



BLEADON PARISH COUNCIL

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

2nd July 2024

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 Coronation Hall, Coronation Road, Bleadon. BS24 0PG on Monday 8th July 2024 at 7.30pm, when the following business will be transacted.

C P Bolt

Parish Clerk & RFO

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

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

A G E N D A

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

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

379.3 **To approve and sign as a correct record the Minutes** of the Parish Council meeting on Monday 10th June 2024 (pages 4-7).

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

- i) Open Spaces Working Group – 27th June 2024 (pages 8-9)

379.5 **Reports from Outside Bodies/Conferences/Training.**

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

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

379.7 **Financial/Staffing Matters** (pages 10-18)

1. To authorise bills for payment for July and note bills for payment for June.
2. To note the Parish Council's end of June bank balances and bank reconciliation and end of June net position.
3. Quarter 1 Monitoring Report

379.8 **Report of the Parish Clerk** (pages 19-26).

Decision Items

1. Replacement noticeboards – to appoint a supplier
2. Memorial Testing – interim findings
3. Parish Clock regilding – to agree project management arrangements
4. Parish Clock – servicing and maintenance
5. Wall adjacent to toilet block – to agree a contract variation in relation to works to Jubilee Garden Walls
6. Allotments – to consider charges for use of water for the current allotment year

Information Items/Correspondence Received

1. Correspondence with Openreach Ltd regarding telegraph pole at Pea Green
2. Mendip Hills – Free nature courses
3. Temporary cessation of North Somerset Mobile Library service
4. Day of SEND – 23rd October 2024

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

[Request to discharge condition numbers 4 \(External Stonework\), 5 \(Detailed Drawings\), 6 \(Schedule of Works\), 7 \(Bricks should be re-used\) and 8 \(Existing Internals to be protected and undisturbed\) on application 23/P/2548/LBC](#)

Purn Villa Purn Way Bleadon North Somerset BS24 0QE

Ref. No: 24/P/1281/AOC | Received: Mon 24 Jun 2024 | Validated: Mon 24 Jun 2024 | Status: Registered

[Proposed construction of 1no. new single storey dwelling.](#)

South Hill Cottages Bridgwater Road Bleadon

Ref. No: 24/P/1106/FUL | Received: Mon 03 Jun 2024 | Validated: Wed 12 Jun 2024 | Status: Registered

379.10 Date of the next meeting(s):

- Parish Council Meeting Monday 12th August 2024, 7.30pm at Coronation Hall



Avon and Somerset Police

NEIGHBOURHOOD POLICING

June 1st till 30th 2024 Bleadon Neighbourhood Report

Calls Received – 18

ASB-2 Concern for welfare-1 Other-3 Abandoned 999-4 Criminal damage-3 Animal-1 Harassment-1 Missing person-1 Domestic-1 Assault-1

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

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



Email: 8338@avonandsomerset.police.uk

Police Priorities/Action Undertaken/Advice/Upcoming events:

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



MINUTES OF A MEETING OF BLEADON PARISH COUNCIL HELD IN THE CORNATION HALL AT 7.30pm ON MONDAY 10TH JUNE 2024.

PRESENT:	Councillors Mary Sheppard (Chairman), ID Clarke, Jo Gower-Crane, Ann Davies, Andy Scarisbrick (Vice-chairman) and Steve Sugg.
IN ATTENDANCE:	Craig Bolt (Parish Clerk)
WARD COUNCILLORS:	None
MEMBERS OF THE PUBLIC:	Three

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

i) **Members of the public**

A member of the public questioned the rules regarding the lighting of bonfires. The Parish Clerk undertook to investigate this matter.

ii) **Beat Manager's Report**

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

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

iii) **Ward Councillors' report**

No Ward Councillors report was available.

Cllr Sheppard opened the meeting by welcoming everyone.

The meeting was convened.

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

None.

378.2 Declarations of Interest

None.

378.3 To approve and sign as a correct record the Minutes of the Parish Council meeting on Monday 13th May 2024.

It was noted that the minutes of the Annual Meeting of Electors should reflect the support of Cllr Solomon in respect of the Parish Council's response to North Somerset's Local Plan consultation.

Resolved: To approve the Parish Council minutes of 13th May 2024.

The resolution was correctly proposed and seconded (unanimous)

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

378.4 Reports from Working Parties/Committees

Councillors considered the notes of the Open Spaces Working Group meeting of the 30th May 2024. It was noted that issues requiring resolution featured as part of the Clerk's report.

It was noted that the Parish News Working Group meeting scheduled for 5th June had been postponed.

378.5 Training and Events

The availability of Scribe and NALC training events was noted.

Resolved: That Cllr Gower-Crane be supported in attending two NALC training sessions.

The resolution was correctly proposed and seconded (unanimous)

378.6 Financial/Staffing Matters

i) To authorise bills for payment for June.

Resolved: To authorise the payments for June of £5,327.20.

The resolution was correctly proposed and seconded (unanimous)

(Councillors ID Clarke and Ann Davies were duly authorised to action the online payments)

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

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

iii) Payment Authorisations

Resolved: That the regular standing order, direct debit and BACs payments made from the Unity bank account as contained in Appendix 3 of the Financial/Staffing Matters report be approved, subject to the inclusion of the CPRE.

