



BLEADON PARISH COUNCIL

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

6th December 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 11th December 2023 at 7.30pm, when the following business will be transacted.

C P Bolt

Parish Clerk & RFO

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

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

A G E N D A

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

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

372.3 **To approve and sign as a correct record the Minutes** of the Parish Council meeting on Monday 13th of November 2023 (pages 5 - 9).

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

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

372.5 To note the consultation by North Somerset Council in relation to its proposed **Corporate Plan** and agree how the Council might wish to respond.

372.6 To note the consultation by North Somerset Council in relation to its proposed **Local Plan** and agree how the Council might wish to respond.

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

- i) FREE Scribe Training <https://www.scribeaccounts.com/scribe-academy-training>
- ii) NALC virtual training <https://www.nalc.gov.uk/our-events/online-events>

372.8 **Financial/Staffing Matters** (pages 10-12)

- i) To authorise bills for payment for December.
- ii) To note the Parish Council's end of November bank balances and bank reconciliation and end of November net position.
- iii) To agree training of the Clerk in relation to Playground Safety inspections at a cost of £396.

372.9 To agree the **Budget Strategy and Funding Proposals 2023-27 for consultation** (pages 12 – 22)

372.10 To agree **Updates to Policies** (these policies were previously circulated as pages 16 – 28 of the agenda for 13th November 2023 Parish Council meeting and are reproduced as pages 23-35 in this agenda)

- i) Revised CCTV Policy – the policy has been updated to reflect changes to system settings in relation to audio recordings.
- ii) Grants Policy – the policy has been updated to clarify the areas where the Council is able to provide support. It should be noted – if adopted – the policy will apply to future funding requests.

372.11 **Report of the Parish Clerk** (pages 36 - 40).

Decision Items

1. Roles and responsibilities
2. Coronation Hall environs
3. Tree safety works
4. Playground safety

372.12 To **consider and comment upon the following planning applications:**

23/P/2547/FUH - Proposed erection of a single storey front extension to the existing porch and replacement of the existing asbestos corrugated sheet roofing with natural slates and 2no Heritage rooflights. Installation of new window to the first-floor bedroom on the East elevation and re-instatement of a previously existing internal partition. Purn Villa, Purn Way, Bleadon. BS24 0QE

23/P/2548/LBC - Listed building consent for the proposed erection of single storey front extension to the existing porch and replacement of the existing asbestos corrugated sheet roofing with natural slates and 2no Heritage rooflights. Installation of new window to the first-floor bedroom on the East elevation and re-instatement of a previously existing internal partition. Purn Villa, Purn Way, Bleadon. BS24 0QE

23/P/2558/FUH - Proposed erection of a single storey side extension. 1 The Sycamores, Celtic Way, Bleadon. BS24 0NF

372.13 Date of the next meeting(s):

- Parish Council Meeting Monday 8th January 2024, 7.30pm at Coronation Hall



Avon and Somerset Police

NEIGHBOURHOOD POLICING

November 2023 Bleadon Neighbourhood Report

Calls Received – 15

Abandoned 999 – 2 road related-5 Missing-2 Other-4 suspicious-1 ASB-1

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

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



Email: 8338@avonandsomerset.police.uk

Police Priorities/Action Undertaken/Advice/Upcoming events:

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



MINUTES OF A MEETING OF BLEADON PARISH COUNCIL HELD IN THE CORONATION HALL AT 7.30pm ON MONDAY 13th NOVEMBER 2023.

PRESENT: Councillors Mary Sheppard (Chairman), ID Clarke, Ann Davis, Jo Gower-Crane, Mark Howe, Andy Scarisbrick (Vice-chairman) and Steve Sugg.

IN ATTENDANCE:

WARD COUNCILLORS:

MEMBERS OF THE PUBLIC: Six

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

i) **Members of the public**

A resident referred to the February 2024 planned closure of Bridge Road, with concerns about the Anchor Junction and suggested that temporary traffic lights should be installed. The resident was informed this had already been raised with North Somerset Council and had been accepted.

A resident (member of Newsletter Working Group) asked why non-councillor members didn't receive a draft of the Parish News to comment upon. It was explained by the Chair of the Working Group that a computer issue had prevented the recipient's email being sent. All other members of Working Group had received copies.

The planning applicant for the proposed Purn Way development (see 23/P/2305/FUL later in agenda) asked for the council's comments on including the offer to fund Anchor Junction traffic lights. The council noted that no detailed proposals had yet been received but noted that it was offered in the application. The councillors were hopeful that traffic lights would be provided at the Anchor Rd / Accommodation Rd / A370 junction in the future.

ii) **Beat Manager's Report**

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

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

iii) **Ward Councillors' report**

Apologies were received from Cllr Porter. No Ward Councillors report was available.

Cllr Sheppard opened the meeting by welcoming everyone.

The meeting was convened.

It was noted that the Clerk was unwell and not able to be in attendance.

Resolved: That Cllr Scarisbrick take the minutes of the meeting.

The resolution was correctly proposed and seconded (unanimous)

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

None.

371.2 Declarations of Interest

Cllr Howe declared a pecuniary interest in relation to contract discussions.

Cllr Scarisbrick declared a non-pecuniary interest in relation to planning application 23/P/2305/FUL given the development bordered his property.

371.3 To approve and sign as a correct record the Minutes of the Parish Council meeting on Monday 9th October 2023.

Resolved: To approve the Parish Council minutes of 9th October 2023.

The resolution was correctly proposed and seconded (unanimous)

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

371.4 To consider reports from Working Parties/Committees

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

371.5 Parish Meeting

The North Somerset Local Plan was expected to be published for consultation purposes at the end of November. It had been previously suggested that a Parish Meeting would be convened to enable parishioners to respond to the Local Plan proposals.

Resolved: To call a Parish Meeting in relation to the North Somerset Local Plan.

The resolution was correctly proposed and seconded (unanimous)

371.6 Biodiversity Supplementary Planning Document

It was noted that the North Somerset Council consultation period would close on 27th November. Cllr Gower-Crane – as the Council nominated lead in relation to Biodiversity – undertook to collate Councillors comments to enable a submission to be made.

371.7 Training and Events

The availability of SCRIBE and NALC training was noted.

371.8 Financial/Staffing Matters

i) To authorise bills for payment for November.

