



BLEADON PARISH COUNCIL

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

5th September 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 September 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.

AGENDA

- 369.1 To receive Apologies for Absence (LGA 1972 s85 (1))
- 369.2 Declarations of Interests on any agenda item.
- 369.3 To approve and sign as a correct record the Minutes of the Parish Council meeting on Monday 14th of August 2023 (pages 4- 10).
- 369.4 To consider the recommendations arising from the meeting of the Open Spaces Working Group on 23rd August 2023 (pages 11-13).
- 369.5 To consider the recommendations arising from the meeting of the Bleadon Newsletter Working Group on 4th September 2023 (pages 14-16).
- 369.6 Report of the Parish Clerk on updates since the previous meeting – this report contains items for decision and information. (pages 17-19)

Decision Items

- 1. Allotments – Water
- 2. Drainage Survey

Information Items

3. Improvements to Street Lights
4. Signage along Bridge Road
5. Playground
6. Budget, Forecasting and Financial Matters

369.7 To approve a new tenancy agreement and charges in relation to Parish Council owned allotments (pages 20-35).

369.8 To authorise bills for payment for September (page 39).

369.9 To note the Parish Council's end of August bank balances and bank reconciliation and end of August net position (pages 40-44).

369.10 To note and comment upon the following planning applications.

- i) 23/P/1680/FUL - Agricultural Barn Located North Of Roman Road, Bleadon (Grid Ref: E 334942 N 157991)
Retrospective application for change of use of the building from agricultural use to equestrian use (stables)

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

- i) None received.

369.12 Date of the next meeting(s):

- Parish Council Meeting Monday 9th October 2023, 7.30pm at Coronation Hall



Avon and Somerset Police

NEIGHBOURHOOD POLICING

AUGUST 2023 Bleadon Neighbourhood Report

Calls Received – 18

Abandoned 999 – 5 Concern for Welfare – 2 Public order-1 Suspicious -1 Harassment -1
Road related – 2 Other – 3 domestic-1 missing person-2

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

Other relates to:

- ANPR
- Police resources

Email: 8338@avonandsomerset.police.uk

Police Priorities/Action Undertaken/Advice/Upcoming events:

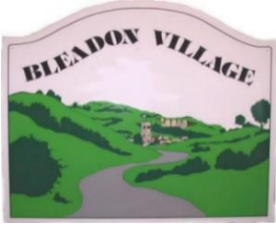
Cycling proficiency test for local youths can only be accessed by the local council.

I will be not commencing the café beat surgery due to lack of attendance (**which is positive**), please feel free to contact me personally by email or phone, or contact 999/101

Unfortunately, I need to cancel my church room talk in September due to training a new colleague during the next 2 months.

There has been concerns RE a den which kids have built by the Catherines Inn, I am in the process of dismantling this due to littering and a Male hanging around the area , I have placed police tape around the area for awareness and will work with the local council to remove the rubbish

Please feel free to contact me with any ideas or thoughts regarding your area 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 7pm ON MONDAY 14th AUGUST 2023.

PRESENT: Councillors Mary Sheppard (Chairman), Ann Davies, Mark Howe and Andy Scarisbrick (Vice Chairman).

IN ATTENDANCE: Liz Shayler (Locum Clerk)
WARD COUNCILLORS: None.
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 overgrown vegetation at the Rectory. The new Clerk will be meeting with the Reverend and would raise the issue.

An update on the request for white lines through the centre of the village was requested which was given by the Locum Clerk.

- Repainting of the white line at the junction of Coronation Road, Celtic Way and Shiplate Road – a senior highways engineer has responded that this line would have been painted before the current criteria was written and would now not meet the criteria for repainting.
- Inconsiderate parking along Coronation Road – whilst North Somerset were sympathetic to the issues which have meant buses / tractors not being able to get through then they don't install permanent restrictions to the Highway for temporary situations (i.e. inconsiderate parking). They have suggested that a solution is to contact the pub and users of the hall to get their patrons to park more considerately and suggested that the hall management committee uses the monthly market cones more often for large events / when there are a lot of users in the halls.

A resident raised the issue of the two 'No Footways signs' along Bridge Road. The sign from the A370 has become obscured by vegetation and the second has been knocked, meaning it is difficult for vehicles to see. The Locum Clerk to contact North Somerset to see if this can be resolved.

ii) **Beat Manager's Report**

The following report was received for the period 01/07/2023 to 01/08/2023.

Calls received = 24 with the following selection of crimes reported: 5 abandoned 999 calls (this is due to an issue of Samsung phones redialling 999), 1 assault, 1 burglary, 4 concern for welfare, 1 criminal damage, 1 domestic, 1 road related, 5 suspicious and 5 other (pre-planned events, suspicious parked vehicles, automatic number plate recognition & found property). The meeting was reminded that these figures include Bleadon Hill (bordering Bridgwater Road) and Loxton. Most crimes reported are isolated incidents which have occurred within dwellings and are unlikely to have any effect on the wider community.

PCSO Stephen Hemmett is currently looking into cycling proficiency test for local youths given those doing wheelies through the village. There is a monthly drop-in session at the café the next one being September and he is organising a talk at the Church Room in September.

Residents were reminded of [StreetSafe](#) a new way of reporting areas where they feel unsafe (e.g. inadequate lighting problems/antisocial behaviour). However, if a resident was to see anything suspicious in the area or would like to talk to local officers, call 101 or 999 in an emergency, they can also report anonymously to Crimestoppers on 0800555111.

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

iii) **Ward Councillors’ report**

No Ward Councillor was present, and no report had been received.

Cllr Sheppard opened the meeting by welcoming everyone.

The meeting was convened.

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

Apologies were received from Cllrs ID Clarke and Jo Gower-Crane.

368.2. Declarations of interests

Cllr Howe declarations interests in agenda items 9 and 14 as a contractor of the Parish Council.

368.3. To approve and sign as a correct record the Minutes of the Parish Council meeting on Monday 11th July 2023.

Resolved: To approve the Parish Council minutes of 11th July 2023.

The resolution was correctly proposed and seconded (unanimous)

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

368.4. To note the report presented to the Allotment society to be discussed fully in September.

The Allotment report was noted.

368.5. To note the Personnel Committee minutes and to ratify the appointment of Craig Bolt as the Clerk and RFO to Bleadon Parish Council with a start date of 15th August 2023.

Resolved: To ratify the appointment of Craig Bolt as the Clerk and RFO to Bleadon Parish Council with a start date of 15th August 2023.

The resolution was correctly proposed and seconded (unanimous)

368.6. To agree the following expenditure for the new Clerk.

i) **£199 for Society of Local Council Clerks Membership.**

Resolved: to agree the cost of SLCC Membership for £199

The resolution was correctly proposed and seconded (unanimous)

ii) **SLCC New Clerk training 4 x £20 per session (spread quarterly)**

Resolved: to agree the cost of £80 for new Clerk training.

The resolution was correctly proposed and seconded (unanimous)

iii) **£120 Introduction Local Council Association training**

Resolved: to agree the cost of £120 for new Clerk training.

The resolution was correctly proposed and seconded (unanimous)

i) **The purchase of a new printer**

Resolved: to agree the cost of up to £250 to purchase a new printer.

The resolution was correctly proposed and seconded (unanimous)

ii) **Renegotiation of a mobile phone contract of up to approximately £20 a month.**

Resolved: to agree the cost of up to approximately £20 a month.

The resolution was correctly proposed and seconded (unanimous)

iii) **Office incidentals including paper for printing.**

Resolved: to agree that the Clerk may purchase the office incidentals needed.

The resolution was correctly proposed and seconded (unanimous)

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

- i) FREE Scribe Training Scribe Academy
- ii) NALC virtual training NALC online-events
- iii) ALCA e-learning on nimble £14 each
- iv) Breakthrough communications training £30
- v) ALCA various finance training £30

The training above was noted.

- vi) SLCC Charitable Trusts 5th & 12th September £60
- vii) SLCC Budgeting Basics 8th September £30
- viii) SLCC Agenda & Minutes 11th & 18th September £60
- ix) SLCC Allotment Management Tenancy agreements & Policies 20th Sept £30
- x) SLCC Allotment Management Site Facilities, H & S £30

Resolved: The new Clerk to attend the training above.

The resolution was correctly proposed and seconded (unanimous)

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

i) **Painting of Coronation Hall Car Park lines.**

These were now completed.

ii) **Unmetered supply for the streetlights.**

The Locum Clerk reported that whilst the Council voted to switch to YU after their contract came to an end with OPUS it seems that the previous Clerk signed an alternative contract with SSE in 2022 to start in June 2023. Currently there is no evidence this was agreed by the Parish Council and a request has been made for the contract and any other associated paperwork.

iii) **Play Equipment post installation inspection.**

The Council were advised that the annual inspection undertaken in June by a ROSPA inspector met the criteria for a post installation inspection as required by the NS 'Improving Play Spaces Grant'.

