156931 27/07/20</i></p> <p><i>Following a visit to the property it was agreed that the recommendation should to approved – by e-mail 09/07/20</i></p>	
20/P/1365/FUH	<p><i>Demolition of boiler room to side of property. Demolition of garage to rear of property. Erection of ground floor side/rear extension and car port area with extension of loft space above. Adjustment of existing single front dormer to provide 2 x new dormers. Provision of a rear dormer and 2 no roof lights within roof plane. Erection of a single storey utility room to opposite side. Alterations to external materials from render to Cederne cement cladding and existing concrete roof tiles to be replaced with slate effect roof tiles. – Avilion Roman Road Bleadon BS24 0AD – E334669N157673 – 21/07/20</i></p> <p><i>The Parish Council recommended approval – by e-mail 01/07/2020</i></p>	

### 334.7 Resolutions

**(1) To resolve to appoint up to three persons to fill the current Parish Council vacancies.**

No such applications received

**(2) To appoint members to the following three Committees of the Council.**

It was recommended that due to the current low number of councillors it would be difficult to ensure independent membership for both committees let alone them being quorate.

**Resolved** that the formation of the two undermentioned committees be held in abeyance for the time being.

- (a) Grievance Committee
- (b) Appeals

(c) Personnel

**Resolved** that the following Councillors form the membership of the Personnel Committee.

I D Clarke A Scarisbrick M Sheppard and G Williams

**(3) To appoint representatives to:**

- (a) Youth Club – G Williams
- (b) Coronation Halls Management Committee – S Hartree and A Scarisbrick
- (c) ALCA – S Hartree if not I D Clarke
- (d) Neighbourhood Plan Group – A Scarisbrick G Scott M Sheppard R Tyson and G Williams
- (e) Bleadon in Bloom – A Scarisbrick

**(4) To appoint members responsible for:**

- (a) Allotments and Churchyard – M Sheppard
- (b) Public Rights of Way and Footpaths
- (c) Neighbourhood Watch and Community Safety
- (e) Roads and Transport

Cllr Scarisbrick agreed to keep a watching brief on these three subjects until additional councillors join the council.

- (f) Play Area – G Williams
- (g) Bleadon Village News – R Tyson
- (h) Finance – S Hartree

**(5) To note the receipt of the Parish Council Accounts for the period ending 30<sup>th</sup> June 2020**

**Receipt Noted** *(copy attached to the Minute Book)*

**(6) To resolve to install an additional Dog Bin in Purn Way/Allotment Access**

**Resolved** to install an additional Dog Bin in Purn Way location

**(7) To receive quotations for the deep cleaning and refurbishment of the men's toilets.**

Resolved that action be taken for the deep cleaning and refurbishment of the toilets and to accept the higher of the two quotations received.

- (8) To resolve to locate the WI Bench to the front of the Wessex Water Pumping Station on Bleadon Road subject to satisfactory agreement arrangements.**

Resolved to accept the agreement terms from Wessex Water so that the WI Bench could be located there with planters.

- (9) To appoint Mrs B Bowen as the Parish Council's Internal Auditor**

Resolved to appoint Mrs B Bowen as the Parish Council's Internal Auditor.

- (10) To note the review of the Parish Council Insurance Policy with Came & Co on a further three-year contract.**

Noted that satisfactory discussions had taken place with Came & Co to secure a further three year contract.

- (11) To proceed towards a paperless Council.**

Agreed that this subject matter be held over until the need for Zoom Meetings cease.

- (12) To note the receipt of the Annual RoSPA Report and the actions taken**

Receipt of the annual report noted and the subsequent action taken to maintain a report/repair register

- (13) To receive and note the paper produced by the Bleadon & Bleadon Hill Coronavirus Help Group dated 30<sup>th</sup> June 2020.**

Receipt of the report noted.

- (14) (a) To adopt the following policies**

- (i) Co-option Policy
- (ii) Data Privacy Policy
- (iii) Decisions by Officers
- (iv) Delegation
- (v) Equal Opportunities Policy
- (vi) Filming Audio Recording and Photographing Meetings Policy
- (vii) Health Safety Home Working Policy

Resolved to adopt the above mentioned policies

- (14) (b) To review the following Policies**

- (i) Bullying and Harassment at Work Policy
- (ii) CCTV Policy
- (iii) Code of Conduct Policy
- (iv) Communications Strategy Policy
- (v) Complaints Procedure Policy

- (vi) Environmental Policy
- (vii) Expenses Policy
- (viii) Financial Regulations
- (ix) Grievance & Discipline Policy
  
- (x) IPad Policy
- (xi) Internet Banking Policy
- (xii) Legionella Risk Assessment Policy
- (xiii) Press and Media Policy
- (xiv) Publication Scheme
- (xv) Sickness and Absence Policy
- (xvi) Social Media Policy
- (xvii) Standing Orders
- (xviii) Standing Orders - Supplementary
- (xix) Vexatious and Complaints Policy
- (xx) Volunteer Policy