It was noted that the cost of cleaning the toilets was £136.50 rather than £139.50 referenced in the agenda papers. The Unity Bank payment schedule had the correct figure.

Resolved: To authorise the payments for October of £2,754.10.

The resolution was correctly proposed and seconded (unanimous)

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

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

iii) To note the Council's current position in relation to Earmarked and General Reserves

It was noted that the proposals under consideration included a reduction in the Earmarked Reserve in relation to the re-gilding of the Parish Clock to more accurately reflect expected spend. It was suggested that the proposed reduction may not have reflected the commitment to provide a plaque to recognise donors who had donated £500 or more. As a consequence, it was considered prudent to make some additional provision for this commitment and to set the revised budget to £7,000.

Resolved:

- i) To note the Council's current position in relation to Earmarked and General Reserves
- ii) That the Clerk be authorised to update the budget to reflect in-year alterations, subject to the budget for the re-gilding of the Parish Clock being set at £7,000.

The resolutions were correctly proposed and seconded (unanimous)

iii) To agree the movement of funds between accounts

Resolved: To approve the internal transfer of up to £50,000 from current to deposit accounts.

The resolution was correctly proposed and seconded (unanimous)

371.9 Updates to Policies

Resolved: To defer consideration of revisions to the CCTV and Grants Policies to the December meeting of the Council.

The resolution was correctly proposed and seconded (unanimous)

371.10 Report of the Parish Clerk

1. Governance and Accountability

Resolved:

- i. That Cllr Sheppard be appointed as the Allotment Lead and Cllr Clarke as the Planning Lead.
- ii. That consideration of other appointments be deferred until the December meeting of the Council.

The resolutions were correctly proposed and seconded (unanimous)

2. Arrangements for Future Contracts

Resolved:

That the Terms of Reference of the Personnel Committee be amended to include the following:

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

The resolution was correctly proposed and seconded (unanimous)

371.11 Planning Applications

23/P/1270/FUL - Proposed erection of a livestock building and provision of access road.

Land West of Coombe Farm Bridgwater Road Bleadon

Some concerns were expressed regarding the nature of the development and it was noted that there was one public objection. North Somerset Council's timeframe for determination of the application would not allow for deferral of the application until the December meeting of the Council. Cllr Clarke – as the duly authorised Planning Lead – undertook to collate the views of Councillors and liaise with the Clerk to formulate the Council's response to the application.

Resolved:

That Councillors register their opinions with Cllr Clarke by 15th November 2023 to enable the Council to respond to the application within the prescribed time.

The resolution was correctly proposed and seconded (unanimous)

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

Resolved:

That the application be supported.

The resolution was correctly proposed and seconded (unanimous)

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

Resolved:

That the application be supported.

The resolution was correctly proposed and seconded (majority decision with one abstention)

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

It was noted that this application had been determined by North Somerset Council on 10th November 2023.

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

The application was noted.

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

The application was noted.

370.12 Date of the next meeting

Parish Council Meeting Monday 11th December 2023, 7:30pm at Coronation Hall

The Chairman closed the meeting at 20:40

.....Chairman

.....Date

Financial/Staffing Matters
11th December 2023

1. Bills for Payment

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

Recommendation:

That the bills for payment for December are approved.

2. Bank Balance and Bank Reconciliation

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

Recommendation:

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

3. Playground Safety Inspections

- 3.1 At present, weekly playground inspections are undertaken by the Ranger. There is no guarantee that these arrangements will continue once the contract has retendered for works currently contained within the Ranger contract. As a consequence, it would be prudent to ensure that the Clerk is trained to undertake weekly playground inspections. An industry accredited course is available through GB Sports in January at a cost of £396 (plus VAT). This price is comparable with that of other providers and as it is being held in Weston-super-Mare would not involve any additional mileage costs.

Recommendation:

That the Clerk be authorised to attend playground safety inspection training at a cost of £396.

Bills for Payment - 13th November to 11th December 2023								
Bleadon Parish Council								
Meth	Payee	Details	Net Amoun	VAT	Gross Amour	Comments	Minute agree	Power
Already Paid								
DD	3 Business Solutions	Mobile	£14.82	£2.96	£17.78		364.23	LGA 1972, s. 112
DD	YU	Public Toilets Electricity	£18.32	£0.92	£19.24		365.7(ii)	Public Health Act 1875.164
To Pay								
BACS	Adrian Project Services	Village Ranger	£602.00		£602.00		364.23	Public Health Act 1875.164
BACS	Blue Spot	Cleaning of Public Toilets	£136.50		£136.50		364.23	PHA1936, s87
BACS	Blue Spot	Soap for dispensers			£16.00		364.23	PHA1936, s87
BACS	GB Sport	Safety works to play area	£199.00	£39.80	£238.30	Decision taken under urgent action powers and reported to Council 13/11/23		LGA 1972, s. 112
BACS	PT Services	Works to Coronation Hall environs	£7,150.00	£1,430.00	£8,580.00		370.8	LGA 1972, s. 112
BACS	Drinkwater Tree Services	Tree felling	£1,275.00	£255.00	£1,530.00		370.8	LGA 1972, s. 112
BACS	Mark Howe Gardening Services	Grass cutting			£4,000.00		364.23	LGA 1972, s. 112
BACS	Taylor Thorne	Printing of Parish News	£392.00		£392.00		369.5	LGA 1972, s. 142
BACS	Webglu	Website and email hosting	£94.75	£18.95	£113.70		364.23	LGA 1972, s. 112
BACS	Parish Clerk	Reimbursement for locks and all weather box for Xmas tree lights - Parish Clerk	£32.97		£32.97		361.6	LGA 1972, s. 112
SO	Salary	Parish Clerk	£1,260.77		£1,260.77		361.6	LGA 1972, s. 112
SO	Brian Robinson	Clock Winding	£25.00		£25.00		364.23	Parish Councils Act 1957, s2
DD	Lloyds	Credit Card Charge	£3.00		£3.00		364.23	LGA 1972, s. 112
Totals			£11,204.13	£1,747.63	£16,967.26			