368.3. To agree the following expenditure.

- i) **£525 to repair the quad rocker.**

Resolved: To approve the repair of the quad rocker.

The resolution was correctly proposed and seconded (unanimous)

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

Resolved: To approve the cost of £190 to get a full written report with footage on the public toilet drains and £115 if jetting is required.

The resolution was correctly proposed and seconded (unanimous)

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

Resolved: To approve the cost of up to £300 for the removal of the complete soil pile.

The resolution was correctly proposed and seconded (unanimous)

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

Resolved: To approve the cost for the CCTV engineer to try and remove the ability for the system to record sound.

The resolution was correctly proposed and seconded (unanimous)

68.1. To discuss the quotes received on the Parish Council owned streetlights and agree a way forward (page 15).

Resolved: That the new Clerk be given delegated powers to employ Contractor A to replace the lights once he has contacted the affected residents on their thoughts on its reinstatement.

The resolution was correctly proposed and seconded (unanimous)

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

A resident has offered to plant the second apple tree on their property near the footpath up on to Purn Hill

Resolved: The new Clerk to have delegated authority to investigate and have planted the initial donated productive tree on lawn area near Well Cottage if he can be assured there are no underground utilities.

The resolution was correctly proposed and seconded (unanimous)

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

Resolved: That the new road be called Quarry Close.

The resolution was correctly proposed and seconded (unanimous)

68.4. To note the clarification statement in relation to Bleadon in Bloom.

Resolved: That the following statement be approved

It has been brought to the Parish Councils attention that the Bleadon in Bloom portfolio was published in the Parish Councils name. If the document had come through the Parish Council, it

would have been submitted for scrutiny and been formally adopted at a Parish Council meeting. It was not.

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

The resolution was correctly proposed and seconded (unanimous)

68.1. To approve the following policy documents.

i) Bullying and Harassment Policy

Resolved: To approve the Bullying & Harassment Policy as submitted.

The resolution was correctly proposed and seconded (unanimous)

ii) Health & Safety Policy

Resolved: To approve the Health & Safety Policy changes including the removal of 11.6, and editing changes to 11.10 and 11.11, the addition of signage to section 12 and the change of periodic to weekly in appendix 2.

The resolution was correctly proposed and seconded (unanimous)

iii) Risk Management Strategy

Resolved: To approve the Risk Management Strategy as submitted.

The resolution was correctly proposed and seconded (unanimous)

iv) Homeworking Policy

Resolved: To approve the Homeworking Policy as submitted.

The resolution was correctly proposed and seconded (unanimous)

v) Accessibility Statement

Resolved: To approve the Accessibility Statement as submitted with an update to new the Clerk and email address.

The resolution was correctly proposed and seconded (unanimous)

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

Resolved: To approve the appointment of Bridget Bowen as the internal auditor for the 2023/24 financial year.

The resolution was correctly proposed and seconded (unanimous)

368.3. To authorise bills for payment for August.

An updated bills for payment schedule was tabled.

Resolved: To authorise the payments for August of £3870.13. Cllr Scarisbrick and Davies to authorise the payments.

The resolution was correctly proposed and seconded (unanimous)

368.1. To note the Parish Council's end of June and July budget position, bank balances and bank reconciliations.

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

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

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

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

This application was noted.

ii) 23/P/1465/AOC Bleadon Quarry Bridge Road Bleadon. BS24 0AU

Request to discharge condition numbers 11 (BQ-RM-103 B Materials Layout), Condition 12 (Engineering Layout and Engineering Layout), Condition 16 (100A GA 1 of 3; 101A GA 2 of 3; 102A GA 3 of 3; 110A Typical Section; 115A Construction details), Condition 19 (Northern Footpath Link), Condition 25 (Enclosures) and Condition 37 (Stage Plot) from application 19/P/0835/OUT

This application was noted.

iii) 23/P/1472/AOC Wallflower House 30 Coronation Road Bleadon BS24 0PG

Request to discharge condition numbers 14 (Waste plans), 16 (lighting condition) and 20 (Details of external lighting) from application 21/P/0786/FUL

This application had already been approved.

iv) 23/P/1492/FUL The Poplars Bridge Road Bleadon. BS24 0AU

Proposed demolition of existing dwelling and erection of 1no. replacement dwelling with hard standing and ancillary works.

Resolved – To object to this application for the following reasons:

- Out of keeping with the surrounding properties given that it is much larger and taller.
- It does not enhance the entrance to the site and is not sympathetic to the existing street scene.

The resolution was correctly proposed and seconded (unanimous)

v) 23/P/1500/NMA Wallflower House 30 Coronation Road Bleadon BS24 0PG

Nonmaterial amendment to application 21/P/0786/FUL (Demolition of existing dwelling and outbuildings, erection of 2no. two storey dwellings, detached garages and associated works) to allow for alterations to the garage location.

This application has been withdrawn.

vi) 23/P/1565/AOC Woodrising Hillside Road Bleadon North Somerset BS24 0AA

Request to discharge condition numbers 9 (Construction Method Statement) and number 12 (Energy Statement) from application 23/P/0408/FUL.

This application was noted.

vii) 23/P/1599/FUL Indian Masala Bridgwater Road Bleadon North Somerset BS24 0AN

Proposed use of the vehicle overflow car park area to store caravans, motorhomes and other vehicles at the rear of the Indian Masala Bridgwater Road Bleadon.

Resolved – To object to this application for the following reasons:

- There is evidence that the overflow parking is used when the restaurant is busy and where will these cars be displaced to.
- Highways safety concerns about slow moving vehicles pulling in and out of this junction.

The resolution was correctly proposed and seconded (3 in favour with 1 abstention)

368.1. To note the following planning decision.

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

The following decisions were tabled that had been received since the agenda had been produced.

- vi) **23/P/1472/AOC Wallflower House 30 Coronation Road Bleadon BS24 0PG**
Request to discharge condition numbers 14 (Waste plans), 16 (lighting condition) and 20 (Details of external lighting) from application 21/P/0786/FUL. **APPROVE**
- vii) **23/P/1500/NMA Wallflower House 30 Coronation Road Bleadon BS24 0PG**
Nonmaterial amendment to application 21/P/0786/FUL (Demolition of existing dwelling and outbuildings, erection of 2no. two storey dwellings, detached garages and associated works) to allow for alterations to the garage location. **WITHDRAWN**

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

Resolved: that Parish Council meetings will move to the later time of 7:30pm.

The resolution was correctly proposed and seconded (unanimous)

Open Spaces Working Group 7pm August 23rd Church Rooms
Parish Council Meeting Monday 11th September 2023, 7:30pm at Coronation Hall
Parish Newsletter Working Group 7:30pm on 4th of September Church Rooms

The Chairman closed the meeting at 20:25

.....Chairman

.....Date

Open Spaces Working Group Notes
23rd August 2023

Report Author: Cllr ID Clarke

Present: Parish Councillors ID Clarke, Mark Howe, Andy Scarisbrick and Mary Sheppard

No members of the public were present.

1. Election of Chairman

Cllr ID Clarke was elected Chairman of the Working Group.

2. Apologies for absence

Apologies were received from Cllr Ann Davies.

3. Declarations of Interest

Cllr Howe declared an interest in relation to sites and locations germane to a contract held with the Council for the cutting of grass.

4. Terms of Reference

4.1 Members considered the draft Terms of Reference for the Working Group. It was noted that the Working Group had no formal decision making powers and that the Parish Clerk had been asked to attend the initial meeting purely to assist members in understanding their role and responsibilities. Some discussion took place regarding the invitation of other parties to future meetings of the Working Group. It was noted that the proposed Terms of Reference would enable the Working Group to expand its membership, but Councillors would need to be mindful of situations which might bring into question current contracts or have the potential to give a potential supplier a competitive advantage.

4.2 Members suggested the following amendments to the Terms of Reference as presented:

- 1.2 – Substitute ‘request the attendance of’ with ‘invite’
- 3.4 – Add ‘(where applicable e.g. A370)’ to the end of the sentence.

5. Tree Report

5.1 Members noted that the tree report commissioned by the Parish Clerk was still awaited.

6. Allotments

6.1 Members noted that the Parish Council would receive a report regarding proposed new tenancy arrangements and charging structure at its meeting on 11th September 2023. It was noted that the Council currently subsidises allotment arrangements to a relatively high degree. Whilst there was a general acceptance that this situation needed to be addressed, members were mindful of the need to balance any price increases against the impact upon existing tenants.

7. Front of Coronation Hall

7.1 Members were advised that two quotes had been received to-date, but that one of the quotes addressed only part of the necessary works. It was also questioned as to whether apparent problems with drainage might also be considered as part of the scheme of works.