The resolution was correctly proposed and seconded (unanimous)

378.7 Report of the Parish Clerk

1. Asset Register

Councillors received a revised Asset Register for consideration. It was noted that the revised Asset register more accurately reflected the full costs of replacing assets rather than just the purchase price.

Councillors asked that the Beacon be included within the Asset Register and that future versions of the Asset Register include more specific detail regarding the location of items such as benches.

Resolved: That the Asset Register, as reported, be approved.

The resolution was correctly proposed and seconded (unanimous)

2. Replacement Noticeboards

Councillors considered options for replacing noticeboards across the Parish. It was noted that two noticeboards had been removed due to safety concerns and two of the remaining three were not in a good state of repair. It was considered that one of the noticeboards which had already been

removed did not need to be replaced due to the proximity of the noticeboard at the Coronation Halls. However, it was also felt that the Parish lacked a noticeboard in the vicinity of the Bleadon Mill area and that this should be addressed as part of any replacement programme and that the opportunity for co-locating the noticeboard with lifesaving equipment at The Veale should be explored further. Councillors also considered material/design options and concluded that any replacement noticeboards should be constructed of hardwood (oak).

Resolved: That the principle of replacement noticeboards at The Veale, Celtic Way, Purn Way and the provision of a new noticeboard in the vicinity of Bleadon mill be approved, subject to the costs not exceeding £5,000 and a further report back to the Council in relation to proposed design.

The resolutions was correctly proposed and seconded (unanimous)

3. Replacement Bench – Celtic Way

Councillors noted that the lead time for the previously identified replacement bench were excessive (16 weeks rather than the 4 weeks advertised). As a consequence, Councillors were invited to consider whether they might wish to put in place a temporary solution to give more time to consider long term options regarding works to benches across the Parish.

Resolved: That the Clerk be authorised to purchase a standard garden bench as a temporary measure in relation to the Celtic Way location.

The resolution was correctly proposed and seconded (unanimous)

4. Bird Feeder - Churchyard

Resolved: That the proposed provision of a bird feeder be supported. The decision to be revisited in the event of any evidence of increased rodent activity.

The resolution was correctly proposed and seconded (two abstentions)

5. Contactus

Resolved: That the Contactus event be scheduled for Monday, 30th September 2024 at 7.00pm.

The resolution was correctly proposed and seconded (unanimous)

6. Insurance Arrangements

The Clerk advised that clarification of a number of outstanding matters with the Council's proposed insurers had resulted in increased cover for a number of specific items and an additional £10,000 of cover in relation to walls. The consequent increase in the premium cost was £17.

Resolved: That position be noted.

The resolution was correctly proposed and seconded (unanimous)

7. Vandalism to Toilets and Walls

Councillors noted that four separate crimes had been logged and CCTV footage had been shared with the Police.

Resolved: That position be noted.

The resolution was correctly proposed and seconded (unanimous)

8. Jubilee Garden Walls

Exclusion of the press and public. (The Council resolved that members of the press and public be excluded from the meeting during consideration of the following item by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960).

Resolved:

- i) That the quote received from A Moffatt Stoneworks in the sum of £4,390 (net of VAT) be accepted and a contract awarded subject to the receipt of satisfactory references.
- ii) That the Clerk be authorised to issue contract variations up to a maximum value equivalent to 15% of the contract sum. Such variations to be discussed with either the Chairman of Council, Vice-chairman or Lead Councillor for Finance and subsequently reported to the Council for information.

The resolutions were correctly proposed and seconded (unanimous)

378.8 Planning Applications

[Proposed replacement of the existing entrance gate and adjoining fence panels with reconstituted stone dressed with sandstone and vertical timber fence slats between stone piers.](#)

Truby Tor Roman Road Bleadon BS24 0AB

Ref. No: 24/P/0713/FUH | Received: Mon 08 Apr 2024 | Validated: Wed 22 May 2024 | Status: Registered

Resolved: That the application be supported subject to the permission be conditioned to reflect the comments of the Mendip Hills AONB regarding the suitability of materials.

The resolution was correctly proposed and seconded (unanimous)

[Request to discharge condition number 35 \(Carbon Energy\) on application 19/P/0835/OUT](#)

Bleadon Quarry Bridge Road Bleadon Weston-super-Mare BS24 0AU

Ref. No: 24/P/0985/AOC | Received: Wed 15 May 2024 | Validated: Wed 15 May 2024 | Status: Registered

Resolved: That the application be noted.

The resolution was correctly proposed and seconded (unanimous)

[T1: Remove epicormic growth from the main stem.](#)

Charmaine Celtic Way Bleadon BS24 0NA

Ref. No: 24/P/1075/TPO | Received: Wed 29 May 2024 | Validated: Fri 31 May 2024 | Status: Registered

Resolved: That the application be supported.

The resolution was correctly proposed and seconded (unanimous)

378.9 Date of the next meeting

Parish Council Meeting Monday **8th July 2024**, 7:30pm (Coronation Hall, Bleadon)

The Chairman closed the meeting at 9.50pm

.....Chairman

.....Date

Open Spaces Working Group Notes

27th June 2024

Action points are in ***bold italics***

Report Author: Parish Clerk
Present: Councillors ID Clarke, Mary Sheppard and Steve Sugg
No members of the public were present.