Bleadon Parish Council

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

Date: _____

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

Date: _____

A	Bank Reconciliation at 30/11/2023		
	Cash in Hand 01/04/2023		57,524.92
	ADD Receipts 01/04/2023 - 30/11/2023		133,777.64
	SUBTRACT Payments 01/04/2023 - 30/11/2023		191,302.56
	Cash in Hand 30/11/2023 (per Cash Book)		40,539.69
			150,762.87
B	Cash in hand per Bank Statements		
	Petty Cash 31/10/2023	0.00	
	Bleadon Parish Council Deposit 30/11/2023	66,169.02	
	Bleadon Parish Council Current 30/11/2023	84,593.85	
			150,762.87
	Less unrepresented payments		
		150,762.87	
	Plus unrepresented receipts		
	Adjusted Bank Balance		150,762.87
	A = B Checks out OK		

Bleadon Council Budget Strategy and Funding Proposals **2023-2027**

Context and Background

The Council has historically planned its priorities and funding requirements on an annual cycle. Councillors have signalled a wish to set longer term priorities and, as a consequence, be clearer with parishioners about funding arrangements and, in particular, any potential implications for the Parish precept. This paper marks the first attempt by the Council to set out a 3 year plan for the Parish and provide some clarity about how priorities might be funded. A number of the issues raised within this paper will need to be the subject of consultation with parishioners and will also evolve over time in response to changing circumstances.

Councillors have been working hard to establish their priorities for the coming years and build their understanding of the financial framework governing the Council's operations.

There are rules regarding how the Council records and reports its income and expenditure. There are very good reasons for why these rules exist and the Council will continue to comply with these requirements. However, the language used in meeting these requirements can sometimes be difficult to understand. One of the core commitments of the Council is to be open and transparent. As such, in pulling together proposals, the Council has sought to try and explain its priorities and the finances supporting those priorities in a simpler form.

There are a number of things the Council must do. These can be described as maintenance activities. A prime example of this sort of work would be grass cutting and the costs associated with the running of the Council. These sorts of activities largely form the basis of the Parish precept. For the purposes of this paper, these sorts of activities are contained within the Council's 'Revenue Budget'.

There are also things that the Council wants to do beyond normal maintenance activities. These are often one-off infrastructure focussed activities. For the purposes of separating these from maintenance activities, these 'one-off' activities are described as projects. An example would be replacing/refurbishing the toilets in the village car park. For the purposes of this paper, these sorts of activities are contained within the Council's 'Projects Budget'.

Values and Principles

Councillors have considered the way in which they would like to see the Council operate moving forward. Key to future arrangements is that the Council, through its policies, actions and behaviours is recognized as a body which enables others to act. There are a number of challenges to translating this intention into practice, but the Council sees its emerging financial strategy as a first step along this road by being clear about its direction of travel and enabling others to plan accordingly.

Councillors have also identified where they have shared values and a consequence of this work has been the drafting of the following Vision Statement.

We want to ensure that the rural character of the Parish is retained and that Bleadon is a happy and safe place to live. We want people to see Bleadon as a place which feels loved.

We will conduct ourselves in an open and transparent way and our decisions will always have regard to the fact that we are custodians of money which comes from parishioners.

Needs Analysis

There is already a rich source of information in relation to issues which have informed the development of the Council's proposed priorities. This includes work undertaken to prepare the Parish Plan in 2009 and the Neighbourhood Plan in 2017, as well as more specific surveys and questionnaires. The Council has also sought to draw upon the knowledge and experience of partners, contractors and individual councillors.

The Council will continue to seek the views of parishioners in shaping its priorities, but with a focus upon the resolution of a number of long-standing issues which are already well documented rather than repeating previous consultation exercises.

The Council's Revenue Budget

As mentioned above, the Revenue Budget supports the day-to-day running of the Council. The Council has taken a 'Zero-based' approach to establishing its Revenue Budget for 2024/25. This means that it has not assumed that any current activity will automatically continue and that there has been constructive challenge to any budget amounts associated with any activity.

Early work in reducing the Council's costs and commitments has already been undertaken in relation to Allotments and the Parish newsletter. Change of any nature can be difficult. However, the revised arrangements put in place by the Council will result in the Council no longer having to subsidise allotment arrangements by 2026 and a saving of £1,600 in relation to the costs of producing the Parish News.

The Council continues to examine externally contracted work. This covers a range of functions relating to cleaning, grounds maintenance and general maintenance activities. The vast majority of this work is the subject of 3 year contracts which are due to expire on 31st March 2024. Indications and evidence from other recently let contracts are that these contract costs will increase substantially - possibly by 40% - and the level of contract price increases is the single biggest risk factor for the Council in setting its budget for 2024/25.

Councillors have been keen to ensure that the budget reflects their values, not just in terms of transparency, but also in relation to the physical appearance of the Parish and the Council's ability to respond quickly to concerns raised. Some of these issues will be addressed by changes to the Council's tendering processes. Others are addressed more directly through budget increases in relation to maintenance activities and Grant Aid to other organisations. In relation to enabling activity, the budget for 2024/25 also includes an anticipated increase in insurance costs as the Council looks to expand its insurance arrangements to cover volunteer workers.

As a consequence of the work undertaken, the main budget changes for 2024/5 will be:

- A £8,000 decrease in the budget associated with administration
- A £5,500 increase in the budget associated with externally contracted works
- A £4,750 increase in the budget provision for Open Spaces (physical works within the Parish)

These changes will see a significant shift of resources away from 'internal' activity of the Council to activity which will more directly benefit parishioners. Despite this positive shift, the very substantial predicted increase in external contract costs has meant the need for the Council to consider an increase in the precept for 2024/25. This is set out in more detail below, but the Council envisages any increase to be below the current level of inflation.

The detail of the draft budget for 2024/25 compared to the budget for the current year can be found at Appendix 1. As part of this work, there has been a rationalisation of cost centres and clarification as to the governance arrangements which might apply. This is set out in Appendix 2.

The Council's Project Budget

The outcome of the work in establishing emerging projects is attached in the form of a 'Bubble Diagram' at Appendix 3.