8. Work to Pea Green

8.1 Members considered a number of options in relation to the area known as Pea Green. It was considered prudent not to commit to works which might limit the ability of the Parish Council to redesign the toilets at some point in the future. Members also felt that it would be opportune to remove a number of overgrown bushes which created access problems; notably to the entrance to the male toilets.

8.2 Members concluded that the Parish Council should be recommended to completely remove the current planters and bushes and redesign the area (with due regard to the outcome of the scheduled drain survey).

9. Jubilee Garden

9.1 Members debated options relating to Jubilee Garden. Concerns were raised regarding the condition of the retaining wall and it was felt that it would be necessary to remove all of the plants from the garden in order to be able to fully check (and, if necessary, rectify) structural defects.

9.2 Whilst it was noted that there were no 'specimen' plants, the gardens had been a feature for many years and were held in high regard by many residents. As a consequence, it was suggested that it might be possible to allow residents to remove smaller plants themselves in advance of any works.

10. Priorities in Relation to New Contracts

10.1 It was noted that a number of contracts e.g. the Ranger contract and grass cutting contract would expire within the next few months. As a consequence, members debated the principles which might inform any new contract arrangements. This included recognition that the council would potentially be looking to undertake a number of projects over the next 3 year period, together with a more general move to outcome based contracts. The first element might require support across a number of specialist areas which might be difficult to achieve through a replication of the current contracts.

The second element would mark a shift in current practice, as many of the Council's current contracts specified inputs rather than outcomes. The potential difficulty with input based contracts being that it does not necessarily allow contractors to exercise their expertise and judgement to address problems. It also fails to recognize that the Council is fundamentally judged by parishioners on outcomes (what it actually achieves) rather than inputs (what it states it wants done).

10.2 It was agreed that the Working Group would revisit the requirements for contracts at a future meeting.

11. Open Spaces Budget and Income

Members noted the budget position as at 17th August 2023.

Recommendations to the Parish Council

- That the Council adopts the Terms of Reference for the Working Group as amended.
- That the Parish Clerk be asked to re-specify the nature of works to be undertaken to the front of the Coronation Hall to include drainage issues and seek three quotes.
- That in relation to Pea Green, the Parish Council agrees to the complete removal of existing planters and bushes, with a view to a complete redesign of the area.
- That in relation to Jubilee Garden:
 - The Parish Council agrees to the removal of all items (plants and soil) and to have the wall checked for structural stability.
 - That, if practicable, arrangements are made for residents to remove smaller plants as a memento/keepsake.
 - That future works to Jubilee Garden be considered once the Council has had the opportunity to consider the condition survey relating to the wall.

Bleadon Newsletter Working Group Notes
4th September 2023

Report Author: Cllr Jo Gower-Crane (Chair)

Present: Parish Councillors: Jo Gower-Crane (Chair), ID Clarke and Mary Sheppard
Members of the public: Les Masters and Gill Williams

1. Election of Chairman

Cllr Jo Gower-Crane was elected Chairman of the Working Group.

2. Apologies for absence

None.

3. Declarations of Interest

None.

4. Terms of Reference

Members considered draft Terms of Reference for the Working Group. It was noted that these were different to that previously considered by the Parish Council, but reflected the format agreed for the Open Spaces Working Group. It was further noted that the Working Group had no formal decision-making powers and that the Parish Clerk had been asked to attend the initial meeting purely to assist members in understanding their role and responsibilities. Some discussion took place regarding public participation and whether members of the public had the right to vote. It was explained that the general expectation was that the Chair of the Working Group would reflect the broad nature of debate, any consensus or recommendations reached, and report to the Parish Council. Votes would not normally be sought and individual comments would not normally be recorded.

5. Future of the Newsletter

It was noted that last year's newsletters cost £5K to produce. With £2K raised via advertising, the newsletter effectively cost the Parish Council £750 per edition. Aside from whether the current arrangements represented value for money, there was also a question as to whether it was appropriate for the Parish Council to have no expectations regarding editorial control for a publication it was funding.

A full and healthy debate took place regarding the relevance, reach and costs of the current Parish Newsletter. As a consequence of this debate, the following broad conclusions were reached:

- That a newsletter should continue to be produced on a broadly quarterly basis, but based upon the following principles:
- Re-branded as 'Parish News' rather than referencing a newsletter or magazine
- The need for a more structured approach to deadlines and editorial control
- Reflective of the Parish in its entirety
- Black and white printing
- A5 in size (easier to distribute and post through letterboxes)
- A focus on news and parish events, with limited use of photos and no crosswords/puzzles or articles relating to activities outside of the parish boundary.
- A need to encourage parishioners to contribute.

As a consequence of the above, it was acknowledged that there could be an impact upon advertising income, but there was also potential to seek advertising from Bleadon based businesses which had not historically contributed to the 'Parish News'. The Parish Council would also need to establish a clear charging mechanism for advertising in future editions. Therefore, it was agreed that the next edition would not be seeking advertising, in order for residents and potential advertisers to see the new format first.

It was also considered that the move away from an A4 colour magazine format provided an opportunity to explore alternatives to current printing arrangements.

6. Editor for the next 'Parish News'

There was broad consensus that it was appropriate that the Parish Council should take a more 'hands on' approach to editing future editions. However, it was recognized that there was a need to guard against the risk of the focus becoming too narrow and that the Working Group could play a valuable role in this respect.

It was suggested that the Parish Clerk and the Chair of the Working Group working together might be able to produce an Autumn version of the 'Parish News' based upon the principles outlined in Section 5 above, with Cllr Gower-Crane nominated to be the Editor. It was noted that use of the Parish Clerk's time would have to be authorised by the Parish Council.

The Working Group felt that it would be useful for the first edition of the 'Parish News' to have an article about the role of the Parish Council and its powers and duties.

7. Distribution

It was noted that there has been a very good network of distributors who aim to distribute physical copies of the newsletter within 5 days of receipt. However, following public feedback a review and clarity of distribution mechanisms and agreements should be undertaken, to ensure all households within the parish are reached.

8. Recommendations

- That the Council adopt the revised Terms of Reference at Appendix 1.
- That the Council endorse the change in emphasis and physical form of future versions of the 'Parish News' as outlined in section 5.
- That the Council authorise Cllr Gower-Crane to be the Editor of the 'Parish News'.
- That the Council authorise a review and clarification of the 'Parish News' distribution mechanisms and agreements.
- That the Council authorise the Parish Clerk, in consultation with the Chair of the Working Group, to establish advertising rates for future editions, to be the subject of a report to Council.
- That the Personnel Committee discuss workload implications with the Parish Clerk.



Bleadon Parish Council

Newsletter Working Group

1.0 Authority

1.1. The Newsletter Working 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 invite 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 advise BPC on future arrangements regarding the production and dissemination of the Bleadon Village Newsletter.

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. To consider the outcomes of consultation exercises in relation to the BPC funded newsletter and make recommendations for change to the full Council.

3.2. To make recommendations to the Council in relation to the production and dissemination of the newsletter, including – but not limited to:

- Canvassing for content
- The process for appointing editors
- Limits on advertising and advertising income

3.3 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. 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 available full Council meeting. Any recommendations for decisions will be presented to the Council in writing in the usual way for inclusion on the agenda.

Report of the Parish Clerk & RFO
11th September 2023

Purpose of Report

To provide Councillors with updates since the last full meeting of the Parish Council on items not otherwise addressed on the agenda.

Decision Items

1. Allotments - Water

- 1.1 What was hoped to be an easy fix to the water supply by replacing a section of hose did not yield the expected results. It is believed that the problem now most likely lies underground at a point where a small length of hose connects to the underground pipework system. The problem does not lie with the supply to the site. Although the supply to the site is not of particularly high pressure, there is a supply to the site. It will be necessary to dig a small exploratory trench (3 to 4 metres long) to gauge whether or not the problem is localised or whether there is a blockage much further into the pipe system. The costs associated with these initial works could be met from within the existing budget provision, as a consequence of an expected saving on the removal of the soil heap.

Recommendation

That the Parish Clerk be authorised to conduct further investigations relating to the supply of water at the allotments and, if necessary, implement appropriate solutions, subject to the costs not exceeding £200.

2. Drainage Survey

- 2.1 Aquablast undertook a survey of the drains adjacent to the toilet block on 24th August 2023. The results of this survey have identified a number of defects in the pipework ranging from scale to some misaligned pipes – although not significantly misaligned. There does not appear to be an intrusion by roots from plants in the vicinity.
- 2.2 If all of the issues addressed in the survey were rectified, then the minimum cost to the Parish Council would be £4,500. The main areas which seem to require attention are the pipework beneath the toilet block itself and the run from the ‘first’ manhole point (the manhole furthest from the toilet block) into the main sewer. Further advice is being sought from Aquablast regarding the nature of previous blockages to establish whether these have been before or after the ‘second’ manhole (the manhole point nearest the toilet block). If before, then this would tend to suggest that whilst there may be some issues regarding the pipework from the second manhole to the mains sewer, it is still functioning and the main problem relates to the pipework in and around the toilet block itself. If this is the case and the pipework within this area (only) is rectified, then the cost to the Council would equate to approximately £2,500.

