



# BLEADON PARISH COUNCIL

Coronation Halls  
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18<sup>th</sup> August 2023

**MEETING:** Open Spaces Working Group.

**DATE & TIME:** Wednesday 23<sup>rd</sup> August 2023 at 7pm.

**LOCATION:** Church Rooms, Coronation Road, Bleadon BS24 0PG.

**MEMBERSHIP:** Parish Councillors ID Clarke, Ann Davies, Mark Howe, Andy Scarisbrick & Mary Shepard (ex-officio):

## AGENDA

1. To elect a chairman
2. To receive apologies for absence
3. To receive members' declarations of interest on any agenda item
4. To discuss the Terms and Reference and agree any changes for agreement by the Parish Council (page 2).
5. 'Matters for Information / Clerks Report (page 3)
  - i) Tree report.
  - ii) Allotment Meeting.
  - iii) Front of Coronation Hall.
6. To discuss the following items and make any recommendation of work to be undertaken to the Parish Council (page 3).
  - i) Pea Green
  - ii) Jubilee Garden
7. To discuss the duties of the Ranger (page 4) and agree priorities for the new contract.
8. To note the open spaces budget and income (page 5).
9. Date of next meeting and note any suggested agenda items – TBD October 2023

*Craig Bolt*

Clerk to the Council



# Bleadon Parish Council

## Open Space Working Group

### **1.0 Authority**

1.1. The Open Spaces Group is constituted as a working group to support Bleadon Parish Council (BPC). Its terms of reference are set out as below, as approved by the full Council, and subject to amendment at future Council meetings. Its authority is limited to making recommendations and undertaking actions resolved by the full Council. It therefore has the option not to meet in public.

1.2. The Group is authorised by the full council to request the attendance of BPC councillors, employees, contractors, or members of the public, if it considers this necessary to discharge its duties.

### **2. Overall Purpose/Function**

2.1. The purpose of the working group is to support BPC to ensure that the Parish's Open Spaces are maintained to the standards expected by its parishioners, dealing with enquiries for maintenance and improvements, and developing Open Spaces to keep a pleasant and safe place to live and work in.

2.2. The group will make recommendations to BPC for consideration and resolution and will act on the Council's behalf when authorised through resolutions agreed at Council meetings.

### **3. Duties & Responsibilities**

3.1. Developing a full understanding of the ownership of all areas of the parish, and therefore the responsibilities for maintenance of all BPC's open spaces. This includes establishing clearly which areas/duties fall to BPC's responsibility and those of North Somerset Council / local landowners.

3.2. Accessing grants, including S106 monies (CiL) to fund improvements to the parish's open spaces.

3.3. Reviewing and preparing proposals for maintenance or developments in parish open spaces for presentation and adoption by resolution of the full Council.

3.4. Working with North Somerset Council to ensure the maintenance of:

- Footpaths and Bus Shelters

3.5. To maintain a log of requests for maintenance and developments of open spaces in the parish and supporting the Clerk with referrals to appropriate bodies for their resolution.

3.6. Undertaking any other related activities on behalf of the Parish Council.

### **4. Membership/Attendance/Quorum**

4.1. The core members of the Group shall include three members of the Parish Council.

4.2. Non-councillors may be appointed.

4.3. There is no quorum requirement, but all recommendations shall be referred to full council for any decision.

### **5. Frequency and Administration of Meetings**

5.1. No formal meeting of the groups are planned The Group will agree its own meeting schedule if required, will publish an agenda and will inform the Parish Clerk of any outcomes.

5.2. The notes of the meeting shall be presented to the next full Council meeting. Any recommendations for decisions will be presented to the Council in writing in the usual way for inclusion on the agenda.

## **Matters for Information / Clerks Report.**

### **i) Tree report.**

This has now been undertaken on all Parish Council land and the report is expected imminently.

### **ii) Allotment Meeting.**

See attached notes. Open spaces work to be undertaken includes maintenance of the hedges which are expected during late September / October and will be on the September Agenda.