Although Councillors have high expectations for the Parish, it is also understood that capacity to move forward priorities is finite. As a consequence, the priorities have been set over a four year period, starting with the current financial year (most of which are already completed or well under way). Therefore, in reading the bubble diagram, bubbles to the left of the diagram reflect priorities being addressed in the current year with bubbles to the right of the diagram being addressed in the financial year 2026/27. The other significant elements of the diagram are that the bigger the bubble, the higher weighting the project has been given by Councillors. Bubbles which are coloured blue reflect areas which are within the control of the Council, whereas those coloured purple are ones which are primarily the responsibility of others, but where the Council feels it is important for it to be championing issues upon behalf of parishioners. An example of this would be highways and traffic management issues. Whilst such issues primarily fall to North Somerset Council, the Parish Council has a potential role to play in securing improvements to the local highways

infrastructure. These projects are at a draft stage and Councillors have signalled a wish to test their assumptions with parishioners.

Provisional budgets have been established for these projects and these have been profiled across the three financial years 2024/27. Not all projects are expected to result in additional costs, but the majority will have funding implications. The outcome of this profiling is attached at Appendix 4. The total cost of meeting these projects over the 3 year period is estimated at £124,500.

Funding Sources

In establishing this strategy, Councillors have looked closely at funding restrictions and opportunities. The Council does not have assets which generate income. Historically, where it has received income, these are in areas where the Council has had to heavily subsidise the cost of the service as the income by itself has been insufficient to meet costs. The two examples of this relate to income from allotments and advertising income in relation to the parish newsletter. Although action has been taken to reduce the levels of subsidy in these cases, neither will generate income in excess of expenditure. As a consequence, the Council does not have opportunities to generate income to help meet the costs associated with other priorities or projects. Therefore, there are six primary funding sources available to the Council to meet its priorities. These are:

- Use of reserves
- CIL allocations from planning developments
- External grant funding
- Parish precept
- Business support/Community fundraising
- Borrowing

Parish Precept

The precept for the current year is £64,653. As indicated above, the Council has relied heavily upon the use of reserves to meet budget expectations in the current year. A significant proportion of the Council's current spend (more than 20%) relates to externally contracted maintenance activities. These are 3 year contracts which are due to expire at the end of the current financial year and are expected to increase in cost by approximately 40% (possibly more). There are measures the Council can take to mitigate some of these cost pressures and the Council has already taken action to reduce its costs in other areas. However, in order to fund ongoing maintenance pressures and the priorities identified as a consequence of this strategy, it is anticipated that the precept will need to increase by circa 4-5% for the 2024/25 financial year. An increase of this level would be below the current rate of inflation.

The precept is the primary funding source for the Council's Revenue Budget. A below inflation level of increase may create a small amount of 'headroom' in the annual revenue

budget, although this is largely dependent upon the outcome of re-tendering work in relation to externally contracted work. However, this small amount of 'headroom' over a 3 year period could equate to approximately £19,000 and could be used to support smaller scale projects.

Use of Reserves

In setting the budget for the current financial year (2023/24), the Council has relied heavily upon the use of reserves, to the extent that reserves account for approximately 25% of the Council's budget. As a consequence of work to reduce contract costs and reframe a number of proposals, it has been possible to undertake additional work within the already agreed budget, without compromising any existing priorities. One example of this additional work has been the upgrading of the pathway at the front of the Coronation Hall. Whilst the success of this approach should be celebrated, by the end of the current financial year, reserves are expected to have reduced to a level representing approximately 50% of current precept levels. Reserves should ideally not fall below a level of 25%. As a consequence, whilst there is some capacity to use reserves to support priorities, this cannot continue at current rates. A maximum of £22,000 would be available from reserves to support project activity for the three financial years covering the period 2024/27.

CIL Allocations

The Council has received £63,000 in Community Infrastructure Levy (CIL) allocations arising from planning developments within the Parish. It can also reasonably expect to receive a further £10,000 in additional allocations over the next three financial years. CIL should not be used to support day to day activity and is, therefore, only available to support project activity.

External Grant Funding

Opportunities for Councils to access external grant funding is limited. However, funding may be available to support a number of developmental priority areas and Councillors recognize that the Council will need to be more proactive in its approach to securing additional funding. As a consequence, a target of achieving £10,000 of external funding over the three financial years 2024/27 has been set in the context of this strategy to support project activity.

Business Support/Community Fundraising

The Council has, in the past, sought contributions in relation to specific projects. The best example of this is the re-gilding of the Parish Clock. Where there are specific projects which are beyond the means of the Council to support through the funding sources identified above, the Council will consider seeking support from business/the community at large.

Borrowing

The Council does have the ability to raise funds from bodies such as the Public Works Loan Board. Such action would involve significant risks for the Council and parishioners over an extended period of time. This is because the Council would have to guarantee repayments and the only mechanism by which the Council can make such guarantees is through potential substantial increases to the Parish precept. At present, borrowing rates are very high and given that the projects identified to-date can reasonably be expected to be met from funding sources which would not place a heavy burden upon parishioners for a number of years, borrowing through bodies such as the Public Works Loan Board is not being progressed.

Risks and Mitigation

The primary risks can be categorised as follows:

Externally contracted costs are higher than anticipated – although provision has been made in the draft budget for anticipated increases in costs for externally contracted work, this may prove insufficient. If this is the case, the Council can take the following action:

- Retender works to try and secure more competitive bids.
- Reduce service specifications e.g. reduce the frequency of cleaning and grounds maintenance functions.
- Use reserves to meet the difference in costs - the consequence of this would be to reduce the amount of funding available to support the Project Budget. This is unlikely to be material to projects within the first two years, but may have an impact on projects in later stages if alternative funding sources are not identified.

Project budgets are not correctly stated – many projects are at an early stage and individual project budgets may prove to be under or over stated. There are a number of actions the Council can take in this respect:

- Apply rigorous project management approaches to ensure that costs and deliverability are challenged at every stage.
- Ensure that external funding sources are actively explored to reduce the reliance upon Council resources.
- Reduce the scope of projects to contain costs.

Emergency or urgent works – it is possible that the Council may be faced with unanticipated costs. An example of this would be major works required to the Market Cross or churchyard walls (beyond the budget provision already made in this respect). In the short term, this is unlikely to create a funding problem for the Council given the level of resources available. However, major expenditure would result in the Council having to reprofile its priorities, with the inevitable loss of some existing project proposals.

Projects are not delivered on time and/or result in additional costs because of delays and poor project management – it is recognized that this is a significant risk for the Council. The Council's plans are ambitious and the human resources required to plan and deliver a number of projects will be considerable. This is an area which the Council will keep under review.