**Resolved** that the aforementioned adopted policies be taken as have been reviewed (July 2020) subject to any comments subsequently being made to any if the detail contained therein not later than the September 2020 Parish Council

### 334.8 Finance

To note the following items of expenditure for the months of June/July

(32)	Came & Company	Annual Insurance Premium	2,464.33	
(33)	WebGlu	Website Hosting – PC	70.00	
(34)	WebGlu	Website Hosting – NP	60.00	12.00
(35)	Zoom	Standard Subscription	11.99	2.40
(36)	Cartridge People	Stationery	55.98	11.20
(37)	Mr B Poole	Salary & Expenses – June	1394.36	
(38)	PATA	Payroll Services – June	23.25	
(39)	Microshade	Kaspersky Security	144.00	28.80
(40)	3G Mobile	June	26.73	5.35
(41)	Amazon	IPad Covers (9)	119.88	24.03
(42)	Water Business	27/11/19 – 13/05/20	62.92	
(43)	SSE – Electricity	Public Toilets	37.77	1.88
(44)	Mr B Poole	Home Working – June	26.00	
(45)	Mrs F Thomas	Toilet Cleansing – June	225.00	
(46)	Westcroft Eggs	Summer Bedding & Compost	390.00	78.00
(47)	A Leonard	Village Services	706.00	
(48)	Mrs J Wheatley	Supply of plants	70.00	

Noted and approved by Cllrs Hartree and Scarisbrick

### 334.9 Matters raised for information purposes only from Portfolio Holders

- (a) Allotments and Churchyard

Noted that although Plot Numbers 2 and 3 Lower had been strimmed but no cultivation appears to have been undertaken. Agreed that the allotment holder should be reminded of the terms of the agreement.

- (b) Public Rights of Way and Footpaths

- (c) Neighbourhood Watch and Community Safety
- (e) Roads and Transport

Nothing to report

- (f) Play Area – (See 334.7.12)
- (g) Bleadon Village News – (See 334.4.vi)

- (h) Youth Club

It was noted that the Council were waiting for a formal response from John Shirley & Co

- (i) Coronation Halls Management Committee
- (j) ALCA
- (k) Neighbourhood Plan Group

Nothing to report

- (l) Bleadon in Bloom

As reported previously at 334.4.xiii the planter is in situ

- (m) Parish Councillors

Cllr. R Tyson

Indicated that he had had discussions with WebGlu who confirmed they could provide an additional page on the Council Website to embrace the Village Covid Group for a one off cost of £45.00 plus vat. Equally a new page could also be added to be named Around Bleadon that would include text and supporting photos – photo gallery – videos – YouTube Channel – cost £30/60 depending on what was to be included.

Cllr. ID Clarke

Asked if the Parish Council had received replies to its e-mails to North Somerset regarding changes to Planning procedures and the removal of the stonewall at Roman Road to which the reply was no.

The suggestion was made that a letter of thanks should be sent to Mrs Ruth Burrows for visiting the Childrens Play Area early morning the day after the visit from the Travellers to clear up the various items of litter. It was agreed that the action should be undertaken.

- (n) Parish Clerk

It was at this point that the Zoom meeting halted for a third time.

### 334.10 Correspondence

- |     |                     |  |
|-----|---------------------|--|
| (1) | GB Sports & Leisure | Order Acknowledgement – replacement Canopy |
| (2) | Ibabs               | Proposal for paperless meetings            |
| (3) | NS                  | Remittance Slip – Covid 19 Grant - £10,000 |
| (4) | Long Ashton         | Support Network                            |
| (5) | NALC                | Risk Assessment – Covid-19                 |
| (6) | Mrs K Strong        | Complaint – Dog Mess                       |
| (7) | Cllr M Solomon      | Complaint – Old Barn Bleadon 17/P/1178/F   |
| (8) | NS                  | Electoral Register January 2020            |
| (9) | NS                  | Electoral Register Update June 2020        |

- |      |                        |   |
|------|------------------------|---|
| (10) | Village Covid-19 Group | Letter of Thanks – Donation                       |
| (11) | GB Sports & Leisure    | RoSPA Annual Inspection Report 2020               |
| (12) | Mrs T Millard          | Parking of Ice Cream in Coronation Car Park       |
| (13) | NS                     | Register of Electors – December 2019 plus updates |
| (14) | Bleadon Bob            | Various subject matters – 3 Communications        |
|      |                        |   |
| (15) | Rialtas                | Newsletter – Summer 2020                          |
| (16) | North Somerset         | Town & Parish Digest Issue 47 30/06/2020          |
| (17) | EDF Energy             | Street Lighting Invoice                           |
| (18) | National Grid          | Road Closure Notice – Webbington                  |
| (19) | NS                     | Register of Electors – Alterations                |
| (20) | SLCC                   | The Clerk – July 2020 Vol.1 No.4                  |
| (21) | Clerks & Councils      | Direct Magazine – July 2020 Issue 130             |

