



BLEADON PARISH COUNCIL

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

4th June 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 10th June 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.

AGENDA

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

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

378.3 **To approve and sign as a correct record the Minutes** of the Parish Council meeting on Monday 13th May 2024 (pages 4-9).

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

- i) Open Spaces Working Group – 30th May 2024 (pages 10-11)
- ii) Parish News Working Group – 5th June 2024 (to follow)

378.5 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>

378.6 **Financial/Staffing Matters** (pages 12-16)

1. To authorise bills for payment for June and note bills for payment for May.
2. To note the Parish Council's end of May bank balances and bank reconciliation and end of May net position.
3. Payment authorisations

378.7 **Report of the Parish Clerk** (pages 17-22).

Decision Items

1. Asset Register – to note changes to the Asset Register.
2. Replacement noticeboards – to authorise the purchase of noticeboards.
3. Replacement bench (Celtic Way) – to confirm replacement.
4. Bird feeder (Churchyard) – to consider a proposal.
5. Contactus – to consider arrangements for a future Contactus event
6. Insurance arrangements – to note any revisions.
7. Vandalism to Toilets and Wall.
8. Jubilee Garden Walls – to appoint a contractor.

Information Items/Correspondence Received

1. Church Commissioners – Change to Land Agents
2. Adult Services Housing Policy & Scrutiny Panel's (ASH) Property Conditions in the Private Rented Sector Inquiry Day – 17th October 2024
3. Hellen Hill Nature Recovery Project
4. Safety of Lithium ion Batteries and e-bikes and scooters – Proposed Bill

378.8 To **consider and comment upon the following 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

[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

[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

378.9 Date of the next meeting(s):

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



Avon and Somerset Police

NEIGHBOURHOOD POLICING

To Follow



MINUTES OF A MEETING OF BLEADON PARISH COUNCIL HELD IN THE CORONATION HALL AT 7.30pm ON MONDAY 13TH MAY 2024.

PRESENT:	Councillors Mary Sheppard (Chairman), ID Clarke, Jo Gower-Crane, Ann Davies 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 shared concerns raised regarding the further period of closure of Bleadon Road in connection with works at the Quarry site.

A member of the public raised concerns around increased parking in the vicinity of Celtic Way/Shiplate Road/ Coronation Road. It was noted that road markings in the area had faded over time and there was a lack of Police enforcement. Councillor Sugg undertook to look into these matters as part of wider considerations in relation to highways issues.

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.

377.1 To elect a Chairman of the Parish Council for 2024/25

Resolved: That Cllr Sheppard be appointed Chairman of the Parish Council for 2024/25.

The resolution was correctly proposed and seconded (unanimous). Cllr Sheppard accordingly signed a Declaration of Acceptance of Office.

377.2 To elect a Vice-chairman of the Parish Council for 2024/25

Resolved: That Cllr Scarisbrick be appointed Chairman of the Parish Council for 2024/25 (subject to acceptance).

The resolution was correctly proposed and seconded (unanimous).

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

Cllr Andy Scarisbrick's apologies were received and accepted.

377.4 Roles and Responsibilities

Resolved: That the following roles and responsibilities be approved:

Area	Councillor
Outside Body	
ALCA North Somerset Group	Cllr Clarke & Cllr Gower-Crane
Bleadon Youth Club	Cllr Scarisbrick
Coronation Hall Management Committee	Cllr Davies & Cllr Sheppard
NSC Standards Sub-Committee	Cllr Clarke
Church Liaison	Cllr Clarke
Play Area	All Cllrs as Trustees
Portfolio Responsibility	
Open Spaces Working Group Chair	Cllr Clarke/Cllr Sheppard
Parish News Working Group Chair	Cllr Gower-Crane
Climate Change & Biodiversity	Cllr Gower-Crane
Allotments	Cllr Sheppard
Planning	Cllr Clarke
Neighbourhood Watch & Community Safety	Vacant
Finance	Cllr Davies
Food Security	Cllr Gower-Crane
Parish Clock	Parish Clerk
Halls/Car Park Environs	Cllr Davies
Public Toilets	Cllr Davies
Public Engagement / Consultations	Cllr Gower-Crane
Drains	Cllr Sugg
Highways – Safety/Signage/Parking and PC laybys	Cllr Sugg
Historic Structures – Market Cross, Pump and Well	Cllr Sugg
Public Rights of Way	Cllr Sugg
Life Saving Equipment – Defibs & Bleed Kits	Vacant
Churchyard/Church Walls	Cllr Sheppard
Play – All ages	All Councillors
Bus Stops	Cllr Sugg
Affordable Housing	All Councillors
Contactus/Social Activities/Grants	Cllr Davies
Planting schemes	Cllr Scarisbrick
Committees of the Council	
Personnel & Contracts Committee	Cllr Scarisbrick Cllr Sheppard Cllr Clarke Cllr Gower-Crane
Appeals Committee	To be comprised of Cllrs not forming part of the Personnel Committee
Working Groups of the Council	
Open Spaces Working Group	Cllr Clarke Cllr Sheppard Cllr Davies