- 2.3 If the Parish Council has an ambition to significantly enhance the toilet block, then it may be more beneficial to address problems with the pipework as part of this scheme.

Recommendations:

That the outcome of the survey be noted, but that no further remedial work be undertaken until such time as the Parish Council has had the opportunity to consider the future refurbishment or replacement of the toilet block.

That notices be placed in the toilets asking the public to be mindful of what they flush down the toilets given issues to do with the current drainage system.

Information Items

3. Improvements to Street Lights

- 3.1 As requested at the last meeting of the Council, the properties most directly affected by the proposed replacement of the heritage light have been contacted and their views will be taken into consideration before finalising any proposals with contractors.

4. Signage Along Bridge Road

- 4.1 This issue was raised under Public Participation at the last meeting of the Parish Council. North Somerset Council were contacted and have undertaken a site visit. The outcome of this is that they have identified the issues regarding overgrowing vegetation and misaligned signage as faults and have authorised contractors to remedy these issues.

5. Playground

- 5.1 The quad rocker has now been repaired.
- 5.2 The contractor responsible for installing the wooden play equipment has signalled a willingness to address some of the issues which are of concern (both to the Council and Trustees) but has yet to commit to a time to meet on site and go through the issues previously raised. It is hoped that this position will be rectified in the coming weeks. If not, a report will be submitted to the October meeting of the Parish Council to consider future options.

6. Budget, Forecasting and Financial Matters

- 6.1 With the introduction of Scribe and the rigour of reporting on financial matters, the Council now has robust systems in place for payments and receipts. The next logical step is for the Council to establish better arrangements for forecasting expenditure over the financial year. The current systems readily allow for Councillors to know if a budget area is overspending or likely to overspend in the very near future. However, the current arrangements provide less in the way of timely information as to whether a budget line or cost centre is likely to

underspend. Early identification of these areas is important as it allows the Council to potentially bring forward other priorities. There are some early indications that actual expenditure will be less than planned in a number of areas. As a consequence, further work on establishing a model for forecasting will be undertaken later in the Autumn of this year.

- 6.2 On a more practical note, although changes to bank mandates were actioned on 15th August and Cllrs Gower-Crane and Howe are now authorised to approve payments, it should be noted that – at the time of writing this report- the new Parish Clerk does not have access to the Council’s bank accounts. This has not prevented the production of a reconciliation statement, nor does it prevent access to Scribe. However, it does mean that until the bank actions the requested changes, the Parish Clerk will not be able to initiate payments to third parties. It also means that the Parish Council’s credit card cannot be used to make purchases. It is hoped that this position will be rectified in the near future.

Description: Changes to Allotment Agreement and Proposed Charging Structure

Author: Parish Clerk

Date: 11th September 2023

Decision Required: Yes

1. Purpose of Report

1.1. To propose the following for consideration and decision by the Council:

- Adoption of a new Allotment Agreement (First reference to Appendix 1 – Page 23).
- A revised set of charges and charging structure (as set out at Paragraph 4.6 below).
- The application of revised arrangements to new tenants from 1st October 2023 (as set out at Paragraph 5.1 below) .

2. Background

2.1. The Council has previously considered and authorised further work to regularise a number of inconsistencies in relation to the application of allotment practices. It has also agreed, in principle, to review charges to allotment holders in recognition of a current practice of the application of different rates, all of which are significantly below both national and regional averages. These issues have been communicated to allotment holders and there have been a number of meetings and opportunities for existing tenants to submit their views to the Council.

3. Changes to Allotment Agreement

- 3.1. The Council has previously considered and authorised further work to regularise a number of inconsistencies. A revised Allotment Agreement is attached at Appendix 1. Advice has been sought from the National Allotments Society and the model attached is based upon a number of best practice models provided by the Society which have been adapted to suit the circumstances in Bleadon. The current agreement used by the Parish Council has not been updated for some years and lacks some specificity regarding actions the Council can and cannot take. It is also equally unclear about the protection afforded to tenants. The revised allotment agreement seeks to address these issues.
- 3.2. The proposed Allotment Agreement, if adopted by the Council, would mark a material change to the agreement currently used. As a consequence, it should be issued to existing tenants prior to the start of the new allotment year (1st October) to ensure that they are given 12 months notice, as required under current legislation.
- 3.3. No such notice need be given to new tenants who take on an allotment after the Council has adopted the revised agreement.

4. Financial Implications

- 4.1. The Council has historically subsidised allotment arrangements to quite a high degree. In 2022/23, the income received in relation to allotments equated to £290, with expenditure by the Council of £725 (a subsidy of £435). In the current financial year, a budget of £1,000 has been set (based upon anticipated expenditure) with income expected to be £290.
- 4.2. Whilst the Council can subsidise allotments, given current budgetary pressures and other objectives, it is recommended that the Council moves to a position whereby this is no longer the case.
- 4.3. The Council currently has three charges ranging from £8.50 to £12 for the same size of plot. Based upon national research, conducted in 2017, the average charge for the equivalent size plots offered by the Council was £40. Given the pressures on the budgets of Councils since 2017, it is likely that the average national cost is now higher than £40. A more recent survey of Parish Councils in the local area suggests an average charge of £30, with many Councils also operating deposit schemes to address costs arising from tenants abandoning their allotments; Bleadon Parish Council operates no such schemes. It is probable that many Parish Councils (both locally and nationally) will be revisiting their charging policies in relation to allotments and, therefore, current averages will rise.
- 4.4. Any increase in fees (and material changes to a tenancy agreement) need to be communicated to existing allotment holders before the start of the allotment year (1st October in any given year) and with at least 12 months notice. As a consequence, the earliest any changes might come into effect would be 1st October 2024 (part way through the 2024/5 financial year). There is also a general principle that any fee increases should be reasonable and that Parish Councils should not be looking to make a 'profit' from the operation of allotments. The definition of what is considered to be 'reasonable' is open to interpretation but would have regard to the actual costs of providing allotments (which, in the case of Bleadon Parish Council, is significantly higher than current income levels) and the value of the land if used for another purpose consistent with its location. In this case, the most reasonable comparison would be agricultural land.
- 4.5. Given the low level of income received, there has also been limited opportunity for the Council to invest in the allotments and to address a number of issues which have been raised by allotment holders. Any fee increase should, therefore, also have an eye to the future and the potential need for investment in infrastructure.
- 4.6. As a consequence, the following phased fee increase is proposed:
 - 1st October 2024 (2024/5 financial year) a charge of £25 per plot, together with a £5 charge for water, with both charges to be billed at the start of the year.
 - 1st October 2025 (2025/26 financial year) a charge of £45 per plot, together with a £5 charge for water, with both charges to be billed at the start of the year.
 - 1st October 2026 (2026/27 financial year) a charge of £55 per plot, together with a £5 charge for water, with both charges to be billed at the start of the year.
- 4.7. In identifying charges over a 3-year period, the Council would satisfy the requirement of giving notice for 2025 and 2026. It is also fairer to allotment holders as they can plan for these increases ahead of time and make decisions accordingly. In setting charges for future years, the Parish Council also retains the discretion to set a lower charge if it is considered that there is a material change in circumstances which might influence its charging policy.
- 4.8. If adopted, the above arrangements would see the Parish Council continuing to subsidise allotments in the current financial year (2023/24) to a relatively high degree. The Parish Council would also subsidise arrangements for the 2024/25 financial year, although this would be to a lesser degree. It would not be until the 2025/26 financial year that the Council could plan with some confidence that income might broadly reflect expenditure.

- 4.9. Whilst it is the case that the Parish Council has subsidised allotment arrangements, it is worth noting that this position has not been brought about by existing allotment holders. In the vast majority of cases, allotment holders have diligently tended their plots and paid the fees expected by the Council, without any knowledge (until recently) that the fees they paid did not cover the Parish Council's expenditure. Whilst the principle of the Council needing to change its arrangements is understood and in some cases accepted by existing allotment holders, Councillors will, no doubt, be mindful of the impact of any increase levied by the Council.