### **iii) Front of Coronation Hall.**

Advice has been sought and quotes are currently being gathered to relay slabs (given the tree roots this is the best option as it is expected that the slabs will lift again). If the slabs were to be replaced by tarmac / concrete slope it would be costly and more challenging to repair in the future. Given the location of the electrics to the left of the building it will also make it easier to lay electrical cabling / conduit under the slabs as requested by the Coronation Hall Committee. The quotes will also include the replacement of the tarmac. A North Somerset approved contractor has also given a quote for a dropped kerb.

## **To discuss the following items and make any recommendation of work to be undertaken to the Parish Council.**

### **i) Pea Green**

Option 1 – remove current planters completely and reseed.

Option 2 – remove current planters completely and redesign area.

Option 3 – remove outside wooden planters and replace with either wooden or another material which requires less maintenance to retain current design / foliage.

Comments about the area are that the entrance to the ladies toilet is quite narrow and concern about roots and the drains to the public toilets.

### **ii) Jubilee Garden**

Option 1 – remove everything within the garden (soil and plants), have wall checked and redesign the planting.

Option 2 – save items in the garden, have a partial emptying, have wall checked and redesign the planting.

Having spoken to a number of contractors then option 1 will be cheaper.

## CURRENT RANGER DUTIES

### When required

|  | Comments from Locum Clerk                                 |
|--|---|
| Remove graffiti  |   |
| Report damage to council property                                |   |
| Report fly-tipping and abandoned vehicles                        |   |
| <b>Follow up reports</b> from public regarding footpath problems | This is a NS job and should be reported directly to them. |

### Weekly:

|  |   |
|--|---|
| Play area visual assessment; check and fix or report problems to Clerk     | Completion of weekly sheet requested three times but not undertaken. Currently not insurance complaint. |
| Play area litter pick, empty bin and change bin sack                       |   |
| Play area maintenance; rake play-bark and sand pit                         |   |
| Litter pick Hall carpark and gardens, Jubilee Garden and Well Green        |   |
| Visual check the Defibrillator   |   |
| Check, clean and tidy the five notice boards                               | Not being done weekly   |
| Remove inappropriate / out of date notices                                 | Not being done weekly   |
| Erect Parish notices and appropriate event notices left at Village Shop/PO | Locum Clerk has predominately been doing agendas for the last 6 months.                                 |
| Litter clean Bleadon Road bus shelter and check NSC bin has been emptied   |   |
| Litter pick main roads through village and remove fly-posters              |   |
| Check and litter-pick churchyard and School Lane                           |   |
| <b>Empty Dog Bins and place in wheelie bin collected by NS</b>             |   |

### Every two weeks

|  |  |
|--|--|
| Litter pick and check:                           |  |
| Roman Road including the two lay-bys             |  |
| Accommodation Road and Bridgwater Road junctions |  |
| Combe Quarry                                     |  |
| Allotments and lane                              |  |
| Check the dog bins and report any problems       |  |

### Monthly

|  |   |
|--|---|
| Check the Defibrillator, confirm to Clerk                    | Undertaken and sheet submitted                                      |
| Check footpaths on a rota basis                              | No evidence this is being done form last years worth of tick sheets |
| Weed the Jubilee Garden and alongside Coronation Hall        | As above (no evidence)  |
| Check and clean signs - village welcome, play area, carpark. |   |

### Seasonal projects

|   |  |
|---|--|
| Erect and remove parish Xmas tree and lights  |  |
| Check content level of grit bins during icy periods   |  |
| Help plant out seasonal plants – early summer and autumn  | As above (no evidence)   |
| Check and tidy planters; water as required  |  |
| Strim / clear Combe Quarry of weeds and brambles – summer and autumn  |  |
| Strim / clear footpath from Church to Post Office   | Query if this is a PC owned path.  |
| Strim the Roman Road laybys – monthly in summer   |  |
| Maintain the parish notice-boards – repair and re-varnish   | Inspection undertaken by ranger, but locum concerned about integrity of noticeboards particularly Shiplate Road. |
| Clean & preserve public seats: Purn Way (2), Play Area (3), Well Green, Celtic Way (2), Roman Road, Parish Green. | Despite request this has not been done this year and no evidence it was done last year.                          |