Summary

Based upon current projections, the proposed Revenue Budget for 2024/25 would be £70,650. The proposed Project Budget for 2024/25 would be £64,500. The total budget for 2024/25 would, therefore, be £135,150. The total budget for the current year is £85,454 of which approximately £67,354 relates to the 'Revenue Budget'. As a consequence, the indicative Revenue Budget for 2024/25 represents an increase of £3,296 with the bulk of this increase coming from a below inflation level rise in the Parish Precept of 4-5%. The actual level of increase would be dependent upon the Council Tax base issued by North Somerset Council later in December.

The proposed Project Budget for the period 2024/27 is £124,500. Whilst there is a small relationship between the Precept and the Project Budget, the primary sources of funding for the Project Budget will be Reserves, CIL and other external funding sources.

Recommendations

That the Council:

- Formally adopts the Vision Statement.
- Notes the expected substantial increase in the costs of externally contracted work and that this represents the single biggest risk to the Council in setting its budget for 2024/25.
- Agrees to the principle of shifting resources away from 'internal' activity of the Council to activity which will more directly benefit parishioners.
- Commits to the principle of capping any increase in the Parish Precept to below 5%.
- Commits to approving the budget for 2024/25 and Parish Precept at its meeting on 8th January 2024.
- Instructs the Clerk to undertake further work to identify mechanisms for consulting with parishioners and other interested parties in relation to the delivery of priorities.

**Bleadon Parish Council
Budget Summary**

		Current Year 2023 - 2024		Next Year 2024-2025		Difference	
		Receipts	Payments	Receipts	Payments		
Allotments							
Code	Title						
401	Allotments		£ 1,000		£ 1,000	£	-
402	Allotment Income	£ 290		£ 900		£	(610)
	SUB TOTAL	£ 290	£ 1,000	£ 900	£ 1,000	£	(610)
Clerk & Administration							
Code	Title						
10	Locum salaries				£ -	£	-
11	Salary & NI		£ 22,000		£ 22,000	£	-
12	Pension Provision		£ 250		£ 300	£	50
13	Homeworking Allowance		£ 208		£ 230	£	22
14	Training Officers		£ 500		£ 500	£	-
15	Office Expenses		£ 300		£ 300	£	-
16	Printing		£ 400		£ 400	£	-
17	Insurance		£ 810		£ 2,000	£	1,190
18	Audit Fees		£ 9,400		£ 1,100	£	(8,300)
19	Mobile		£ 240		£ 142	£	(98)
20	Subscriptions		£ 1,200		£ 1,500	£	300
21	Bank Charges		£ 130		£ 130	£	-
22	Website & IT		£ 1,000		£ 1,000	£	-
23	Data Protection		£ 35		£ 35	£	-
24	Election Charges		£ 100		£ -	£	(100)
25	Community Engagement		£ 177		£ 500	£	323
26	Room Hire		£ 330		£ 500	£	170
27	Councillor Expenses		£ 50		£ 50	£	-
28	Chairman's Allowance		£ 50		£ 100	£	50
29	Training Councillors		£ 400		£ 500	£	100
	SUB TOTAL		£ 37,580		£ 31,287	£	(6,293)
Income							
Code	Title						
701	Bank Interest	£ 200		£ 1,500		£	(1,300)
702	Youth Club Rent	£ 50		£ 50		£	-
703	Village Orderly Grant	£ 161		£ -		£	161
704	Precept	£ 64,653		£ 67,800		£	(3,147)
	SUB TOTAL	£ 65,064		£ 69,350		£	(4,286)
Open Spaces							
Code	Title						
301	Ranger		£ 7,224		£ 7,224	£	-
302	General Maintenance		£ 750		£ 5,500	£	4,750
303	Public Toilets		£ 2,000		£ 2,000	£	-
304	Car Park Maintenance		£ 1,000		£ -	£	(1,000)
305	Grass Cutting		£ 4,350		£ 4,350	£	-
306	Church Clock		£ 300		£ 300	£	-
307	Streetlighting		£ 2,300		£ -	£	(2,300)
308	Defib		£ 200		£ 400	£	200
309	Village Improvements		£ 2,000		£ -	£	(2,000)
310	Jubilee Garden		£ 2,000		£ -	£	(2,000)
311	Waste Collections		£ 150		£ 300	£	150
312	Churchyard				£ -	£	-
708	Energy				£ 1,000	£	1,000
	Additional - contracts				£ 4,426	£	4,426
	SUB TOTAL		£ 22,274		£ 25,500	£	3,226
Play Areas							
Code	Title						
501	Play Equipment		£ 500			£	(500)
502	Inspectors		£ 300		£ 1,500	£	1,200
503	Children's Playground		£ 1,500			£	(1,500)
	SUB TOTAL		£ 2,300		£ 1,500	£	(800)
Village Improvements							
Code	Title						
601	Regulding of Church Clock		£ 14,000			£	
602	General Grants & Donations		£ 1,000		£ 2,000	£	1,000
603	Coronation Hall		£ 1,000			£	(1,000)
604	Bleadon in Bloom		£ 1,000		£ 1,000	£	-
605	Coronation		£ 300			£	(300)
606	Covid Support Group		£ 126			£	(126)
	SUB TOTAL		£ 17,426		£ 3,000	£	(426)
Parish News							
Code	Title						
201	Editorship		£ 2,200		£ -	£	(2,200)
202	Printing		£ 2,800		£ 1,600	£	(1,200)
203	Advertising Income	£ 2,000		£ 400		£	1,600
	SUB TOTAL	£ 2,000	£ 5,000	£ 400	£ 1,600	£	(1,800)
800	Contribution to Project Budget		£ -		£ 6,763	£	6,763
Summary							
TOTAL		£ 67,354	£ 85,454	£ 70,650	£ 70,650	£	(4,226)