	Cllr Scarisbrick Cllr Sugg
Parish News Working Group	Cllr Gower-Crane Cllr Sheppard Cllr Clarke Gill Williams Les Masters

377.5 Declarations of Interest

Cllr Sheppard declared a non-pecuniary interest in relation to agenda item 377.10.

377.6 To approve and sign as a correct record the Minutes of the Parish Council meeting on Monday 20th March 2024.

Resolved: To approve the Parish Council minutes of 20th March 2024.

The resolution was correctly proposed and seconded (unanimous)

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

377.7 To note the Minutes of the Annual Meeting of Electors on Monday 29th April 2024.

It was noted that the record should be amended to reflect attendance by Cllr Davies and apologies from Cllr Scarisbrick

It was noted that the record should be amended to reflect attendance by Cllr Davies and apologies from Cllr Scarisbrick. The record would also be amended to reflect the fact that ward Councillor Solomon had confirmed his support for the Parish Council's work in relation to developing a Rural Strategy which acknowledged the need to provide food security and protect farming communities.

Resolved: That the minutes of the Annual Meeting of Electors be noted and amended to reflect the comments above.

The resolution was correctly proposed and seconded (unanimous)

377.8 Reports from Working Parties/Committees

Councillors considered the minutes of the Personnel & Contracts Committee on 15th April 2024 and the recommendation arising from that meeting.

Resolved: That the contractual hours of the Clerk & RFO be increased from 18 hours to 20 hours per week, with effect from 1st April 2024.

The resolution was correctly proposed and seconded (unanimous)

377.9 Training and Events

The availability of Scribe and NALC training events was noted.

377.10 Financial/Staffing Matters

i) To authorise bills for payment for May and note payments for April.

Councillors were provided with an updated payment schedule for May which provided further contextual information; the payment amounts were unchanged.

Resolved: To authorise the payments for May of £6,153.47.

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 April budget position, bank balances and bank reconciliations.

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

iii) 2023/24 Year End and 2024/25 Budget.

Resolved:

- i) That the 2024/25 budget is restated at £145,387, to reflect the inclusion of costs relating to the regilding of the Parish Clock (these costs having not fallen within the 2023/24 budget as originally anticipated)
- ii) That £5,000 be vired from the project cost centre for IT to the cost centre for General Maintenance.

The resolutions were correctly proposed and seconded (unanimous)

iv) Internal Audit Report and AGAR 2023/24.

Resolved:

- i) That the Internal Auditor's final report be noted.
- ii) That the 2023/24 AGAR (as submitted) be approved for publication and submission and the Chairman of the Council be authorised to sign on behalf of the Council.
- iii) That the Council confirms that it has no conflict of interest in respect of the continued appointment of BDO LLP as External Auditor.
- iv) That the current Internal Auditor be appointed to act as the Council's Internal Auditor in respect of the 2024/25 financial year and that the quote of £730 be accepted in this respect.

The resolutions were correctly proposed and seconded (unanimous)

v) Authority to dispose of assets.

Resolved:

- i) That the Clerk be authorised to dispose of equipment as surplus to requirements for best consideration – subject to any such disposals being confirmed with either the Chairman, Vice-chairman or lead Councillor for Finance.

The resolution was correctly proposed and seconded (unanimous)

377.11 Rural Strategy

Councillors noted that the deadline for responses to the North Somerset Council consultation was 31st May 2024.

Resolved: That Councillor Gower-Crane be authorised to co-ordinate a response to the draft Rural Strategy.

The resolution was correctly proposed and seconded (unanimous)

377.12 Report of the Parish Clerk

1. Insurance Arrangements

Resolved:

- i) That the Clerk, in consultation with the lead councillor for Finance Councillor be authorised to appoint Clear Councils as the Council's insurers for the 3 year period from 13th June 2024.
- ii) That any variations or increases to quoted prices arising from further checks or extension of cover arrangements be authorised provided they are within the approved budget and subsequently reported to Council for information.

The resolutions were correctly proposed and seconded (unanimous)

2. Open Spaces Working Group

Resolved:

- i) That future meetings of the Open Spaces Working Group be convened on the following basis:
 - Published (standing) agenda with a calendar of meetings for the year alternating between mornings and evenings
 - All members of Council to receive papers
 - Publicly accessible venues
 - Attendance by the Clerk
- ii) That the Terms of Reference of the Working Group be amended accordingly.