Apologies for absence

Councillors Ann Davies and Andy Scarisbrick.

Declarations of Interest

None.

Notes of Meeting Held on 30th May 2024

The majority of issues arising had been included as agenda items. The Clerk confirmed that a replacement hardwood bench for Celtic Way had been ordered.

Allotments Watering

Action proposed by the Clerk under delegated authority to improve the watering system at the allotments was noted. Councillors considered a proposal to waive the charges to allotment tenants in respect of water for the current allotment year. ***Recommended to the next meeting of Council that the proposed fees should be waived as a goodwill gesture.***

Allotments – Request to Keep Livestock

Councillors considered a request to keep a small number of hens. It was noted that the agreed policy allowed for the keeping of chickens (not cockerels). ***Councillors requested further details regarding the design of the proposed coop and how it would ensure that vermin could not gain access.***

Churchyard Memorial Tests

Councillors noted the provisional outcomes from testing and agreed that a working party was an appropriate next step in validating (or otherwise) the provisional findings. ***The Clerk was requested to convene a working party comprising of Cllrs Sheppard and Sugg (respective leads in relation to the churchyard and memorials) and the Church Warden.***

Works to Wall Adjacent to Toilet Block

Councillors considered a proposed scheme of works to remove planters and part of the section of wall to enable a full width pass through into the car park areas. Working Group members were not in favour of bath stone quoins as these were considered not to be in-keeping with the surrounding stone – colour matched brick quoins would be a more appropriate solution. It was noted that the neighbouring landowner's consent would be required. ***Subject to those caveats Council was recommended to award the additional works to A Moffatt in the sum of £2,500 with a view to the works being undertaken in tandem with those to the Jubilee Garden wall.***

Parish Clock Regilding

Councillors noted that the PCC had appointed architects and recognised that there would be costs which would fall to the project budget to reflect the architects fees. Timsbury clocks had provisionally identified that the works could take place in late July/August.

Dog Bins

Councillors considered that the dog bin at Bleadon Road could be removed and dog owners encouraged to place waste in the adjacent litter bin. The bin at the toilet block could also be replaced with a larger/dual bin for dog waste (authority had already been granted for replacement of this bin.) Councillors noted that a member of the public had requested a bin in Celtic Way. However, councillors felt that the one at the top of allotment lane already served the West Mendip Way in the general area and that a bin might be better located at the layby in Roman Road – this could be the relocated bin from adjacent to the toilet block. ***The Clerk was requested to formulate proposals for a subsequent meeting.***

Colour Schemes

Councillors considered a range of dark brown, grey and black colour samples. None were felt to be appropriate. ***The Clerk was requested to obtain further samples in the chestnut/red-brown range.***

Noticeboards

Councillors considered proposals from three contractors. Prices ranged from approximately £4,500 to £7,000 for four replacement oak double bay noticeboards. The cheapest provider was also able to provide a version of a double bay noticeboard with space for a central information panel at a cost of approximately £5,000. Discussions had taken place with North Somerset Council Highways with a view to a number of locations, the most suitable of which was deemed to be adjacent to the layby in Bleadon Mill. It was ***recommended to Council that further discussion take place with the lowest contractor with a view to purchasing four replacement noticeboards.***

Project and Maintenance Schedule

Updates to the Project and Maintenance schedule were noted.

Financial/Staffing Matters
8th July 2024

1. Bills for Payment

1.1 Bills for payment for July 2024 are attached at Appendix 1.

Recommendations:

- i) That the bills for payment for July 2024 are approved.
- ii) That Councillors ID Clarke and Ann Davies be duly authorised to action the online payments.

2. Bank Balance and Bank Reconciliation

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

Recommendation:

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

3. 1st Quarter Monitoring Report

3.1 The 1st Quarter Monitoring Report is attached at Appendix 3. The data used to inform the monitoring report is from the Council's accounting software system (Scribe) but the data has been reconfigured into a spreadsheet to reflect the views previously expressed by Councillors to have notes attached to cost centres to provide more contextual information.

3.2 It is worth reflecting that the payment and receipt basis of accounting and reporting is absolute in that it reflects fixed dates of when payments were actually made or received and has no real regard for when payments/receipts were expected. This can present some challenges in terms of budgeting and then subsequent reporting against budgets. A prime example of this relates to the Clerk's salary payment for March 2024. The Council had budgeted for this payment to be made at the end of March 2024 with the payment consequently falling in the 2023/24 financial year. The bank did not actually make this payment until 2nd April 2024. The consequence of this is that – in accounting terms – the payment will now be recorded in the 2024/25 financial year (the current year) and the Council will potentially have 13 salary payments now falling in the current year when it has only budgeted for 12 payments. This general issue is not unique to Bleadon Parish Council and it does not change the overall position regarding the funds available to the Council but it does mean budgeting reports will need to be more tailored than those immediately available via the Scribe system.

3.3 The accounts have also been restructured to reflect the following:

- Separating out income and payments in relation to the Allotments, Parish News and the Play Area. There is still more work to do in relation to the apportionment of contractor costs in relation to the Play Area and the Allotments. However, the separation is the first stage of these areas effectively becoming mini ‘trading’ accounts so that Councillors can more easily identify the direct costs associated with these activities.
- An increase in the general maintenance budget of £5,000 to reflect the previous decision of the Council in this respect. This virement does not increase or decrease the previously approved budget of £145,807 for the 2024/25 financial year.