**334.11 Date and Time of next Parish Council Meeting – Monday 14<sup>th</sup> September 2020**

## Parish Clerk's Information Report to the Parish Council – Thursday 14<sup>th</sup> September 2020

### 335.6 Matters for report information purposes only – *(See Clerk's report attached)*

- |     |  |             |
|-----|--|-------------|
| (a) | Defunct Defibrillator  | 334.4.(i)   |
| (b) | Dropped Pavement   | 334.4(ii)   |
| (c) | Coronation Hall – Fire Inspection  | 334.4(iv)   |
| (d) | “Tommy there but not there”  | 334.4.(v)   |
|     | Work in progress   |             |
| (e) | Bleadon Village News   | 334.4.vi    |
|     | It is noted that the newly appointed Village New Editor has now published her first edition and copies are now available for circulation.  |             |
| (f) | WI Bench   | 334.4.(vii) |
|     | The next step in the process is firmly in the hands of the WI  |             |
| (g) | AGAR 2020  | 334.4.(x)   |
|     | Several queries were raised by the External Auditor as to why the Parish Council amended the Internal Auditor's Report and was asked to revert back to his original answer. Also asked to amend two typos. Undertaken. |             |
| (h) | Village Covid-19 Group   | 334.4.(xi)  |
|     | For the time being a link has been placed on the Parish Council Website to the Village Covid-19 Group  |             |
| (i) | Toilet Cleansing   | 334.4.(xiv) |
|     | Completed –  |             |
| (j) | Personnel Committee – Representatives and Portfolio Holders  | 334.7.2/3&4 |
|     | Members of the Personnel Committee – Village Representatives and Portfolio Holders all now listed on the Website   |             |
| (k) | Installation of Dog Bin  | 334.7.6     |
|     | Waiting the delivery of the order  |             |
| (l) | RoSPA Report   | 334.7.12    |
|     | Recommended works now completed see Attachment A   |             |



(m) Council Policies 334.7.14

Newly approved and reviewed policies now updated on the Website

(n) Allotments – Plots 2 & 3 Lower 334.9.a

Requested letter written

(o) Parish Council Web Site – Additional Pages 334.9.m

For the time being a link has been placed on the Parish Council Website to the Village Covid-19 Group

# BLEADON PARISH COUNCIL

[www.bleadonparishcouncil.co.uk](http://www.bleadonparishcouncil.co.uk)

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## Public Session MINUTES

**Minutes of a Virtual Meeting of Bleadon Parish Council's Personnel Committee** held by way of Zoom Meeting on **Monday 17<sup>th</sup> August 2020** held over from the **10<sup>th</sup> August 2020** which had to be postponed due to technical difficulties. The meeting commenced at **7.00 pm** when the following business was transacted.

### PRESENT

**Chairman Gill Williams with Councillors ID Clarke Andy Scarisbrick Mary Sheppard and the Parish Clerk Bruce Poole**

**1.1 To elect a Committee Chairman**

Cllr A Scarisbrick was so elected

**1.2 To receive Apologies for Absence and to approve the reasons given.**

None

**1.3 Declarations of interests**

None

**1.4 To receive a draft set of proposals for the proposed Terms of Reference for the Personnel Committee**

The meeting received the proposed Terms of Reference on which Cllr Clarke asked a couple of questions for clarification that were subsequently provided by the Clerk.

**Resolved to agree acceptance of the Committee's Terms of Reference as set out in the annexed paper herewith**

**1.5 To agree to source some appropriate member training.**

Cllr Clarke suggested that there were many sector based publications available that would readily assist Councillors in carrying out their responsibilities as Councillors.

**1.6 Date and Time of next Personnel Committee Meeting – Monday 18<sup>th</sup> January 2021**

**Personnel Committee**

**1. PURPOSE**

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

**2. MEMBERSHIP**

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

**3. RECORD OF PROCEEDINGS**

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

**4. RESPONSIBILITIES**

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

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

The Personnel Committee has the delegated responsibility for:

- a) Recruitment and selection of the Parish Clerk and or RFO and where necessary the Locum Clerk
- b) Recruitment and short listing applicants for the post of Parish Clerk RFO. The successful short listed applicants to be interviewed by the Personnel Committee. A recommendation from the Personnel Committee will be submitted to Full council to ratify the appointment of Town Clerk/and or RFO.
- c) Reviewing contracts staffing policies and procedures annually
- d) Considering and implementing any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC ‘Green book’) and recommended by National Association of Local Councils NALC) and Society of Local Council Clerks(SLCC).
- e) Approving requests within the training budget for personal development training and health and safety requirements.
- h) Reviewing job descriptions, person specification, staff establishment (including promotion re-grading, redundancies and fixed term contracts) and to approve all contracts of employment.
- i) Considering and implementing pay awards, and payroll management.