**Bleadon Parish Council**  
**Summary of Receipts and Payments**  
 Cost Centre Group - Open Spaces

17 August 2023 (2023 - 2024)

**Allotments**

| Code             | Title            | Receipts      |              |                | Payments        |               |               | Net Position         |
|------------------|------------------|---------------|--------------|----------------|-----------------|---------------|---------------|----------------------|
|                  |                  | Budgeted      | Actual       | Variance       | Budgeted        | Actual        | Variance      | +/- Under/over spend |
| 401              | Allotments       |               |              |                | 1,000.00        | 295.00        | 705.00        | 705.00 (70%)         |
| 402              | Allotment Income | 290.00        | 18.50        | -271.50        |                 |               |               | -271.50 (-93%)       |
| <b>SUB TOTAL</b> |                  | <b>290.00</b> | <b>18.50</b> | <b>-271.50</b> | <b>1,000.00</b> | <b>295.00</b> | <b>705.00</b> | <b>433.50 (33%)</b>  |

**Open Spaces**

| Code             | Title                | Receipts |               |               | Payments         |                 |                  | Net Position           |
|------------------|----------------------|----------|---------------|---------------|------------------|-----------------|------------------|------------------------|
|                  |                      | Budgeted | Actual        | Variance      | Budgeted         | Actual          | Variance         | +/- Under/over spend   |
| 301              | Ranger               |          | 161.09        | 161.09        | 7,224.00         | 3,010.00        | 4,214.00         | 4,375.09 (60%)         |
| 302              | General Maintenance  |          |               |               | 750.00           | 95.00           | 655.00           | 655.00 (87%)           |
| 303              | Public Toilets       |          |               |               | 2,000.00         | 1,115.42        | 884.58           | 884.58 (44%)           |
| 304              | Car Park Maintenance |          |               |               | 1,000.00         | 975.00          | 25.00            | 25.00 (2%)             |
| 305              | Grass Cutting        |          |               |               | 4,350.00         |                 | 4,350.00         | 4,350.00 (100%)        |
| 306              | Church Clock         |          |               |               | 300.00           | 100.00          | 200.00           | 200.00 (66%)           |
| 307              | Streetlighting       |          |               |               | 2,300.00         | 203.93          | 2,096.07         | 2,096.07 (91%)         |
| 308              | Defib                |          |               |               | 200.00           | 289.00          | -89.00           | -89.00 (-44%)          |
| 309              | Village Improvements |          |               |               | 2,000.00         |                 | 2,000.00         | 2,000.00 (100%)        |
| 310              | Jubilee Garden       |          |               |               | 2,000.00         |                 | 2,000.00         | 2,000.00 (100%)        |
| 311              | Waste Collections    |          |               |               | 150.00           | 110.00          | 40.00            | 40.00 (26%)            |
| 312              | Churchyard           |          |               |               |                  |                 |                  | (N/A)                  |
| <b>SUB TOTAL</b> |                      |          | <b>161.09</b> | <b>161.09</b> | <b>22,274.00</b> | <b>5,898.35</b> | <b>16,375.65</b> | <b>16,536.74 (74%)</b> |

**Summary**

|                    |               |               |                |                  |                 |                  |                        |
|--------------------|---------------|---------------|----------------|------------------|-----------------|------------------|------------------------|
| <b>NET TOTAL</b>   | <b>290.00</b> | <b>179.59</b> | <b>-110.41</b> | <b>23,274.00</b> | <b>6,193.35</b> | <b>17,080.65</b> | <b>16,970.24 (72%)</b> |
| <b>V.A.T.</b>      |               |               |                |                  | 365.24          |                  |                        |
| <b>GROSS TOTAL</b> |               | <b>179.59</b> |                |                  | <b>6,558.59</b> |                  |                        |