Bleadon Parish Council							
Budget Summary							
Existing 2024-2025				Proposed 2024-2025			
		Receipts	Payments	Receipts	Payments	Governance	
Allotments							
Code	Title						
401	Allotments		£ 1,000				
402	Allotment Income	£ 900					
	SUB TOTAL	£ 900	£ 1,000				
Clerk & Administration							
Code	Title						
10	Locum salaries		£ -				
11	Salary & NI		£ 22,000				
12	Pension Provision		£ 300				
13	Homeworking Allowance		£ 230				
14	Training Officers		£ 500				
15	Office Expenses		£ 300				
16	Printing		£ 400				
17	Insurance		£ 2,000				
18	Audit Fees		£ 1,100				
19	Mobile		£ 142				
20	Subscriptions		£ 1,500				
21	Bank Charges		£ 130				
22	Website & IT		£ 1,000				
23	Data Protection		£ 35				
24	Election Charges		£ -				
25	Community Engagement		£ 500				
26	Room Hire		£ 500				
27	Councilor Expenses		£ 50				
28	Chairman's Allowance		£ 100				
29	Training Councillors		£ 500				
	SUB TOTAL		£ 31,287				
Administration							
Code	Title						
101	Salary & NI		£ 22,000				
102	Pension Provision		£ 300				
103	Homeworking Allowance		£ 230				
104	Training		£ 1,000				
105	Office Supplies		£ 700				
106	Insurance		£ 2,000				
107	Audit Fees		£ 1,100				
108	Subscriptions		£ 1,535				
109	Bank Charges		£ 130				
110	IT/Phone		£ 1,142				
111	Councilor Expenses		£ 50				
112	Chairman's Allowance		£ 100				
	SUB TOTAL				£ 30,287		
Income							
Code	Title						
701	Bank Interest	£ 1,500		£ 1,500			
702	Youth Club Rent	£ 50		£ 50			
703	Village Orderly Grant	£ -		£ -			
704	Precept	£ 67,800		£ 67,800			
	SUB TOTAL	£ 69,350		£ 69,350			
Open Spaces							
Code	Title						
301	Ranger		£ 7,224				
302	General Maintenance		£ 5,500				
303	Public Toilets		£ 2,000				
304	Car Park Maintenance		£ -				
305	Grass Cutting		£ 4,350				
306	Church Clock		£ 300				
307	Streetlighting		£ -				
308	Defib		£ 400				
309	Village Improvements		£ -				
310	Jubilee Garden		£ -				
311	Waste Collections		£ 300				
312	Churtyard		£ -				
708	Energy		£ 1,000				
	Additional - contracts		£ 4,426				
	SUB TOTAL		£ 25,500				
Contracted Services							
Code	Title						
901	Ranger		£ 7,224				
902	Toilets		£ 2,000				
903	Grass Cutting		£ 4,350				
904	Additional - contracts		£ 4,426				
	SUB TOTAL		£ 18,000				
Village Improvements							
Code	Title						
601	Regulding of Church Clock		£ -				
602	General Grants & Donations		£ 2,000				
603	Coronation Hall		£ -				
604	Bleadon in Bloom		£ 1,000				
605	Coronation		£ -				
606	Covid Support Group		£ -				
	SUB TOTAL		£ 3,000				
Parish News							
Code	Title						
201	Editorship		£ -				
202	Printing		£ 1,600				
203	Advertising Income	£ 400	£ -	£ 400			
	SUB TOTAL	£ 400	£ 1,600	£ 400	£ 2,600		
Parish News & Engagement							
Code	Title						
201	Community engagement		£ 1,000				
202	Printing		£ 1,600				
203	Advertising Income	£ 400	£ -	£ 400			
	SUB TOTAL	£ 400	£ 1,600	£ 400	£ 2,600		
Summary							
TOTAL		£ 70,650	£ 63,887	£ 70,650	£ 63,887		
800	Contribution to Project Budget	£ 6,763		£ 6,763			