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

## **5. DECISION MAKING**

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

## Bleadon Parish Council Risk Assessment 2020 – DraftV3

**“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”**

**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 Policy Statement**

**Bleadon Parish Council hereafter referred to as BPC recognises that it has a responsibility to manage risks effectively in order to protect its Councillors assets liabilities and the community against potential losses to minimise uncertainty in achieving its goals and objectives and to maximise its opportunities. BPC is aware that some risks can never be eliminated fully and we have tried to ensure we have a strategy that provides a structured systematic and focussed approach to managing risk.**

### **Approach to Risk Management**

**BPC’s approach to risk management is that we should try to identify and manage risks in the most cost effective manner within overall resources available. Each risk identified by BPC is recorded in BPC’s risk assessment document. The impact is assessed; control measures we feel to be appropriate are put in place together with the frequency with which the risk should be reviewed.**

### **Responsibility for Risk Management**

**BPC recognises that it is the responsibility of all councillors and the clerk as an employee to have regard for risk in carrying out their duties. If uncontrolled risk can result in a drain on resources that could better be directed to front line service provision and to the meeting of HPC’s objectives and community needs. This policy has the full support of BPC which recognises that any reduction in the risk of injury, illness, loss or damage benefits the whole community. From recent experience, we already know that Council responsibility cannot be taken lightly and areas like succession planning are critical. The co-operation and commitment of all members of HPC and clerk as an employee is required to ensure that council resources are not wasted as a result of uncontrolled risk.**

**BPC is responsible for ensuring that this procedure is adhered to.**

**This Policy and Risk Assessment will be reviewed annually in line with the Standing Order Calendar**

1. FINANCE				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept  Requirements not submitted to North Somerset Council  Amount not received by North Somerset Council	L  L  L	The Council commences the review of the precept requirement annually in November by consideration of a first draft based on known income and expenditure as at the 30 <sup>th</sup> September. The presented budget will include actual position and projected position to year end and estimated figures for the next financial year. With this information the Council and that for the nine months as at the 31 <sup>st</sup> December then agrees the amounts set for the specific budget headings for the following year The final figures to be formally resolved at the February Council Meeting. the total of which is resolved to be the precept amount to be requested from North Somerset Council. This figure is submitted by the Clerk, as the Responsible Financial Officer, in writing to North Somerset Council. The Clerk informs the Council when the precept has been received.	Existing procedure adequate.
Financial Records	Inadequate records  Financial irregularities	L  L	The Council has Financial Regulations that set out the requirements. The Clerk receives training to ensure knowledge is up to date. The accounts system is automated to a high degree to reduce arithmetical mistakes. The Internal Auditor will visit twice a	Existing procedure adequate.

			year. Regular reviews of income and expenditure will be provided to the members every quarter	Review the Financial Regulations when necessary.
Bank and Banking	Inadequate checks Bank mistakes Loss Charges Internet hacking FSCS limits exceeded	L L L L M H	The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts. The Clerk reconciles the bank accounts once a month when the statements are received. Errors are communicated to the bank immediately.  The Clerk reviews the Councils banking arrangements regularly.  Internet Banking procedure established requiring two signatories for every transaction. Antivirus software on Clerk's and every signatory's computer.  FSCS covers deposits to £85k. When bank accounts exceed this amount the Clerk authorises a transfer of funds to an additional account.	Existing procedure adequate  Financial Regulations reviewed annually.  Bank signatories are reviewed at least annually and when personnel change.  Bank statements checked monthly.
Reporting and Auditing	Information communication Compliance	L L	A budget monitoring statement is produced each month and provided for members for information purposes. A full list of payments and receipts and cheques to be signed is provided at the meeting and the financial records including a breakdown of receipts and payments balanced against the bank statement are presented and checked by a Councillor at each meeting.	Existing communication procedures adequate. Council appoint a Councillor to check financial records for Fidelity compliance
Invoices	Goods not supplied but billed Incorrect invoicing Errors in authorisation Unpaid invoices	L L L L	The Council has Financial Regulations that set out the requirements. Invoices are only submitted for approval once the Clerk has inspected the goods/services received. Cheques when used are presented to the signatories with the relevant invoice attached once checked as correct by Clerk. Scanned invoices are sent to signatories for online payments.  A schedule of payments is produced for approval at each Council meeting and minuted accordingly.	Existing procedure adequate.  Review the Financial Regulations when necessary.
Best Value Accountability	Work awarded incorrectly Overspend on services	L L	As per the Financial Regulations normal Parish Council practice would be to seek wherever at least three quotations work under £750.00.  For major contract services, formal competitive tenders would be sought.  If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate.  Review Financial Regulations regularly.
Salaries and associated costs	Salary paid incorrectly Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the HMRC. Incorrect overtime paid.	L L L L	The Parish Council authorises the appointment of all employees through a recruitment process  The Clerk keeps a record of hours worked and has a contract of employment and job description.  Salary is based according to the national pay scales advised by SLCC and NALC.  Salaries are paid by internet banking.  The payroll service is outsourced.  The Clerk prepares payments for authorisation by Signatories.  Overtime is only paid for work approved by the council.	
Councillor allowances / expenses	Councillors over-paid	L	The Chairman has a small budgeted annual allowance for a specific task. No allowances are allocated to other Parish Councillors. Any expenses are claimed by presenting the relevant receipt to the Council for approval. Expenses are monitored to ensure the budget is not exceeded and expenditure reported monthly to the Council.	Existing procedure adequate.
Election costs	Unexpected election cost	L	Sufficient monies in reserve are budgeted to be available should the need arise.	Reviewed in the budget
VAT	Failure to reclaim	L	The Council has financial regulations which set out the requirements and the clerk adopts a system to diarise tasks.  The electronic accounts system works out VAT for the quarterly reclaim.	Existing procedures adequate.