3.4 Whilst it is still very early in the financial year, there are a small number of areas for noting:

- It is unlikely that the Council will commit all of the budget provision of £40,000 in relation to the toilet block in the current financial year. However, progress is being made in relation to Phase 2 of the Coronation Halls Environs and planned expenditure is currently in line with the budget.
- Expenditure in relation to the Grounds Maintenance Contract is lower than initially anticipated. This is something which will be raised with the contractor to ensure that charges to date reflect work undertaken.

3.5 The Council’s position in terms of reserves has not markedly changed. By way of a recap, the Council currently maintains the following earmarked reserves:

Reserves Balance up to 30th June 2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Receipts</u>	<u>Current Balance</u>
Earmarked				
Election	3,258.00			3,258.00
ChurchGrounds	5,500.00			5,500.00
Neighbourhood Plan	2,711.00			2,711.00
Regilding Church Clock	7,000.00			7,000.00
Allotment Deposit		150.00	300.00	450.00
CIL 2023/24	63,237.00			63,237.00
CIL 2024/25		1,543.92		1,543.92
Total Earmarked	81,706.00	1,693.92	300.00	83,699.92
TOTAL RESERVE	81,706.00	1,693.92	300.00	83,699.92
GENERAL FUND				62,722.57
TOTAL FUNDS				146,422.49

3.6 It is likely that the Council will utilise the Earmarked Reserve in relation to the Regilding of the Parish Clock in the current financial year. Although there are ongoing discussions in relation to the outcome of memorial tests in relation to the churchyard, it is considered unlikely that any short term measures required will see a call upon the Earmarked Reserve in relation to the churchyard.

- 3.7 Beyond the current financial year, there is nothing arising from the 1st Quarter Monitoring report which would suggest that the Council's current 3 year Financial Strategy requires reconsideration or that the possibility of the Parish Precept being maintained at current levels for the period 2025-27 cannot be achieved. This position may, of course, change in the event of an emergency or unforeseen expenditure.

Recommendation:

That the 1st Quarter position be noted.

Bills for Payment - 11th June to 8th July 2024

Bleadon Parish Council

Meth	Payee	Description	Net	VAT	Gross Amount	Comments	Minute agreed	Power
	Already Paid							
DD	Water2Business	Public Toilets - water consumption (6 months)	£128.42	£0.00	£128.42	Due to be collected on 1st July	378.6	Public Health Act 1875.164
DD	YU	Public Toilets Electricity	£17.06	£0.91	£17.97		378.6	Public Health Act 1875.164
	To Pay							
BACS	Blue Spot	Cleaning of Public Toilets	£166.72	£0.00	£166.72		378.6	PHA1936, s87
BACS	We Dig It	Grounds maintenance contract	£312.78	£62.56	£375.34		378.6	LGA 1972, s. 112
BACS	J.A.R	Environmental services contract	£640.00	£0.00	£640.00		378.6	LGA 1972, s. 112
BACS	GB Sports	Playground Inspection Training	£336.00	£60.00	£396.00		372.8	LGA 1972, s. 112
BACS	Webglu	Website/mailbox hosting	£94.75	£18.95	£113.70		378.6	LGA 1972, s. 112
BACS	Taylor Thorne	Printing of Parish News	£392.00	£0.00	£392.00		378.6	LGA 1972, s. 112
BACS	A & R House	Water supply - allotments	£13.60	£0.00	£13.60		378.6	LGA 1972, s. 112
BACS	Eventbrite (NALC)	Councillor Training Sessions (2)	£87.46	£17.34	£104.80	Invoices awaited	378.6	LGA 1972, s. 112
BACS	SLCC	Membership	£183.00	£0.00	£183.00		378.6	LGA 1972, s. 112
BACS	Parish Clerk - Reimbursement	Plant feed	£24.00	£4.80	£28.80		375.7.2	LGA 1972, s. 112
BACS	Parish Clerk - Reimbursement	Cable protector	£28.32	£5.67	£33.99		Delegated authority	LGA 1972, s. 112
BACS	Parish Clerk - Reimbursement	Office supplies	£34.25	£1.33	£35.58		Delegated authority	LGA 1972, s. 112
BACS	Parish Clerk - Reimbursement	Hose parts (allotments)/Locks and cleaning products	£17.50	£3.50	£21.00		Delegated authority	LGA 1972, s. 112
BACS	Parish Clerk - Reimbursement	Bench	£165.83	£33.17	£199.00		378.7.3	LGA 1972, s. 112
BACS	Parish Clerk - Reimbursement	Mobile phone	£0.98	£0.00	£0.98		378.6	LGA 1972, s. 112
BACS	Parish Clerk - Reimbursement	Ground anchors	£22.50	£4.50	£27.00		Delegated authority	LGA 1972, s. 112
SO	Parish Clerk	Salary	£1,337.61	£0.00	£1,337.61		378.6	LGA 1972, s. 112
SO	Brian Robinson	Clock Winding	£25.00	£0.00	£25.00		378.6	Parish Councils Act 1957, s2
DD	Lloyds	Credit Card Charge	£3.00	£0.00	£3.00		378.6	LGA 1972, s. 112
DD	NEST	Pension provision	£70.63	£0.00	£70.63	Estimate	378.6	LGA 1972, s. 112
DD	HMRC	PAYE Tax and NI	£151.08	£0.00	£151.08	Estimate	378.6	LGA 1972, s. 112
		Totals	£4,252.49	£212.73	£4,465.22			