P
a
r
i
s
h

C
o
u
n
c
i
l

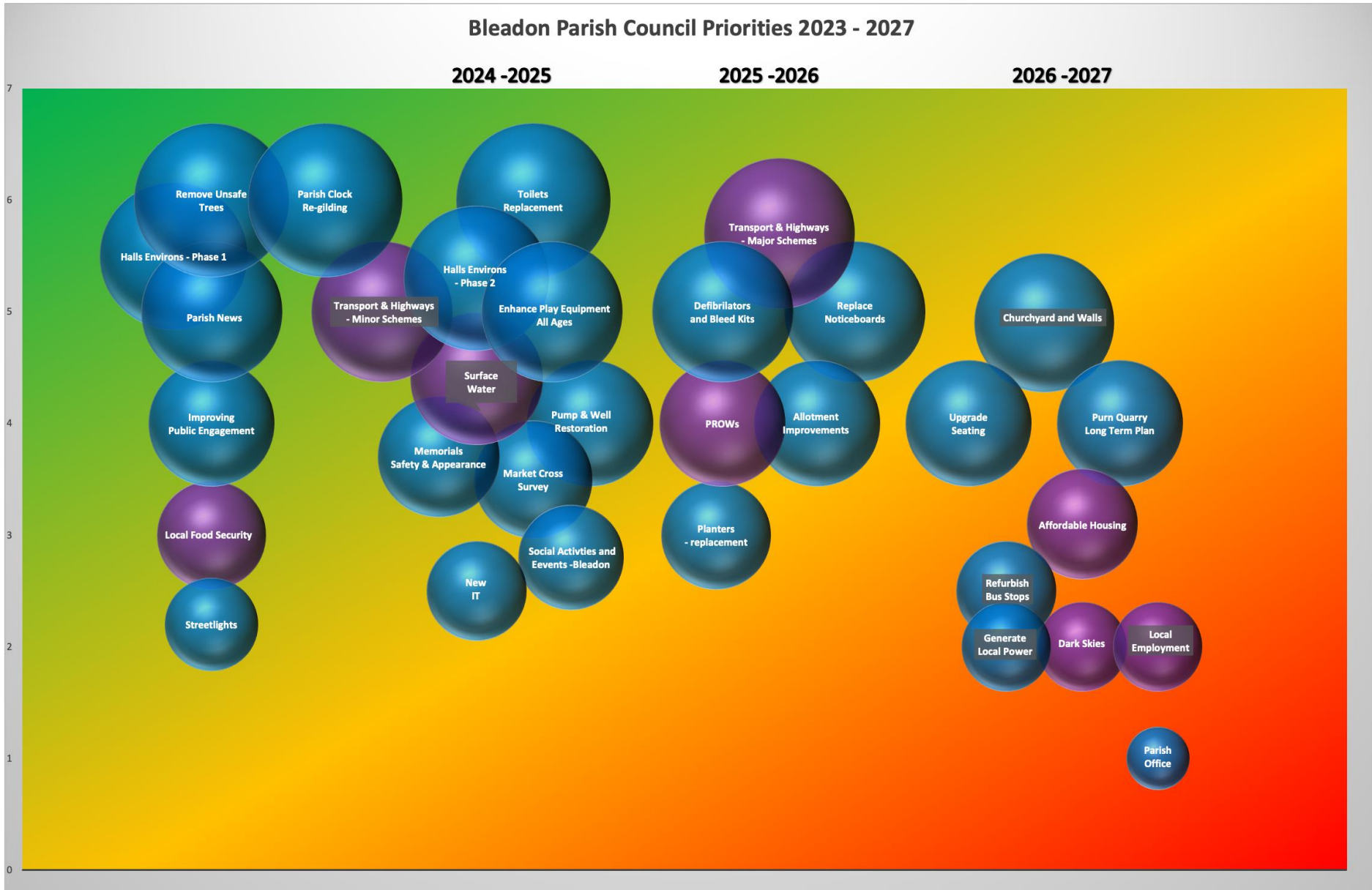
O
p
e
n

S
p
a
c
e
s

W
G

P
e
r
s
o
n
n
e
l

N
e
w
s
p
a
p
e
r



Appendix 4

Total Project Budget and Funding						
	Year					
	Funded	Proposed			Governance	Cost Centre
	2023/4	2024/5	2025/6	2026/7		
Funding Source						
Reserves - carry forward (inc 2023/4 CIL)	£ 85,000					
Revenue budget - Headroom	£ 6,763		£ 6,763	£ 6,763		
CIL			£ 6,000	£ 6,000		
Grant Funding			£ 5,000	£ 5,000		
Sub Total	£ 91,763		£ 17,763	£ 17,763		
Sub Total inc Carry forward			£ 45,026	£ 39,289		
Projects						
Parish Clock Re-gilding	£ 7,000				Parish Council	306
Coronation Hall environs - Phase 1	£ 8,000				Parish Council	811
Remove unsafe trees	£ 2,000				Parish Council	812
Streetlighting	£ 2,300				Parish Council	307
Local Food Security	£ -				Parish Council	813
Improving public engagement	£ -				Parish Council	201
Parish News	£ -				Parish News WG	202
Transport and highways - Minor Schemes		£ 5,000			Parish Council	814
Coronation Hall environs - Phase 2		£ 12,000			Open Spaces WG	815
Toilets replacement		£ 40,000			Open Spaces WG	816
Memorials - safety and appearance		£ 1,000			Open Spaces WG	817
New IT		£ 5,000			Parish Council	818
Market Cross survey		£ 500			Open Spaces WG	819
Social activities and events		£ 1,000			Parish Council	820
Surface water drainage		£ -			Open Spaces WG	821
Life saving equipment			£ 2,500		Open Spaces WG	822
Play areas - all ages			£ 20,000		Open Spaces WG	823
Pump and well restoration			£ 500		Open Spaces WG	824
PROWs			£ -		Open Spaces WG	825
Planters			£ 500		Open Spaces WG	826
Replace noticeboards				£ 2,500	Open Spaces WG	827
Transport and highways - Major Schemes				£ 15,000	Parish Council	828
Allotment improvements				£ 2,000	Open Spaces WG	829
Upgrade Seating				£ 2,000	Open Spaces WG	830
Refurbish bus stops				£ 3,000	Open Spaces WG	831
Churchyard and walls				£ 12,000	Open Spaces WG	832
Pum Quarry long term plan				£ -	Parish Council	833
Affordable Housing				£ -	Parish Council	834
Generate Local Power				£ -	Parish Council	835
Dark skies				£ -	Open Spaces WG	836
Local employment				£ -	Parish Council	837
Parish Office				£ -	Parish Council	838
Sub Total	£ 19,300	£ 64,500	£ 23,500	£ 36,500	£ 124,500	
Balance		£ 27,263	£ 21,526	£ 2,789		



BLEADON PARISH COUNCIL

CCTV POLICY

Introduction

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

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

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

Statement of Purpose

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

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

Lawful basis for processing

The Parish Council is a public authority and has certain powers and obligations. Most personal information collected by it is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers.

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

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

Location

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

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

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

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

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

Maintenance

The CCTV system is maintained annually

Signage

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

Management of the system

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

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

Access to recorded images is restricted to the Operators.

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

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

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

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

Image storage, viewing and retention

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

Access to live images is restricted to the Operators.

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

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

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

Disclosure of images

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

Disclosure of information will be controlled and consistent with the purpose(s) for which the system is established. It is intended that CCTV images produced on the system will be used by law enforcement agencies alone for their purposes of detecting, investigating and preventing criminal or anti-social behaviour. Once information is disclosed to the police or any other law enforcement agency they will become data controller for the copy they hold.

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

Individuals' access requests

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

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

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

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

Other Individuals' Rights

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

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

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

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

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

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

Enquires about the operation of the CCTV

Requests can be made to a public authority for information under the Freedom of Information Act 2000 relating to surveillance systems, such as the operation of the system, its siting or the cost of using and maintaining it. If such a request is received by the Parish Council, it will consider whether disclosure is appropriate and/or whether an exemption under the Act applies.

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

Monitoring, compliance, evaluation and review

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

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

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

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

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

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

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

-o0o-

CCTV Privacy Statement

Surveillance Camera System at Bleadon Halls Car Park

Privacy

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

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

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

Disclosure of personal data

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

Retention of personal data

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

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

Risk

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

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

Wider use of images

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

Appendix B

CCTV Annual Maintenance Contract from July 2019:

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

CCTV Operators: (details updated 13th November 2023)

Keith Pyke 01934 813127

Andy Scarisbrick 01934 813125 / 07747 626875

Craig Bolt 07453 358318

-oOo-



BLEADON PARISH COUNCIL

GRANT REQUEST POLICY

Adopted – 13th November 2017 – 301.11.v

Reviewed – 14th May 2018 – 309.21

Updated – 13th November 2023

BLEADON PARISH COUNCIL

Policy for the Consideration of Grant Requests

Eligibility

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

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

Priorities for the Council

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

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

Purpose /objectives of any grant

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

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

However, grant requests should not be for:

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

Conditions

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

Applications

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

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

BLEADON PARISH COUNCIL - GRANT APPLICATION FORM

Name of organisation

Address of organisation

Telephone number of organisation:

Email address of organisation:

Registered Charity/Charity Number:

Contact name :

Position with the organisation:

Contact's address (if different from above):

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

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

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

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

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

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

Main income sources – please itemise:

Current bank balance/reserves:

Report of the Parish Clerk & RFO

11th December 2023

Decision Items

1. Roles and Responsibilities

1.1 The Council has previously identified a number of lead councillor roles. As a consequence of more recent work to identify potential areas of focus for the Council moving forward, a number of 'projects' have been identified which would also benefit from having a designated lead councillor/project sponsor. In a small number of cases, councillors have indicated a willingness to undertake these roles.