Annual return	Not submitted within time limits Not published in compliance with regulation	M	Year-end accounts are submitted to the Internal Auditor then approved by the Council.  The Annual Return is completed in accordance with the regulations and sent to the External Auditor within the time limit.  Dates for deadline are stated by auditor.  Accounts are published as stated on auditor notices.	. Existing procedure adequate.
Grants payable	No power to pay or authorisation of Council to pay	L	The Council has a Grant Funding Policy that sets out the requirements  All such expenditure goes through the required Council process of approval and is minuted  Any grants awarded have the terms and conditions satisfied before money is released	Existing procedure adequate.
Grants receivable	Incorrect amount received or paid in	L	Grants received are paid via online banking and recorded in the electronic accounts system.	Existing procedures adequate.
Charges/rentals payable	Non-payments of leases/rentals	L	The Clerk monitors payments and reports to the Council meetings.	Existing procedure adequate.
Charges/rentals receivable	Youth Centre rent not received Allotment rents not received. Adverting revenue not received	L	Clerk undertakes credit control.  Allotment holders invoiced in August for the year commencing 29 September.  Youth Centre defaults on the lease if not paid.	Existing procedure adequate.  Review agreement and fees annually.

2. MANAGEMENT				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to unexpected circumstances	M	The Councils everyday working files are kept online by way of a remote cloud system. Necessary paper records are retained in accordance with the Council's Retention Policy as well as on the Council's Website.  The Clerk makes regular back-ups of files to an external hard drive.  In the event of the Clerk being indisposed a locum will be arranged  Alternative meeting rooms are available in the village  A communication plan has been developed	Existing procedures to be reviewed.
Employees	Loss of key personnel Fraud by staff Unlawful action taken by staff Breach of Health and Safety	M L L M	Proactive management to ensure that employees are well motivated and respected.  Contingency arrangements and funding in place to provide adequate cover in the event of employee absence  Policies are in place to address staff grievances. The Personnel Committee undertakes annual appraisals.  All appropriate employees of the council shall be included in a suitable fidelity guarantee insurance in accordance with the Financial Regulations  All employees are made aware of their responsibilities for health and safety through their contract, H&S policy and training as required.	Existing procedure adequate.  Chair of the Personnel Committee to maintain regular contact.  Monitor working condition safety requirements and insurance regularly.  Statutorily satisfactory Insurance policy.  Training provided.

			The Clerk will be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.  Regular contact with Chairman and members of the Personnel Committee	
Legal powers	Illegal or unlawful activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings.	All activities and payments minuted.
Council records - paper	Loss through theft, fire or damage	L L L	The Councils everyday working files are kept online by way of a remote cloud system. Necessary paper records are retained in accordance with the Council's Retention Policy as well as on the Council's Website in a locked cabinet which is currently stored in the Coronation/Jubilee Halls,  The Clerk's home office will be a private dedicated room and appropriate insurance arranged.	Existing procedure adequate.
Council records - electronic	Loss through theft, fire or damage Corruption or loss of laptop	L  <b>M</b>	The Parish Council's electronic records are stored on a Council computer at the Clerk's home.  Back-ups of the files are taken at regular intervals to an external hard drive.  New laptop/updated software to be secured at least five-yearly.	Existing procedure adequate.  Although the Clerk works on a remote system it is centrally backed up regularly throughout the day at an off site
Insurance	Inadequate cover  Expensive policy  Lack of compliance  Fidelity Guarantee compromised	L L L L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place.  Ensure that the asset register is up to date  Ensure compliance measures are in place.  Ensure Fidelity checks are in place.	Existing procedure adequate.  Asset Registered currently under review.  Insurance Policy reviewed Annually
Data protection  GDPR	Policy  Provision  Non-compliance with GDPR	L L M	Data Protection requirements stated in the Council's Standing Orders.  Ensure that Employees and Councillors receive training  Retain NSC Information Governance service	Existing procedure adequate.  Provide training where necessary
Freedom of Information Act	Failure to recognise requests.  Failure to comply adequately.	L L	NSC Information Governance Service assists with FoI requests.	Monitor and report any impacts of requests made under the Freedom of Information Act
Meeting location	Inadequate  Breach of Health & Safety	L L	The Parish Council Meetings are held at the Coronation Hall. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects.  The venue is insured and risk assessed.	Existing location adequate.