5. The Application of Revised Arrangements to New Tenants

- 5.1. The requirement to give 12 months notice does not apply to any new tenants. As a consequence, it is suggested that, as from 1st October 2023, the following arrangements will apply:
- New tenants will be expected to accept the revised Allotment Agreement and abide by its conditions.
 - For any tenancy taken on during the period 1st October 2023 to 30th September 2024, new tenants will be subject to the charge agreed for all tenants to be applied from 1st October 2024.
 - New tenants will be subject to the introduction of a new deposit scheme of £150 per plot. The Council will not introduce this deposit scheme retrospectively, so all existing tenants (prior to 1st October 2023) will not be expected to provide deposits. However, it is considered necessary to introduce such a scheme moving forward, as the Council has incurred significant costs in relation to abandoned plots and has no ability to recover these costs from previous tenants. It is, therefore, appropriate that the Council should move to a position whereby it has a degree of protection. In the event that tenants hand back the plot in good order, then the deposit would be returned. Whilst the deposit may seem high, the most recent costs to the Council of strimming back abandoned plots have been in excess of £120 per plot.

6. Recommendations

- 6.1. That the Council adopts the new Allotment Agreement as presented.
- 6.2. That the Council adopts the principle of a phased increase to charges.
- 6.3. That, in respect of existing tenants, the charge per plot from 1st October 2024 is set at £25, together with a £5 charge for water, with both charges to be billed at the start of the year.
- 6.4. That the charge per plot from 1st October 2025 is set at £45, together with a £5 charge for water, with both charges to be billed at the start of the year.
- 6.5. That the charge per plot from 1st October 2026 is set at £55, together with a £5 charge for water, with both charges to be billed at the start of the year.
- 6.6. That the Council adopts the following arrangements in respect of new tenants from 1st October 2023:
- New tenants will be expected to accept the revised Allotment Agreement and abide by its conditions.
 - For the period of 1st October 2023 to 30th September 2024, new tenants will be subject to the charge set for 2024/25.
 - New tenants (only) will be subject to the introduction of a deposit scheme of £150 per plot.

Introduction

The council has power to make rules in order to regulate the arrangements for the letting of individual allotments on its allotment sites.

When those rules are brought into operation they apply to all such allotments, even if held under a tenancy agreement before the rules came into operation.

These rules apply to all the council's allotment sites.

We may need to amend these rules from time to time. If we plan to do so, we will consult allotment users in accordance with our consultation policy at the time before making changes.

If amended rules are brought in, a copy of these will be provided to those directly affected as soon as is reasonably practicable. We will also provide a copy of current rules, on request, to anybody resident in our area.

Interpretation and definitions

Where one part of the rules needs to be read in conjunction with another, we have tried to show this by cross-referencing the other part. But the rules need to be read as a whole in order to understand their full effect.

The headings and cross-referencing we have used are for convenience only and do not affect the interpretation of the rules.

The following words have the meanings set out here:

- **We/us** means Bleadon Parish Council's staff responsible for its allotment service.
- **You** means the tenant of a particular allotment.
- **Allotment** means the particular allotment garden plot let exclusively to a tenant.
- **Allotment site** means all the land held by us for allotment use on a particular site, including all the allotments exclusively let (or available for letting) to particular tenants, as well as the shared facilities, tracks, paths and other areas not exclusively let.
- **Family member** means somebody who is related to you (by blood, marriage, civil partnership, adoption or other legal formality) or with whom you live as husband and wife or civil partner, provided they have lived with you as part of your household for at least one year before your death.
- **Structure** means building, shed, greenhouse, shelter, animal run or hutch, polytunnel, pond or other similar construction on an allotment.
- **Your address** means the address you provide us with at the beginning of your tenancy or any change that you later notify us of.

Allocation of tenancies and other allotment users

All new tenancies shall be allocated by us in accordance with our waiting list procedure, which is set out in Appendix 1.

Family members have a limited priority to take on allotments if the tenant dies, as explained in the appendix. Otherwise, the out-going tenant's particular circumstances or wishes have no influence over the allocation when the tenancy ends.

You may allow other people to come on to the allotment site and/or help you cultivate your allotment. But, you must not:

- assign your tenancy
- sub-let or otherwise part with possession of or pass on your allotment (or any part of it) to anybody else
- in any way, charge others for permission to use your allotment (or any part of it).

You are responsible for the conduct and activities of anybody you allow on the allotment site.

Tenants and visitors must act responsibly when on an allotment and not cause a nuisance to local residents or other plot holders.

Only allotment tenants, guests of allotment tenants and council operatives are allowed on the allotments. The general public should not be accessing the allotments unless invited by a tenant or by the council.

In exceptional circumstances, for particular projects that have a community benefit, we may allow sub-letting of certain allotments. Such arrangements must be made with us in advance and may only go ahead if and when we give written permission.

Tenancy preliminaries

The tenancy of your allotment carries on indefinitely, rather than for a fixed time. In legal terms, it is a yearly tenancy and continues running year by year from 1 October to 30 September until it ends. This document sets out the means by which this tenancy might end.

It is not practicable for us to provide a plan identifying the precise boundaries of each allotment we let. Any dispute about boundaries may be referred to us and our decision is final.

Before your tenancy begins we will remove any structure which is unsound.

You may use any remaining structure on your allotment but you will be responsible for maintaining it thereafter. You should therefore ensure you are prepared to assume that responsibility before you accept the tenancy offer or ask us to reconsider our decision not to remove the remaining structure.

Rent

When your tenancy is due to begin, we will notify you of the rent for the remainder of the current year (until 30 September) and you must pay it immediately. Thereafter you must pay your rent on or before 1 October each year.

We will write to you at least one week beforehand with notification of the rent due for the coming year and details of how it can be paid.

From time to time we operate concessions, any such concessions will be at our sole discretion.

Use of your allotment

You must use your allotment wholly or mainly for the production of fruit and vegetables for you and your family or household.

You must not use your allotment for trade or business, camping or staying there overnight.

You must cultivate your allotment and maintain it in reasonable condition, with weeds kept under control and respecting the rights and safety of all allotment users.

You must comply, in particular, with the requirements set out in the following sections and the conditions and guidance set out in Appendix 2.

Allotment cultivation

A minimum of 60 per cent of the plot area must be used for cultivation and crops. This area includes open ground and raised beds used for crops, glass houses, tunnels, managed compost heaps, fruit bushes and trees, and areas used for livestock (if authorised).

A maximum of two fruit trees is allowed per 100 square metre plot.

Tenants may be able to exceed the fruit tree rules if planting trees with dwarfing rootstocks that are either trained as cordons or dwarf trees, but permission must first be given by Bleadon Parish Council.

Up to 40 per cent of your plot area may be for leisure and other non-cropped uses. This area includes all paths, sheds, and paving, as well as lawns, ponds, managed meadow and ornamental non-shrubby planting.

You must not leave either end of your plot unworked and it must be safe and tidy. You must control invasive vegetation such as brambles and ensure invasive plants do not encroach on neighbouring plots, shared paths or track ways.

Your plot must be 60 per cent cultivated and produce a crop at least annually, with weeds being kept under control throughout the year. Cultivation includes pruning and training of fruit, or digging, hoeing or mulching for other cropped areas as well as the growing of green manures.

Plots will be expected to be 60 per cent worked in spring, with soil prepared and signs of crops or flowers being grown.

Managed wildflower areas or cut grass under fruit will also be considered as cultivated land. In the winter, tidy plots free from seeding weeds will be considered as cultivated.

The practice of stripping topsoil and piling topsoil at either end of the plot is not permitted, however soil levels may be built up for raised beds.

Some of your plot may be sheet mulched with a woven black membrane or black plastic. New tenants may mulch up to 50 per cent of their plot in year one. After year one 20 per cent of the plot may be sheet mulched in summer.

During winter months tenants may sheet mulch 100 per cent of their cultivated area. Where perennial crops are grown through sheet mulch then this area will be considered as cultivated and not part of the sheet mulched area.

After three months the tenant will have their first inspection. If a new tenant has not made a recognisable start on their allotment, their tenancy will be ended. If a tenant has a reason why they cannot work their plot, they must contact the council and arrange an extension in advance of this inspection.

Boundaries and access

You must maintain all hedges and other boundaries so as not to be a nuisance to other users of the allotment site or owners or occupiers of neighbouring premises. New hedging may only be planted in agreement with the council.

You must not:

- use barbed wire at all and/or fencing of more than 1.8 metres high
- obstruct paths and other means of access that are reasonably required by other tenants to get to and from their allotments
- enclose your allotment to such an extent that it is inaccessible for inspection by us. In exceptional cases we may agree to have a key in order to obtain access where it would otherwise be inaccessible.
- go on to other allotments except with the permission of the tenant.

You must allow access through your allotment to other tenants where that is their only reasonable means of access to get to their allotment.

Shared paths – where plots are split, the tenant with the front plot must maintain a straight path to the rear plot that can easily accommodate a wheelbarrow. If the tenant wishes to change an access path or lock a front gate then this must be agreed with the tenant on the rear plot.