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 30/06/2024		
	Cash in Hand 01/04/2024		121,973.97
	ADD Receipts 01/04/2024 - 30/06/2024		45,741.75
	SUBTRACT Payments 01/04/2024 - 30/06/2024		167,715.72
	Cash in Hand 30/06/2024 (per Cash Book)		146,422.49
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2024	0.00	
	Bleadon Parish Council Current 30/06/2024	17,817.92	
	Bleadon Parish Council Deposit 30/06/2024	128,604.57	
			146,422.49
	Less unrepresented payments		
		146,422.49	
Plus unrepresented receipts			
Adjusted Bank Balance		146,422.49	
	A = B Checks out OK		

Bleadon Parish Council

1 July 2024 (2024-2025)

Summary of Receipts and Payments

All Cost Centres and Codes

(1) Clerk & Administration

Code Title	Receipts			Payments			Net Position		Comments
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend	
101 Salary & NI		2,973.13	2,973.13	22,000.00	8,246.28	13,753.72	16,726.85	▼ (76%)	Receipts relates HMRC tax coding and repayment of salary
102 Pension Provision				300.00		300.00	300.00	▼ (100%)	Likely to be understated
103 Homeworking Allowance				230.00		230.00	230.00	▼ (100%)	
104 Training (Officers & Councillors)				1,000.00		1,000.00	1,000.00	▼ (100%)	Circa £500 committed re inspection training and NALC Conferences
105 Office Supplies/Printing				700.00	14.90	685.10	685.10	▼ (97%)	
106 Insurance				2,000.00	758.51	1,241.49	1,241.49	▼ (62%)	Balance available for redistribution
107 Audit Fees				1,100.00	350.00	750.00	750.00	▼ (68%)	
108 Subscriptions				1,535.00	896.61	638.39	638.39	▼ (41%)	Significant additional spend not anticipated
109 Bank Charges				130.00	27.00	103.00	103.00	▼ (79%)	
110 IT & Mobile				1,142.00	203.45	938.55	938.55	▼ (82%)	Balance to be retained in case of new Councillor appointments
111 Room Hire				500.00	346.50	153.50	153.50	▼ (30%)	Additional expenditure anticipated re working groups
112 Councillor Expenses				50.00		50.00	50.00	▼ (100%)	
113 Chairman's Allowance				100.00		100.00	100.00	▼ (100%)	
SUB TOTAL		2,973.13	2,973.13	30,787.00	10,843.25	19,943.75	22,916.88	▼ (74%)	

(2) Contracted Services

Code Title	Receipts			Payments			Net Position		Comments
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend	
201 Public Toilets				2,000.00	599.41	1,400.59	1,400.59	▼ (70%)	
202 Grounds Maintenance Contract				7,000.00	938.34	6,061.66	6,061.66	▼ (86%)	
203 Environmental Services Contract				9,000.00	1,220.00	7,780.00	7,780.00	▼ (86%)	Spend lower than anticipated - to be checked with contractor
SUB TOTAL				18,000.00	2,757.75	15,242.25	15,242.25	▼ (84%)	

(3) Open Spaces

Code Title	Receipts			Payments			Net Position		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend		
301 Ranger					602.00	-602.00	-602.00	(N/A)	Payment originally anticipated in 2023/24
302 General Maintenance				10,500.00	242.64	10,257.36	10,257.36	(97%)	In excess of £5,000 spend anticipated in relation to Noticeboards
303 Church Clock Maintenance				300.00	100.00	200.00	200.00	(66%)	Spend will be over budget due to unbudgeted service contract
304 Defib				400.00	162.00	238.00	238.00	(59%)	
305 Waste Collections				300.00		300.00	300.00	(100%)	Likely to be available for redistribution
306 Grants & Donations				2,000.00	1,177.00	823.00	823.00	(41%)	Spend to-date was anticipated to be in 2023/24
307 Parish Flora				1,000.00	72.00	928.00	928.00	(92%)	Payment circa £350 authorised for purchase of flowers - bank details awaited
308 Utilities (Energy & Water)				1,000.00	57.86	942.14	942.14	(94%)	
SUB TOTAL				15,500.00	2,413.50	13,086.50	13,086.50	(84%)	

(4) Parish News

Code Title	Receipts			Payments			Net Position		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend		
401 Community Engagement				500.00	109.76	390.24	390.24	(78%)	Payments include costs associated with Annual Meeting of Electors
402 Editorship								(N/A)	
403 Printing				1,600.00	392.00	1,208.00	1,208.00	(75%)	
404 Advertising Income	400.00		-400.00				-400.00	(-100%)	
SUB TOTAL	400.00		-400.00	2,100.00	501.76	1,598.24	1,198.24	(47%)	