3. ASSETS				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Maintenance	Poor performance of assets or amenities	M	<p>An asset register is kept up to date and insurance is held at the appropriate level for all items.</p> <p>All assets owned by the Parish Council are regularly reviewed and maintained.</p> <p>All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council.</p> <p>The Parish Council has a Ranger contractor to check and maintain assets.</p> <p>Monthly risk assessment of Play Area equipment made by GB Sport.</p> <p>Annual inspection carried out by registered play inspection company RoSPA.</p>	<p>Existing procedure adequate.</p> <p>Review insurance requirements annually.</p>
Noticeboards	<p>Risk/damage/injury to third parties</p> <p>Road side safety</p> <p>Need for replacement</p>	L	<p>Parish Council has five notice boards sited around the Parish. All locations have approval by relevant parties and insurance cover is in place.</p> <p>Inspected regularly by the Ranger contractor; any repairs/maintenance requirements are brought to the attention of the Clerk. Keys held by the Ranger.</p>	<p>Existing procedure adequate.</p> <p>Review adequacy at least every five years.</p>

4. LIABILITY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal Powers	<p>Illegal activity or payments</p> <p>Working Parties taking decisions</p>	L	<p>All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted.</p> <p>Ensure Working Parties understand that only the Parish Council can make decisions</p>	Existing procedures adequate.
Minutes/Agendas/Notices/Statutory documents	<p>Inaccurate minutes</p> <p>Unlawful actions</p> <p>Public notice not given sufficient notice</p> <p>Missing documents</p> <p>Business not conducted correctly</p>	L	<p>Minutes and agenda are produced in the prescribed manner by the Clerk according to the legal requirements.</p> <p>Minutes are approved and signed at the next Council meeting.</p> <p>Minutes and agenda are displayed according to the legal requirements, on noticeboards and Parish Council website.</p> <p>Business conducted at Council meetings is managed by the Chair and advised by the Clerk</p>	<p>Agendas &amp; Minutes to be regularly posted on to the Council's Website</p> <p>Members to adhere to Code of Conduct.</p>

Public Liability	Risk to third party, property or individuals	L L	Insurance is in place. Risk assessments regularly carried out to comply with requirements if necessary.	Existing procedures adequate.
Employer Liability	Non-compliance with employment law	L	Insurance is in place. Undertake adequate training and seek advice from the Association of Local Councils.	Existing procedures adequate.
Legal Liability	Lack of clarity of legality of activities Inaccurate reporting via Minutes Lack of document control	L L L	Clerk to clarify legal position on proposals and to seek advice if necessary. Parish Council always receives and approves Minutes at monthly meetings. Retention of document policy in place.	Existing procedures adequate.

4. COUNCILLORS' PROPRIETY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Members interests	Conflict of interest not declared Register of Members interests	M M	Councillors have a duty to declare any interests at the start of the meeting, reminder on the agenda .However it is not the responsibility of members or the Clerk to cajole the member with a potential interest to actually declare one. It is the sole responsibility of the councillor concerned.  Register of Members Interest forms to be reviewed regularly by Councillors.	Check understanding of requirements, as new councillors in place.  Members to take responsibility themselves to update the Register.

## Retention of Documents Policy

The Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

### Scope Responsibilities Retention Schedule Scope of the policy

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

### Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council, and he is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner. The Clerk must ensure that the records for which he is responsible are accurate and are maintained and disposed of in accordance with the Parish Council's records management guidelines.

Individual Councillors may hold records in hard copy format or electronically at home or on their home computers. If a Councillor considers that some of these documents are important in the context of the Parish Council's records, they should ensure that the Clerk retain a copy for the official record. Individual Councillors are strongly advised to undertake "weeding" and "housekeeping" on a regular basis. On resigning from the Council Councillors should delete electronic records they hold and destroy hard copy documents.

### Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

### Retention of Documents

Minute Books	Indefinite
Annual returns (AGARs)	Indefinite
Annual Accounts Bank statements Cheque book stubs Paying in books	6 Years
Quotations Paid invoices VAT records Salary records Tax & NI records	6 Years
Insurance Policies Cert of Employers Liability Cert of Public Liability	Indefinite
Assets Register Deeds	

## **Planning Applications**

All planning applications and relevant decision notices are available at NSDC. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated below.

## **Members**

Declarations of acceptance Members register of interests' book - Term of Office & 4 years  
Complaints retained until completed then archived where situations dictate.

Disposal procedures: all documents that are no longer required for administrative reasons should be shredded and disposed of.