Structures

You must not install any structure on your allotment unless you:

- comply with the conditions and guidance for doing so
- maintain it in reasonable condition.

You must also maintain any structure that was not installed by you but remained on your allotment when your tenancy began.

Appendix 3 deals with the factors to be taken into account as regards conditions and guidance for installations.

If you have a shed or structure on your plot then that structure is yours and there is no imperative to share access to, or space within, that shed or structure. If you choose to share a shed with a fellow tenant then this is an agreement between tenants and does not involve the council.

If you fail to comply with the requirements of this section, we may:

- ask you to remove it
- remove and dispose of it ourselves if you fail to do so and recharge you for these costs.
- end your tenancy

The above requirements for installations of structures also apply to alterations of structures if what is proposed would make the structure substantially different (as opposed to works of maintenance and repair).

Waste restrictions

Building materials such as recycled doors, pallets, roofing materials, windows, and UPVC may only be brought onto the allotment for constructing permitted structures.

Tenants will be automatically allowed to build a maximum of two cold frames or cloches constructed from recycled windows. If glass structures are broken on the plot, the tenant must remove broken glass from the allotment.

Excessive quantities of any building materials are in breach of rules, however limited quantities of building materials such as blocks, bricks, metal or timber will be allowed as long as they are used to help grow crops.

Paving may cover a maximum of 10 per cent of the plot area. Tenants with mobility issues may apply for permission for extra paved areas to improve plot access.

Tyres may not be brought onto the allotment.

Imported gravel and other loose stone products, rubble and hardcore are not allowed on the allotments. The use of glass bottles for construction is also not allowed.

Some children's play equipment, including small swings and trampolines, will be allowed as long as they are kept in good repair. Paddling pools and bulky play equipment, including large trampolines and swings, are not allowed on site.

Carpet may only cover up to 20 per cent of the plot and carpet must be regularly moved if used to cover beds. Only natural woven carpet will be allowed on the allotment and sheet mulch is always preferred to carpet. All overgrown, unmanaged carpet will be in breach of rules.

You may not use your allotment to store household furniture, leisure equipment or any other household items that are not used for cultivation. Usable garden furniture for recreation purposes is allowed.

After a tenant receives a waste notice, waste must be removed from the allotment. Any tenant found to have burnt waste materials in response to a waste notice is at risk of immediate tenancy termination. Dry organic waste may be burnt in line with existing rules as found in Appendix 2.

Potentially polluting materials

The following products are examples of materials not allowed on allotments as they may release polluting chemicals into the soil.

- Rubber or foam-backed carpet and any lino style products.
- Laminates and chipboards.
- Gloss painted timber.
- Any non-crop related chemicals or fuels.

Only small quantities of crop-related licensed chemicals may be stored on the allotments. These must be stored in a safe, secure place and be for allotment use.

Excessive quantities of allotment litter, such as plastic pots, containers, sheeting or cans, may be liable to a waste notice as such materials can pollute the soil and spread onto other plots.

Livestock

Any requests to keep livestock will be considered on a case-by-case basis and after consultation with other allotment holders. By livestock, we mean hens (not cockerels) and bees. We will not consider requests for any other types of livestock.

As part of this consideration, we will require evidence that you have appropriate training/qualifications to ensure the welfare of both the livestock and the safety of other allotment users.

If you fail to comply with our conditions, we may:

- ask you to remove livestock
- remove and dispose of them ourselves if you fail to do so and recharge you for these costs
- end your tenancy

We may also ask you to remove livestock or remove and dispose of livestock ourselves (and recharge you for these costs) if it is necessary in the interests of public safety, for example to contain the spread of disease.

Use of the allotment site

You only have rights in respect of your allotment and the shared facilities of the allotment site.

Hedges – new hedging may only be planted in agreement with the council.

You must:

- respect the safety of other users of the allotment site
- have regard for the security of the allotment site, including locking the entrance gate where appropriate
- drive at a speed that is appropriate to the site conditions. We recommend a speed of 5mph.

You must not:

- go on to other allotments except with permission of the tenant
- dump anything (including green waste) on vacant allotments or other parts of the allotment site
- in any other way make use of or cultivate vacant allotments or other parts of the allotment site
- have firearms (including air guns) or explosives on the allotment site.

You may only:

- use the shared facilities for the purposes for which they are intended. For example, you must not use the water supplies for car washing. Appendix 2 deals with restrictions on watering your allotment
- have dogs on the allotment site if you keep them on leads and clear up any dog fouling.

Allotment infrastructure – any tenant found to have interfered with council infrastructure e.g. water supplies, fencing, gates or tracks will be in breach of rules and risk possible tenancy termination.

You must take into account the guidance about wildlife set out in appendix 4.

Nuisance and annoyance

You must not do anything on your allotment or behave on the allotment site in a way that is (or is likely to be) a nuisance or annoyance to other people. It is not possible to list everything that is a nuisance or annoyance. Below are some examples of the most common kinds.

- Rowdy behaviour, including excessive noise, shouting or swearing.
- Failing to maintain boundaries.
- Failing to keep livestock.
- Failing to comply with the rules as to use of the allotment site.

You must not harass, intimidate or abuse anybody else on the allotment site.

Harassment includes offensive behaviour directed at people because of their age, gender, disability, racial group, sexual orientation, religion or belief; and indirect threats towards or making malicious allegations against people.

Remember that you are responsible for other people you allow on to the allotment site.

Criminal activity and safe guarding

Tenants should report all criminal activity on the allotments to the police and, where possible, create a crime reference number. If the police investigate and find an illegal act has taken place, the Council can then take action.

Tenants who the council have reasonable grounds to believe have been undertaking criminal activity on an allotment site, and where this is supported with information from the police, will have their tenancy ended.

Enforcement and disputes

We may come on to your allotment at any time to inspect it.

Unless it is urgent that we take immediate enforcement action against you we will contact you if we believe there is cause for complaint. That way we hope to resolve matters before they become a major problem.

During the first three months of your tenancy, we appreciate that it may take some time to bring your allotment under proper cultivation. If you are temporarily unable to cultivate it, you should tell us in order to avoid premature enforcement action.

In fairness to those on the waiting list, if it appears that you are not cultivating your allotment or you don't pay your rent on time, and you have not contacted us to give a reasonable explanation, we will take immediate steps to end your tenancy.

We will not tolerate persistent or serious breaches of any of these rules and will take action accordingly, by ending your tenancy, if we consider it necessary.

We may recharge you for any costs we incur in taking action to deal with any breach of these rules.

If you are not satisfied with the service we provide, you can use our complaints procedure. Details of our complaints are available on request.

Disputes between tenants about the implementation of these rules and related matters may be referred to us by any interested party for resolution. Our decision is final.

Ending the tenancy

(A) By you

If you want to end your tenancy, you may do so, with immediate effect, by giving us written notice accordingly (but we can manage the allotment site and the waiting list more efficiently if you give us advance notice).

(B) Death

If you die during your tenancy, the tenancy ends immediately upon us our being notified of or ascertaining the death. There is no automatic right of entitlement of family members for a tenancy in these circumstances.

(C) By us

We may end your tenancy by re-entry at any time after giving you one month's written notice if:

- the rent (or any of it) is unpaid 40 days after it is due (in other words, after 1 October in any year)
- we are reasonably satisfied there has been any other breach of these rules (provided that, if the breach relates to cultivation of your allotment, at least three months has elapsed since the beginning of your tenancy)
- you are not currently resident in our administrative area or within one mile of the boundary (as explained in Appendix 1, you must be resident in the area when you take up an allotment tenancy).

We may end your tenancy by re-entry at any time after giving you three months' written notice if the allotment is required for some other purpose.

We may end your tenancy, in any circumstances, by giving you 12 months' written notice, and provided that the notice period expires in the winter months (either on or before 6 April of any given year or on or after 29 September of any given year).

Matters arising at the end of tenancies

At the end of your tenancy, you must hand your allotment back to us in reasonable condition in compliance with these rules.

Any keys must be handed back at the end of your tenancy.

You may remove any structures that you have installed. Any that remain once the tenancy has ended will be removed by us or passed on to the next tenant at our discretion.

Anything else (including livestock) that remains once the tenancy has ended may be removed by us.

We may recharge you our costs of putting right anything arising from your failure to comply with our expectations.

Giving formal notice

When we need to give formal notice to you about your tenancy we must do so in writing and by any one of the following four methods.

- Handing it to you in person.
- Posting or delivering it to your address.
- Emailing it to you at the email address you have provided to us.
- Leaving it on your allotment in a sealed transparent envelope so it is clearly visible.

It is your responsibility to notify us of any change of address or other contact details during your tenancy.

When you need to give formal notice to us about your tenancy you must do so in writing and by any one of the following methods.