(5) Play Areas

Code Title	Receipts			Payments			Net Position		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend		
501 Maintenance Contracts								(N/A)	
502 Inspections				250.00	25.00	225.00	225.00	(90%)	
503 Minor works				1,250.00	1,049.04	200.96	200.96	(16%)	Bulk of spend relates to bark chip and other safety related items
SUB TOTAL				1,500.00	1,074.04	425.96	425.96	(28%)	

(6) Allotments

Code Title	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
601 Maintenance Contracts								(N/A)
602 Payments to Outside Bodies					55.00	-55.00	-55.00	(N/A) NAS membership and Church Commissioners
603 Minor works		496.00	496.00	900.00	1,252.77	-352.77	143.23	(15%) Budget adjustment required re above
604 Water Supply				100.00		100.00	100.00	(100%)
605 Allotment Rent (Tenants)	900.00	50.00	-850.00				-850.00	(-94%)
606 Deposit Scheme		300.00	300.00				300.00	(N/A) Forms part of Earmarked Reserves
SUB TOTAL	900.00	846.00	-54.00	1,000.00	1,307.77	-307.77	-361.77	(-19%)

(7) Projects

Code Title	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
701 Reguilding of Church Clock				7,000.00		7,000.00	7,000.00	(100%)
702 Coronation Hall Environs - Phase 2				12,000.00	1,550.00	10,450.00	10,450.00	(87%)
703 Toilets - Replacement				40,000.00		40,000.00	40,000.00	(100%)
704 Play Area				10,000.00		10,000.00	10,000.00	(100%)
705 Transport - Minor Schemes				5,000.00		5,000.00	5,000.00	(100%)
706 Memorials - Safety and Appearance				1,000.00		1,000.00	1,000.00	(100%)
707 Market Cross - Survey				500.00		500.00	500.00	(100%)
708 Social Activities and Events				1,000.00		1,000.00	1,000.00	(100%)
SUB TOTAL				76,500.00	1,550.00	74,950.00	74,950.00	(97%)

(8) Income

Code Title	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
801 Precept	67,800.00	33,900.00	-33,900.00				-33,900.00	(-50%)
802 Bank Interest	1,500.00	830.14	-669.86				-669.86	(-44%) Income expected to be higher than anticipated
803 CIL 2024/25		1,543.92	1,543.92				1,543.92	(N/A)
804 Youth Club Rent	50.00		-50.00				-50.00	(-100%)
805 Miscellaneous		70.00	70.00				70.00	(N/A)
806 VAT	5,578.56		-5,578.56				-5,578.56	(-100%)
SUB TOTAL	74,928.56	36,344.06	-38,584.50				-38,584.50	(-51%)

Summary

NET TOTAL	76,228.56	40,163.19	-36,065.37	145,387.00	20,448.07	124,938.93	88,873.56 (40%)
V.A.T.		5,578.56			870.16		
GROSS TOTAL		45,741.75			21,318.23		

Report of the Parish Clerk & RFO

8th July 2024

Decision Items

1. Replacement Noticeboards

1.1 Further work in relation to Noticeboards has been progressed. Council approved the principle of replacement noticeboards at the following locations:

- The Veale
- Celtic Way
- Purn Way

1.2 Together with a new noticeboard in the vicinity of Bleadon Mill. In terms of any new noticeboard, three locations have been discussed with North Somerset Highways. These are:

- Adjacent to the layby next to the planting area
- Adjacent to the Bleadon Village sign
- Adjacent to the bus stop

1.3 The bus stop would be the least preferable from a Highways perspective. It should also be noted that any new noticeboard might require planning permission if its total area exceeds 1.55 square metres.

1.4 The Council established a provisional budget of £5,000 (for the replacement of three noticeboards) and expressed a preference for replacement boards to be of oak/hardwood construction. Size and finishes will affect prices. However, by way of comparison, the following costs have been established. All of these costs are based upon a two bay noticeboard with each bay able to accommodate the equivalent of 2 pieces of A4 paper (8 in total). The prices are for four noticeboards supplied with a header with the Parish Council name and oak posts. There would be additional costs in relation to delivery and installation (and removal of existing noticeboards in two of the locations) All prices are exclusive of VAT.

- £7,000 (Make Me Something Special)
- £6,480 (Greenbarnes)
- £4,460 (The Acorn Workshop)

- 1.5 Whilst it would not be possible to provide 4 noticeboards within the provisional sum of £5,000 identified for 3 replacement noticeboards, there is currently sufficient funding in the General Maintenance Cost Centre – the cost centre budget having been increased from £5,500 to £10,500 with minimal in the way of actual spend as at the end of Quarter 1.
- 1.6 The options were discussed at the Open Spaces Working Group and the recommendation arising from the Group is that the Council enters into further discussions with Acorn Workshop with a view to the supply of four noticeboards and that the Clerk be formally requested to seek permission from North Somerset Council for a noticeboard to be erected adjacent to the layby at Bleadon Mill and to look to relocate the noticeboard at The Veale adjacent to a power supply to potentially accommodate co-location with a defibrillator at some point in the future. It is also worth noting that the Acorn Workshop are able to supply a version of the double bay noticeboard with space for an information panel to be located between the bays (as shown in the image below). The cost for four noticeboard of this model type would be circa £5,020.