## **E-Mails**

Deleted after 28 days unless required to be maintained for administrative reasons

## 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
- navigate most of the website using 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 PDF documents aren't fully accessible to screen reader software
- you can't skip to the main content when using a screen reader

Scanned pdf documents do not comply with the Accessibility Regulations but these documents can be provided in an alternative format or on alternative media on request.

### 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@bleadonparishcouncil.co.uk](mailto:parishclerk@bleadonparishcouncil.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:

**Email:** [parishclerk@bleadonparishcouncil.co.uk](mailto:parishclerk@bleadonparishcouncil.co.uk)

**Phone:** 07453358318

### 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 and Support Service \(EASS\)](#).

### Contact Us

Parish Clerk, Bruce Poole BA (Hons) FSLCC MMC

**Post:** Rooftops 10 South Street Burnham-on-Sea Somerset TA8 1BS

**Email:** [parishclerk@bleadonparishcouncil.co.uk](mailto:parishclerk@bleadonparishcouncil.co.uk)

**Phone:** 074533583118

### 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 Success Criterion 4.4 \(Link Purpose \(In Context\)\)](#).
- There may be some pages where there are stray end tags. [See WCAG 2.1 success criterion 4.1.1 \(Parsing\)](#).
- 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 2.1 success criterion 4.1.2 \(name, role value\)](#).
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#### **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 Limited.

**This statement was prepared 13th August 2020.**

# Reserves Policy

## 1. Purpose

- 1.1 The Parish Council is required to maintain adequate financial reserves to meet foreseeable needs and commitments and also to have money available in the event of an emergency

## 2. General Reserve

1. The use of this is not restricted. It can be used to smooth the impact of uneven cash flows offset the budget requirements or can be used to cope with unexpected events or emergencies.
2. It is intended to maintain the General Reserve at a level equivalent to approximately three months precept income (approx. 25% of the annual precept) but at all times sufficient to cover staff salaries for three months.
3. If the budget is drawn down replenishment will be provided for in the next annual budget.
4. If the General Reserve is exhausted due to extreme circumstances the Parish Council may make emergency borrowings from Earmarked Reserves which will be replaced in the next annual budget cycle.

## 3. Earmarked Reserves

These are to be set up to meet known predicted liabilities for example

- Election and employment matters
- Church Grounds
- Other expenditure agreed by the Council but not spent during the current financial year for example Coronation Hall Celtic Way Shelter and Bleadon in Bloom.
- Risk not covered by Insurance

## 4. Procedure

1. Any decision to set up a reserve must be made by the Parish Council
2. Expenditure from reserves can only be authorised by the Parish Council.
3. The reserves will be reviewed in the first instance by the Parish Council as part of the annual budget and precept process.
4. The Responsible Financial Officer will maintain a detailed schedule of all reserves which will form part of the annual accounting process.

## Recording of Decisions made by Officers Policy

1. The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095), which came into force on 6 August 2014, require a written record to be kept of certain decisions made by an officer of a parish council acting under delegated powers.

(The Regulations also contain provision on filming, recording and reporting of Council and committee meetings; the Parish Council has a separate policy on this.)

2. The decisions are those:
  - a. made under a 'specific express authorisation', or
  - b. made under a general authorisation where the effect of the decision is to
    - i. grant a permission or licence,
    - ii. affect the rights of an individual, or
    - iii. award a contract or incur expenditure which, in either case, significantly affects the financial position of the Parish Council.

3. The potentially very wide scope of this provision is in practice cut down by the guidance issued by the Department of Communities & Local Government in their 'plain English' guide to the Regulations (available at <https://www.gov.uk/government/publications/open-and-accountable-local-government-plain-english-guide>)

4. The relevant guidance for parish councils is as follows:

'Officers take many administrative and operational decisions on how they go about their day to day work within the council's rules. These decisions will not need to be recorded.

You will not be able [to] inspect some recorded decisions if the whole or part of the records contain confidential information or any other information [where] publicity would be prejudicial to the public interest.

Examples of decisions that should be recorded could include:

- a. decisions about awarding contracts above specified individual/total values (the values will vary according to the relevant parish or town council); and
- b. decision to renew a lease to an allotment association

Where decisions are already required to be published by other legislation, they do not need to be recorded again provided the record published has the date the decision was taken and the reasons for the decision.

Decisions that do not need to be recorded might include the following examples:

- routine administrative and organisational decisions such as the purchase of office supplies or repairs;



- a decision to sign an allotment tenancy agreement;
- decisions to approve works undertaken by a contractor.

These are a few selected examples and not an exhaustive list. It is for the council to decide what information should be recorded on the basis of the national rules.'

5. The Clerk currently has authority to incur expenditure up to £500 (£1,000 for health and safety expenditure). The Parish Council does not consider that such expenditure is likely to significantly affect the financial position of the Parish Council.

Expenditure in excess of these limits must be authorised by a committee with delegated authority or by Full Council and the decision will be recorded in the minutes.