- Emailing it to our Parish Clerk contact email address.
- Posting or delivering it by hand to Bleadon Parish Council, Coronation Hall, Coronation Road, Bleadon. BS24 0PG.

Allocation of tenancies and other allotment users – waiting list procedure

Registering on the waiting list

To register on the waiting list, applicants should contact the Parish Clerk, either by way of email or post. Details can be found on our website.

Priority for offers – explanations and preliminaries

For the purposes of making offers (as explained in the next section of this appendix), the following provisions apply.

The tenant conditions are that prospective tenants are:

- individuals (applications for the benefit of companies, associations or other organisations must therefore be made on their behalf by a named person, who would remain responsible throughout the tenancy)
- over 18
- residents of Bleadon Parish Council (within our administrative area)
- not people we have information about that would give us reason to believe they would be unsuitable tenants (in other words, evidence that they may not comply with these rules if offered a tenancy).

If there is more than one family member the tenancy may be offered to (following the death of the last tenant), we will consult with them but our decision as to who we offer the tenancy is final.

A person is only considered to have an allotment tenancy already if the size of the plot they have a tenancy for and the tenancy they would otherwise be offered, when combined, is more than a standard-sized allotment.

Priority for offers

Subject to the explanations and preliminaries (as explained in the last section of this appendix) and local discretion and flexibility (as explained in the next section), tenancies will be offered in the following order of priority.

(1) If the last tenancy of an available allotment ended because the last tenant died, it will be offered to a family member provided that:

- the allotment is in reasonable condition and the last tenant has complied with these rules and the family member:
 - asks us to do so before we have offered the tenancy to a person on the waiting list who would otherwise be entitled.
 - meets the tenant conditions.
 - does not already have an allotment tenancy.

(2) If the last tenancy of an available allotment did not end because of death or no qualifying family member accepts an offer, it will be offered to the person who has been on the waiting list for the site the longest provided they:

- meet the tenant conditions.
- do not already have an allotment tenancy.

Local discretion and flexibility

We retain discretion to operate allocations with a degree of flexibility in order to meet local circumstances. We will do this to help make sure that those without an allotment tenancy and on the waiting list have a fair opportunity of being offered one.

We will consider requests by existing tenants to exchange allotments with each other or for another available.

Where a family member or a waiting list applicant would qualify for an offer if they did not already have an allotment tenancy, we will consider requests to give up that tenancy in order to qualify. This may be advantageous where the existing tenancy is for an allotment smaller than the standard size. But, we will not permit arrangements if they disadvantage those on the waiting list who do not already have an allotment tenancy.

When an allotment becomes available, we may offer more than one tenancy (in other words we may offer two or more tenancies of what will then be smaller allotments). We will take into account the length of the waiting list.

We may consider offering allotments to residents who live within 1 mile of our administrative boundary, when there is no demand from residents within our administrative boundary.

Removal from waiting list

Applicants will be removed from the waiting list when either they have accepted an offer or they have refused three offers. But in either case (immediately or at any time thereafter) applicants may re-register on the waiting list (as new applicants with no accrued priority).

Use of your allotment – conditions and guidance

Storage and materials

You may only keep items on your allotment that are for use on it, for example, you must not store vehicles there.

You must comply with current regulations relating to the use of chemicals and harmful substances. You should select sprays and dressings that will minimise harm to people and wildlife.

You must not:

- allow excessive plant and other organic waste to accumulate on your allotment – arranging to compost waste of that kind wherever possible
- bring asbestos based products on to your allotment
- use concrete on your allotment (except for pre-cast products laid on a loose bed)
- remove from your allotment any soil, gravel, sand, stones or other minerals.

You should only:

- store timber, scrap or similar materials that are intended for use for allotment purposes sparingly. And you must remove them if they have not been put to use in compliance with these rules within six months

Remember that you are liable for our costs of putting right anything arising at the end of your tenancy. Dealing with residual concrete, timber, scrap and old carpet etc is one of the most time-consuming and expensive tasks when allotments become vacant.

Bonfires

Bonfires should only be occasional, limited to organic waste that is not suitable for composting, and using only material that is sufficiently dry and seasoned so the fire is quick and hot. Large quantities of timber should not be burnt.

You may only have bonfires between 1 October and 31 March and between 9am and sunset.

You may only burn material generated from your allotment – you must not bring material from elsewhere to burn.

You must ensure that the location of the fire and the weather conditions are safe.

You must not:

- use petrol, paraffin or other accelerants
- leave a bonfire unattended – you must remain present until the fire is fully extinguished
- burn non-organic waste (for example plastics and carpet).

Before lighting a bonfire, ensure that no hedgehogs or other animals are present in the pile of material to be burnt, if necessary by moving it to another location.

Remember that you may only have bonfires on your allotment, not elsewhere on the allotment site.

Watering

You may use hosepipes provided you do not leave them unattended, connections are watertight and you comply with hosepipe bans or similar restrictions imposed.

You must not use a sprinkler system.

Remember that you must not use the water supply except for your allotment.

Trees

You must get our written permission before cutting down any trees.

You may only plant orchard trees (in other words edible fruit and nut trees).

If there are already more than three trees on your allotment you must get our written permission before planting any more.

Trees must be planted at least two metres away from the boundary of neighbouring allotments and so that the mature canopy does not overhang neighbouring allotments.

Remember that you must keep weeds under. You must therefore ensure that woody weeds (for example, self-sown sycamores) do not develop.

Traps and snares

You may only set traps to catch or kill rats. You must ensure that they are regularly checked and do not to endanger other wildlife, people or pets.

Allotment numbering

You should display the plot number on your allotment. One of the main difficulties in ensuring that vacant allotments are re-allocated efficiently is that prospective tenants cannot easily identify the allotments in question.

Public liability

Bear in mind your responsibility as tenant for the safety of your allotment. Some insurance companies offer public liability cover through home policies and you should make your own enquiries as necessary.

Structures – permission, conditions and guidance

You must check if any other permission is required such as planning permission.

No more than 15 per cent of your allotment may be used for structures.

The schedule at the end of this appendix sets out the maximum dimensions for common structures for which permission may be given.

Structures must be placed at an appropriate edge of the allotment and in such a way as neither to interfere with boundaries or access nor to cause a nuisance or annoyance to other users of the allotment site or owners or occupiers of neighbouring premises.

Buildings should be sectional and constructed of either new or perfectly sound second-hand material. Brick buildings are not permitted.

Bases should be constructed of sleepers, precast paving stones or loose bedded brickwork.

Water capture equipment should be attached to all structures where possible.

Asbestos and concrete must not be used anywhere on your allotment.

Schedule to appendix 3 – maximum dimensions for common structures

All dimensions are in metres

Structure	Length	Width	Height	Depth	Area
Greenhouse/Polytunnel 2.6 (ridge)	3.7	2.5	2 (eaves)	N/A	9.25m ²
Shed	2.5	1.8	2 (eaves) 2.6 (ridge)	N/A	4.5m ²
Pond				0.5	3m ²

Guidance about wildlife on allotment sites

Allotment sites might contain wildlife that is protected by law. In most cases, the presence of protected species will not affect your normal allotment activities. For more detailed information on protected wildlife, please contact the government's wildlife agency.

All wild birds and their eggs and nests are legally protected, and it is an offence to kill them or deliberately destroy or disturb their eggs or nests.

All native British reptiles are legally protected against deliberate killing or collection. Slow-worms and grass snakes are the species most likely to occur on allotments. Both species are harmless to humans, and slow-worms in particular are beneficial as they eat slugs and other garden pests. Reptiles like to hide away, and if found they should be left alone.

All native British amphibians have some legal protection. In the case of the three species most likely to be found on allotment sites (common frog, common toad and smooth newt), this only applies to preventing them being offered for sale. The much rarer great crested newt has a higher level of protection, and it is an offence to intentionally kill, disturb, or destroy the habitat of this species.

The hedgehog, another beneficial animal that eats garden pests, is often found on allotments and it is an offence to deliberately kill or injure one.

If you discover a bee swarm or wild colony on the allotment site you should tell us as soon as possible.

Bleadon Parish Council allotment rules (2023 edition)

Allotment tenancy agreement

Name:

Address:

Postcode:

Email: Phone no:

Allotment site:

Plot number:

Plot size:

- I accept this tenancy in accordance with the council's allotment rules (2023 edition).
- I confirm that I have received a copy of the rules.
- I agree to keep the rules (including any amendments made to them in accordance with part one of the rules). I understand that continuation of the tenancy is subject to a satisfactory probationary inspection after 3 months.
- I note that the tenancy will begin as soon as the council receives the signed agreement back from me, together with payment of the rent due for the remainder of the current year (until 30 September).
- I agree to keep the rules (including any amendments made to them in accordance with part one of the rules). I understand that continuation of the tenancy is subject to a satisfactory probationary inspection after three months.