1.2 A summary of the position to-date is attached at Appendix 1.

Recommendations:

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

2. Coronation Hall Environs

2.1 Works to the Coronation Hall environs have been completed and the final account of £7,150 (plus VAT) has been presented for payment. The final account includes the following variations to contract agreed by the Parish Clerk under delegated authority:

- Coping stones to the low stone wall - £480 (plus VAT). The Council made it a requirement that it would approve the final design of coping stone to be used and this expectation was applied to all contractors who submitted tenders. As a consequence, the cost of the materials selected was always expected to be included within the final account; the cost of labour associated with these works formed part of the tender submission.
- Additional lighting point - £100 (plus VAT). Following discussions with partners, the requirement for an additional (third) lighting point was identified to ensure the path was properly lit.
- Soakaway - £500 (plus VAT). The specification agreed by the Council included the investigation of problems with drainage. These investigations revealed that there was no underground pipework of any kind linking downpipes to the drainage system. As a consequence, installation of a soakaway drainage system was authorised to ensure the fabric of the halls building is protected. Whilst additional costs associated with drainage were anticipated, the scale and nature of the works could only be resolved once the area had been dug out and inspected.

2.2 The final account of £7,150 represents a saving on the budget of £850 on the approved budget of £8,000.

Recommendation:

- iii. That the actions taken by the Parish Clerk under delegated authority be endorsed.

3. Tree Safety Works

3.1 The tree safety works were completed during the last week of November. As part of the agreed works, wood chippings were to be delivered to the allotment site for use by allotment holders. This delivery is scheduled to take by the end of the second week in December.

3.2 The contractor has also priced for additional works in relation to two trees in the churchyard which, whilst not identified as unsafe, would benefit from shaping. The contractor has also priced for the cutting back of trees and shrubs in Jubilee Gardens and the vicinity of Pea Green. The combined cost of both these additional elements is £680 (plus VAT), with each individual element being less than £500. The Council can evidence value for money as the contractor was selected for a larger scheme of works via an open tendering process. Accordingly, the Parish Clerk has authorised these additional works under delegated authority.

3.3 The benefit of having the cutting back works undertaken to Jubilee Gardens and the surrounding area, is that it will enable the Council to seek quotes from groundwork contractors (rather than Grounds Maintenance contractors) to clear soil/remove planters. Councillors may recall that grounds maintenance contractors were previously approached to undertake the full spectrum of works, but no bids were received. It will also demonstrate progress in relation to what is one of the Council's priorities.

3.4 The combined cost of works would be £1,955 (plus VAT). This is within the budget provision of £2,000 for the tree felling works and the nature of the works is such that the Council would reduce subsequent project costs associated with Jubilee Gardens and Pea Green.

Recommendation:

- i. That the actions taken by the Parish Clerk under delegated authority be endorsed.

4. Playground Works

- 4.1 Works to make safe a number of items of play equipment were completed in mid-November. As part of these works, an assessment was sought as to the methods used as part of the original installation and, in particular, whether or not threadlock was used to prevent nuts from untightening. The report is inconclusive in that whilst some items of equipment have evidence of threadlock being used, others do not.

Recommendation:

- i. That the position be noted and that no further action be taken.

Appendix 1

Area	Councillor	Approved
Outside Body		
ALCA North Somerset Group	Cllr Clarke & Cllr Gower-Crane	364.7
Bleadon in Bloom	Cllr Scarisbrick	364.7
Bleadon Youth Club	Cllr Scarisbrick or Cllr Gower-Crane	
Coronation Hall Management Committee	Cllr Davies & Cllr Sheppard	364.7
NSC Standards Sub-Committee	Cllr Clarke	364.7
Church Liaison	Cllr Howe	364.7
Play Area	All Cllrs as Trustees	
Portfolio Responsibility		
Open Spaces Working Group Chair	Cllr Clarke/Cllr Sheppard (Joint Chairs)	
Parish News Working Group Chair	Cllr Gower-Crane	369.5
Climate Change & Biodiversity	Cllr Gower-Crane	364.6
Allotments	Cllr Sheppard	371.1
Planning	Cllr Clarke	371.1
Neighbourhood Watch & Community Safety		
Finance	Cllr Davies	
Food Security	Cllr Gower-Crane	
Parish Clock		
Halls Environs	Cllr Davies	
Public Toilets	Cllr Davies	
Public Engagement		
Surface Water Drains		
Highways – Safety/Signage/Parking and PC laybys		
Historic Structures – Market Cross, Pump and Well		
Public Rights of Way		
Life Saving Equipment – Defibs & Bleed Kits		
Churchyard/Memorials/Church Walls		
Play – All ages		
Bus Stops		
IT		
Dark Skies		
Tree safety		
Noticeboards		
Seating		
Planting/Planters		

Purn Quarry		
Local Power		
Employment		
Affordable Housing		
Social Activities/Targeted Support/Grants		
Committees of the Council		
Personnel Committee	Cllr Scarisbrick Cllr Sheppard Cllr Clarke Cllr Gower-Crane	
Appeals Committee	To be comprised of Cllrs not forming part of the Personnel Committee	
Working Groups of the Council		
Open Spaces Working Group	Cllr Clarke Cllr Sheppard Cllr Davies Cllr Howe Cllr Scarisbrick	
Parish News Working Group	Cllr Gower-Crane Cllr Sheppard Cllr Clarke Gill Williams Les Masters	