6. Accordingly, and having regard to the exemptions set out in the 'plain English' guide, Bleadon Parish Council does not consider that officers will be taking decisions of such a nature that a written record will be required.
7. If, exceptionally, a written record is required of an officer's decision the record will be published on the Parish Council's website and made available for inspection in the Parish Council's office in the same way as minutes of a committee meeting.
8. The Parish Council will review this policy on annual basis.

## Investment Policy

1. Bleadon Parish Council acknowledges the importance of prudently investing any surplus funds, whether temporary or longer term held on
2. In accordance with Section 15(1) of the Local Government Act 2003, the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.
3. The Council's investment priorities are the security of reserves and the liquidity of its investments. The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
4. The Council will invest in Deposits and High Investment Accounts with high street banks or building societies. Given the unpredictability surrounding investment in the money market, the Council will not use stocks and shares as a type of investment.
5. The Responsible Finance Officer (RFO) in consultation with the Council will determine the maximum periods for which funds may prudently be committed and the maximum amounts of investment so as not to compromise liquidity.
6. Short term investments shall be defined as less than 1 year. The RFO shall have delegated power to invest in short term investments, any such investments shall be reported to the next full Council meeting.
7. Long term investments shall be defined as 1 year or greater. The RFO shall require full Council approval before entering into any long term investment.
8. The Council will rely on interest rate information which is publicly available.
9. The investment strategy will be reviewed at least once annually by the Parish Council in the presence of the RFO with recommendations to full Council.
10. The Council reserves the right to make variations to the Strategy at any time. Any variations will be made available to the public.

# Freedom of Information Policy

## 1. General

Bleadon Parish Council (hereafter 'the council') has a Publication Scheme which can be found on its website and on the notice boards throughout the village. This scheme enables members of the public to view and access information held by the Council.

## 2. How to Obtain Information

- 2.1 Parish Council web site at [www.bleadonparishcouncil.co.uk](http://www.bleadonparishcouncil.co.uk) The web site holds the type of information which the Council routinely publishes e.g. Council Policies Minutes of Meetings and Agendas for forthcoming meetings.
- 2.2 Some paper documents held by the Clerk are at his work place whereas other such documents are stored at the Coronation Hall. If you wish to view any of the available documents please contact the Clerk either by post or by email.
- 2.3 All requests for information should be in writing and include your name, contact details for correspondence and a detailed description of the information you require.

## 3. Council's Response to a Written Request

- 3.1 Within 5 working days of receipt of your written request the Council will:
  - (a) confirm to you whether or not it holds the information
  - (b) advise you if a fee will be charged
- 3.2 provide you with the information after any relevant fee has been paid (unless an exemption applies).

## 4. Exemptions

There are 23 exemptions in the Freedom of Information Act for example personal data about individuals which is protected by the Data Protection Act 1998 or commercially confidential information.

## 5. Charges

Disbursement costs such as printing, photocopying and postage; and for the majority of requests or a series of requests from the same applicant within a 12 month period it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Council can decide to:

- (a) refuse the request
- (b) comply with the request and charge for allowable costs as prescribed in the regulations
- (c) comply with the request free of charge.
- (d) A fee notice will be sent to the applicant requesting the appropriate fee.
- (e) The request will not be answered until the fee has been received.
- (f) Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

## **6. Further Help**

Please contact the Parish Clerk if you need help in accessing information from the Council under the Freedom of Information Act. There is further information on the website of the Information Commissioner.

## **7. Complaints**

If you are dissatisfied with the response from the Council then please put your complaint in writing to the Clerk at the address above. If you are still dissatisfied, you may contact the Information Commissioner at:

**Information Commissioner's Office Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF**

## ATTACHMENT A

### Bleadon Parish Council - Children's Play

Area				
Play Equipment	Defect	Reported	Actioned	Comment
Fencing Mesh		22/05/20		Monitor
Entrance Gate		22/05/20		Monitor
Litter Bin		20/05/20		OK
Seating		20/05/20		OK
Signage		20/05/20		OK
Climber	Bark requires raking	22/05/20	01/07/20	Raked on a weekly basis
Kick Panel	Repair wearing surface	22/05/20	01/07/20	Being Monitored
Multiplay Unit	Treat & Repair Corrosion	22/05/20	02/07/20	Sprayed with WD 40
Canopy	Replace broken Canopy	18/03/20	25/03/20	Replacement Ordered
Base	Bark requires raking	22/05/20	01/07/20	Raked on a weekly basis
"	Apply weedkiller	22/05/20	01/07/20	Applied
4 Seat Rocker	Remove Debris	22/05/20	01/07.20	Debris removed
	Repair lifting matting	22/05/20	21/08/20	Repaired
Chick Rocker	Repair liftring matting	22/05/20	21/08/20	Repaired
Sand Pit	Rake and remove Debris	22/05/20	01/07/20	Raked on a weekly basis
Junior Swing	Rake and top up	22/05/20	01/07/20	Raked on a weekly basis
Toddler Swing	Rake and top uo	22/05/20	01/07/20	Raked on a weekly basis