Recommendations:

- i) That the Council enters into further discussions with Acorn Workshop with a view to the supply of four noticeboards (with the option of a centre panel), with the final decision relating to design/finishes delegated to the Clerk in consultation with the Open Spaces Working Group.
- ii) That the Clerk be formally requested to seek permission from North Somerset Council for a noticeboard to be erected adjacent to the layby at Bleadon Mill and to relocate the noticeboard at The Veale.

- iii) That Councillors note the budgetary implications associated with the above and that any costs would need to be contained within the available funds within the General Maintenance budget.

2. Churchyard Memorial Tests

- 2.1 The Council is responsible for the maintenance of the enclosed churchyard. 'Maintenance' is not defined, so what this means in terms of aspects such as grass cutting etc is down to local determination. However, case law has established accountability/responsibility in respect of memorials (gravestones). The Parish Council is, therefore, responsible for ensuring that memorials are safe. There is guidance/standards in this respect and the two principal documents are:
- Managing the safety of Burial Ground Memorials – Ministry of Justice
 - Institute of Cemetery and Crematorium Management – Management of Memorials
- 2.2 Testing is currently being conducted and Councillors have been provided with preliminary findings. As part of this testing approach, a small working party comprising of the Lead Councillors for the Churchyard and Memorials, a Church Warden and the Parish Clerk has been convened to review the preliminary test results. It is anticipated that the outcomes of the working party will be available to report to the meeting of Council.
- 2.3 In the short term any memorial which is deemed unsafe needs to be made safe. This may mean sectioning off access or putting in place other temporary arrangements whilst checks are made regarding next of kin to establish whether there are any surviving family members who might be in a position to undertake remedial action – it should, however, be noted that surviving family members cannot be compelled to take action unless they can be proven to be the heir to the deceased. Because many graves are only visited on an annual basis, before any substantive action can be taken by the Council in the absence of a family member, the guidance suggests that notice of at least 12 months is given. This does not mean the Council can wait 12 months before putting in place other safety measures.
- 2.4 A number of Councillors have expressed a wish not to have a blanket solution of laying down memorials. However, the costs associated with lifting and relaying memorials would be considerable and would take a number of years to achieve. Interim solutions which might avoid the requirement to lay down memorials are actively being pursued and discussed with the Diocese of Bath & Wells in the context of any faculty permissions/requirement.

- 2.5 The Council has made budgetary provision of £1,000 in the current financial year in relation to memorial testing (Projects budget). As the Clerk has undertaken these initial tests, the Council has not incurred any direct costs to-date. These funds would, therefore, be available to undertake more specific calibrated testing and/or immediate remedial works. The Council also has an Earmarked Reserve of £5,500 in relation to the churchyard. However, it should be noted that the primary reason for establishing this reserve relates to the boundary walls of the churchyard and, if the Council were minded to use this reserve in relation to memorials, it would be prudent to rebuild this reserve over the medium term.

Recommendations:

- i) That the Clerk is authorised to undertake short term remedial works to ensure that memorials which – in the opinion of the Working Party – require further action are made safe.
- ii) That, where practicable, remedial works have regard to the views of the Diocese of Bath & Wells in relation to faculty permissions.
- iii) That, in the event that the budgetary provision of £1,000 is expected to be exceeded, the matter be referred back to Council for further consideration.

3. Parish Clock - Regilding

- 3.1 The PCC have appointed new architects (a Wedmore based firm). The architects have been approached regarding their availability in relation to the Parish Clock. As part of these discussions, the issue of fees has been raised. As the project is one initiated by the Parish Council, the normal orthodoxy (in relation to any project) would be that the Parish Council would meet the reasonable costs of others. The Clerk has progressed discussions on this basis.
- 3.2 Timsbury Clocks have been advised of the PCC decision and have been asked to confirm their timescales. They have indicated that works could potentially be scheduled for late July/August. Reverend Erridge is also in the process of confirming that the timescales associated with the previous faculty permission can be extended.
- 3.3 The budget provision for the project is £7,000. Whilst there are still some variables in relation to the cost of hired in access equipment and the production of a commemorative plaque, there is nothing at this stage which points to the need for the budget to be increased.

Recommendation:

That Councillors endorse the actions taken by the Clerk.

4. Parish Clock Mechanism – Service Contract

- 4.1 At some point in 2021, the Council entered into a three year contract with Smiths of Derby for annual maintenance of the church clock mechanism (as opposed to the church clock dial). The last survey was conducted in October of 2023 and there were no issues arising. The report does not appear to have been received by the Council at the time of the survey but it has subsequently been verified that the survey took place and a full copy of the report has now been received.
- 4.2 The Council has subsequently been approached by Smiths of Derby to establish whether it would wish to enter into a similar three year service contract or whether it would wish to opt for an annual contract. The cost of a three year contract would be £713, whereas the cost of an annual contract would be £261. All prices are exclusive of VAT.
- 4.3 The question of a three year contract raises two issues:
- The first is that the Council will have undertaken no market testing within (at least) six years to establish whether or not it is achieving value for money. The nature of this work is very specialised. However, it is not entirely clear as to whether Smiths of Derby are the only organisation capable of undertaking this type of work.
 - The second is that it is not advisable for the Council to pay for services in advance of receiving such services. In some cases payment in advance is unavoidable and some service contracts are predicated upon paying for a service at the start of a year for the service to be delivered over the following twelve months. However, the three year contract proposed by Smiths of Derby is on the basis of payment at the start of the contract for a service provided over a 3 year period.
- 4.4 Whilst the proposal from Smiths of Derby is a perfectly legitimate business practice, part of the fiduciary duty placed upon public bodies is that they do not put public funds at risk. Entering into a three year service contract with an up front payment requirement would seem at odds with this fiduciary duty. For that reason, it is recommended that the Council enters into a one year agreement only at this stage and uses the opportunity afforded by this arrangement to test the market more widely so that it can satisfy itself that it is delivering value for money in the future.