In order to make a good start on your plot please ensure your plot is clearly numbered with a weather proof sign using the plot number above. Start by clearing overgrown vegetation and removing any rubbish from your plot. Please read and adhere to bonfire regulations.

Signature:

Date:

If you require this booklet in another language or format e.g. large print, audio cassette or braille please contact Bleadon Parish Council by email parishclerk@bleadonparishcouncil.co.uk

Published by Bleadon Parish Council, August 2023

Bills for Payment - 15th August to the 11th September 2023

Bleadon Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
	Already Paid							
DD	3 Business Solutions	Mobile (31.08.2023)	£14.82	£2.96	£17.78	Awaiting invoice	364.23	Local Government A 1972, s. 111
	To Pay							
BACS	Adrian Project Services	Village Ranger	£602.00		£602.00		364.23	Public Health Act 1875.164
BACS	Adrian Project Services	Minor works	£40.00		£40.00		364.23	Public Health Act 1875.164
BACS	Blue Spot	Cleaning of Public Toilets	£139.50		£139.50		364.23	PHA1936, s87
BACS	Aquablast	CCTV Camera survey	£190.00	£38.00	£228.00		368.9	PHA1936, s87
BACS	SLCC	Joining/Membership fee			£189.00		368.6	LGA 1972, s. 111
BACS	SLCC	ILCA Qualification	£120.00	£24.00	£144.00		368.6	LGA 1972, s. 111
BACS	SLCC	Clerk Training	£60.00	£12.00	£72.00		368.6	LGA 1972, s. 111
BACS	SLCC	Allotment Management Training	£30.00	£6.00	£36.00		368.7	LGA 1972, s. 111
BACS	SLCC	Allotment Management - Health and Safety Training	£30.00	£6.00	£36.00		368.7	LGA 1972, s. 111
BACS	SLCC	Charitable Trust Training	£60.00	£12.00	£72.00		368.7	LGA 1972, s. 111
BACS	Webglu	Website/Mailbox hosting	£94.75	£18.95	£113.70		364.23	LGA 1972, s. 111
BACS	NSC	Advert Costs - Parish Clerk	£50.00	£10.00	£60.00		361.6	LGA 1972, s. 111
BACS	NSC	Recharge of Election Expenses	£92.00		£92.00		362.18	LGA 1972, s. 111
BACS	Parish Clerk	Reimbursement of costs - Battery repair to PC Phone	£30.00		£30.00		368.6	LGA 1972, s. 111
BACS	Parish Clerk	Reimbursement of costs - Purchase of hard drive	£38.33	£7.66	£45.99		368.6	LGA 1972, s. 111
BACS	Parish Clerk	Reimbursement of costs - Office Supplies	£10.95	£2.19	£13.14		368.6	LGA 1972, s. 111
BACS	Parish Church	Room Hire - 23rd August	£20.00		£20.00		364.23	LGA 1972, s. 111
BACS	Parish Church	Room Hire - September	£40.00		£40.00		364.23	LGA 1972, s. 111
BACS	Salary	Parish Clerk	£872.85		£872.85	August (3 weeks)	361.6	LGA 1972, s. 111
SO	Salary	Parish Clerk	£1,260.77		£1,260.77	SO authorisation for September/future payments	361.6	LGA 1972, s. 111
DD	YU	Public Toilets Electricity	£12.24	£0.61	£12.85		365.7 (ii)	
SO	Brian Robinson	Clock Winding (31.8.23)	£25.00		£25.00		364.23	Parish Councils Act 1957, s2
DD	Lloyds	Credit Card Charge (08.09.2023)	£3.00		£3.00	Access applied for	364.23	LGA 1972, s. 111
		Totals	£3,836.21	£140.37	£4,165.58			

Bleadon Parish Council

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

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

A	Bank Reconciliation at 31/08/2023		
	Cash in Hand 01/04/2023		57,524.92
	ADD		
	Receipts 01/04/2023 - 31/08/2023		37,361.22
			94,886.14
	SUBTRACT		
	Payments 01/04/2023 - 31/08/2023		30,608.42
			64,277.72
B	Cash in hand per Bank Statements		
	Petty Cash	31/08/2023	0.00
	Bleadon Parish Council Deposit	31/08/2023	55,576.56
	Bleadon Parish Council Current	31/08/2023	8,701.16
			64,277.72
	Less unrepresented payments		
			64,277.72
	Plus unrepresented receipts		
	Adjusted Bank Balance		64,277.72
	A = B Checks out OK		

Bleadon Parish Council Detailed Budget Summary

5 September 2023 (2023 - 2024)

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

Allotments		Last Year				Current Year 2023 - 2024					Next Year	
		Receipts		Payments		Receipts		Payments			Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget
401	Allotments								1,000.00	295.00		
402	Allotment Income				290.00	18.50						
SUB TOTAL					290.00	18.50			1,000.00	295.00		

Clerk & Administration		Last Year				Current Year 2023 - 2024					Next Year	
		Receipts		Payments		Receipts		Payments			Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget
10	Locum salaries					13.75				7,506.00		
11	Salary & NI								22,000.00			
12	Pension Provision								250.00			
13	Homeworking Allowance								208.00			
14	Training Officers								500.00			
15	Office Expenses								300.00	70.73		
16	Printing								400.00			
17	Insurance								810.00	814.34		
18	Audit Fees								9,400.00	8,914.25		
19	Mobile								240.00	59.28		
20	Subscriptions								1,200.00	1,499.20		
21	Bank Charges								130.00	92.40		
22	Website & IT								1,000.00	94.75		
23	Data Protection								35.00			
24	Election Charges								100.00			
25	Community Engagement								177.00			
26	Room Hire								330.00	386.00		
27	Councilor Expenses								50.00			

Bleadon Parish Council Detailed Budget Summary

5 September 2023 (2023 - 2024)

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

28	Chairman's Allowance		50.00	60.18
29	Training Councillors		400.00	164.82
SUB TOTAL			13.75	37,580.00

Income

Code	Title	Last Year				Current Year 2023 - 2024					Next Year		
		Receipts		Payments		Receipts		Payments			Receipts	Payments	
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
701	Bank Interest					200.00	381.23						
702	Youth Club Rent					50.00							
703	Village Orderly Grant					161.00							
704	Precept					64,653.00	32,326.50						
705	CIL 2022/2023						1,500.00						
706	VAT												
707	NNDR						1,392.21						
SUB TOTAL						65,064.00	35,599.94						

Open Spaces

Code	Title	Last Year				Current Year 2023 - 2024					Next Year	
		Receipts		Payments		Receipts		Payments			Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget
301	Ranger					161.09			7,224.00	3,010.00		
302	General Maintenance								750.00	95.00		
303	Public Toilets								2,000.00	1,115.42		
304	Car Park Maintenance								1,000.00	975.00		
305	Grass Cutting								4,350.00			
306	Church Clock								300.00	125.00		
307	Streetlighting								2,300.00	203.93		
308	Defib								200.00	289.00		

Bleadon Parish Council Detailed Budget Summary

5 September 2023 (2023 - 2024)

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

309	Village Improvements	2,000.00		
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310	Jubilee Garden	2,000.00		
311	Waste Collections	150.00	110.00	
312	Churchyard			
708	Energy		12.24	
SUB TOTAL		161.09	22,274.00	5,935.59

Play Areas

Code	Title	Last Year				Current Year 2023 - 2024					Next Year		
		Receipts		Payments		Receipts			Payments		Receipts	Payments	
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
501	Play Equipment								500.00				
502	Inspections								300.00	110.00			
503	Children's Playground								1,500.00				
SUB TOTAL									2,300.00	110.00			

Village Improvements

Code	Title	Last Year				Current Year 2023 - 2024					Next Year		
		Receipts		Payments		Receipts			Payments		Receipts	Payments	
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
601	Reguilding of Church Clock					49.00			14,000.00				
602	General Grants & Donations								1,000.00				
603	Coronation Hall								1,000.00				
604	Bleadon in Bloom								1,000.00	691.00			
605	Coronation								300.00	250.00			
606	Covid Support Group									126.00			

Bleadon Parish Council Detailed Budget Summary

5 September 2023 (2023 - 2024)

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

SUB TOTAL	49.00	17,300.00	1,067.00
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Village News

Code	Title	Last Year				Current Year 2023 - 2024					Next Year	
		Receipts		Payments		Receipts		Payments			Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget
201	Editorship								2,200.00	400.00		
202	Printing								2,800.00	715.00		
203	Advertising Income				2,000.00	930.00						
SUB TOTAL					2,000.00	930.00			5,000.00	1,115.00		

Summary

TOTAL	67,354.00	36,772.28	85,454.00	28,184.54
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