Recommendation:

That, in respect of the Parish Clock mechanism, the Council enters into a one year service contract with Smiths of Derby in the amount of £261.

5. Works to Wall Adjacent to the Toilet Block

- 5.1 As part of Phase 2 of the Coronation Halls Environs project, the Council has expressed a wish to create a full width pedestrian access through to the car park and other areas. This would involve removing a section of natural stone wall, two planters and some other remedial works. The works to the stone wall would be fairly significant. This is because the wall is oddly shaped and bows at various points and would need to be brought straight across all of its dimensions. In order to do this, it would need to be finished with bath stone or brick quoins (matched to the colour of the natural stone).
- 5.2 The Council, at its last meeting, awarded the contract for works to the Jubilee Gardens wall to A Moffatt. Accordingly, A Moffatt have been asked to provide a quote for these other works and to establish whether there are any advantages to undertaking the works in tandem. The quote received from A Moffatt is £2,500 (Exc VAT). By way of comparison, the Council has previously received quotes of £3,075 and £4,750.
- 5.3 In addition to the quoted price from A Moffatt, the Council would also need to consider the following costs:
- Removal and disposal of waste of the two planters
 - Digging out the informal planting area adjacent to the wall/one of the planters
 - Tarmac/Resurfacing the new pathway.
- 5.4 These elements (or at least the first two elements) could be undertaken by the Council's Environmental Services contractor (J.A.R) at a lower cost than asking specialist stonemasons to undertake/manage these arrangements. It would be reasonable to assume that the costs of these additional elements would be circa £1,000.
- 5.5 Based upon the budget assumptions presented to the Council at its last meeting, the balance of funding available to support this additional work would be £2,210. The quote from A Moffatt, taken with the additional elements would mean that an additional budget provision of approximately £1,300 would need to be made. The Council has sufficient in the way of reserves/uncommitted funds in this eventuality.
- 5.6 The principle of undertaking works has been discussed with the neighbouring property owner but the detail would need further discussion and their consent as it would involve contractors working on their property.
- 5.7 This matter was discussed at the meeting of the Open Spaces Working Group and the recommendation of the Group is that the quote from A Moffatt be accepted and that the works be progressed in tandem with the works to the Jubilee Garden wall.

Recommendations:

- i) That, in respect of the wall adjacent to the toilet block – and subject to consent being obtained from other affected parties - the quote from A Moffatt in the amount of £2,500 be accepted.
- ii) That the Clerk be authorised to appoint J.A.R. to undertake works associated with the removal of planting areas and reinstatement of a pavement surface in all affected areas, subject to the costs not exceeding £1,000.

6. Allotments – Charges for Water Usage

- 6.1 The current watering system (a 120m hose on a reel) is causing problems for tenants in that it is proving difficult to use for some and represents a potential trip hazard/impedes grass cutting if left out. The position is likely to worsen over the Summer. As a consequence, action is being taken to provide three watering points (top, middle and bottom). This will involve hoses being attached to fence lines and ramps to cover where the hose crosses walkways. Approval is being sought from the tenants who would be most directly affected. The costs involved are likely to be in the region of £100 and are being progressed by the Clerk under delegated authority.
- 6.2 The supply of water remains the single biggest issue for tenants and with proposed fee increases will be material as to whether some tenants continue in future years. At present, there is a healthy equilibrium. Plots are generally now being actively worked and where they have become available they have been re-let quickly. The Council previously signalled that it would charge for water supply for the current allotment year (end of September 2024) based upon actual costs of supply to the site. The costs of supply is £48 (£12 per quarter) standing charge and £1 per cubic metre of water. The water usage has been very low as charges to-date cover the Winter/Early Spring and only equates to approximately £3. There are 31.5 plots (0.5 plot is occupied by the polytunnel). Even with substantial consumption of water over the Summer, the charge per (full size) plot based upon both the standing charge and potential water usage is likely to be in the region of £3-4. There is a cost – both in terms of time and postage - to invoicing/collecting these small amounts. Given the challenges tenants have experienced in relation to water, Councillors may wish to consider waiving the charge for this year as a goodwill gesture and implementing water charges from next allotment year as previously agreed by the Council (£25 per plot plus £5 for water – both billed at the start of the year).
- 6.3 This matter was discussed at the Open Spaces Working Group meeting and the recommendation to Council is that the fee for water in relation to the current allotment year (only) should be waived as a goodwill gesture.

Recommendation:

That the Council authorises the waiving of the proposed charge for water in respect of the current allotment year.

Information Items/Correspondence Received

1. Correspondence with Openreach Ltd regarding telegraph pole at Pea Green
2. Mendip Hills – Free nature courses
3. Temporary cessation of North Somerset Mobile Library service
4. Day of SEND – 23rd October 2024