The resolutions were correctly proposed and seconded (unanimous)

3. Replacement Bench – Celtic Way

Resolved: That the Hasletown bench at a cost of £737 (Exc VAT), together with the necessary ground anchors be purchased and the Clerk be instructed to make arrangements for installation.

The resolution was correctly proposed and seconded (one abstention)

4. Replacement Bin – Pea Green

Resolved: That the Clerk be authorised to make arrangements to replace the bin at Pea Green (if necessary), subject to the total costs not exceeding £600, with the final specification/design being determined by the Open Spaced Working Group.

The resolution was correctly proposed and seconded (unanimous)

5. Roman Road Layby

It was noted that the Council would be project managing the proposed works, with the costs being met by the Mendip Hills AONB.

Resolved:

- i) That the contract for works at the large Roman Road layby be awarded to J.A.R Home and Garden Maintenance subject to the costs not exceeding £2,000.
- ii) That the Clerk be authorised to issue contract variations, subject to these being within the Mendip Hills AONB budget provision and agreed with AONB representatives.

The resolutions were correctly proposed and seconded (unanimous)

(The Council formally resolved to extend the meeting.)

6. Minor Works

Resolved: That the Clerk, in consultation with the Chairman or Vice-chairman of the Council be authorised to advance the minor works schemes now reported.

The resolution was correctly proposed and seconded (unanimous)

7. Playground Developments

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 Council agrees, in principle, to be party to an agreement to provide play facilities at its existing site as a means of satisfying the planning conditions associated with the quarry development, subject to the following provisos:
 - Confirmation of the sums associated with any such agreements.
 - Any conditions/covenants placed upon the Parish Council being concurrent with the transfer of any agreed sums to the Parish Council to enable it to satisfy any such conditions/covenants.
- ii) That the Council agrees, in principle, to meeting the legal/planning costs of North Somerset Council, subject to the following conditions:
 - That the costs only crystallise upon the signing/conclusion of any revised agreements/planning conditions – in the event that such agreements are not reached, North Somerset Council and any other affected parties understand that they are operating ‘at risk’.
 - That any costs payable by the Parish Council are capped at £2,000.

The resolutions were correctly proposed and seconded (unanimous)

377.13 Planning Applications

[Proposed erection of a front Porch and creation of a rear patio](#)

Fern Court Bleadon Hill Weston-super-Mare BS24 9JX

Ref. No: 23/P/2522/FUH | Received: Mon 20 Nov 2023 | Validated: Wed 17 Apr 2024 | Status: Registered

Resolved:

That the application be supported.

The resolution was correctly proposed and seconded (unanimous)

377.14 Date of the next meeting

Parish Council Meeting Monday **10th June 2024**, 7:30pm (Coronation Hall, Bleadon)

The Chairman closed the meeting at 10.01pm

.....Chairman

.....Date

Open Spaces Working Group Notes

30th May 2024

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

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

Apologies for absence

None.

Declarations of Interest

None.

Jubilee Garden

Councillors considered suggestions from the Council's Grounds Maintenance contractor regarding planting options for Jubilee Gardens. The suggestions which were supported were:

- Shrubs - Witch Hazel (Intermedia), Lavender (Philadelphus Belle Etoile), Roses (Great Maidens Blush, The Pilgrim and Arthur Bell)
- Perennials – Rudbeckia, Echinacea, Helleborus, Michalemas daisies, Carnations/Pinks
- Bulbs – Gladioli, Tulipa, Daffodils, Snowdrops and Allium

Councillors were also updated on interest in tendering for works to the wall.

Bench at Celtic Way

Councillors noted the very long lead time for the preferred bench and asked that ***the issue be raised at the next meeting of Council as to whether or not this proposal should be pursued.***

Colour Schemes

Woodwork – Councillors discussed a common colour scheme for woodwork (bus shelters, benches, planters etc) and expressed a preference for Anthracite/Dark Grey or Dark Brown. ***The Clerk was asked to obtain some samples for further consideration.***

Metalwork – The Clerk advised that works to the Grade 2 listed pumps had been discussed with North Somerset Council and that any works would need to be progressed based upon the original colour – a bright green. As a consequence, it was concluded that the same colour should be applied to any repainting of the car parking barrier. It was noted that ***Cllr Sugg had offered to investigate protective coatings/paints and the outcome of this investigation was awaited.***

Project and Maintenance Schedule

The Project and Maintenance schedule was discussed. The following additions/modifications to the circulated schedule were identified:

- Noticeboards – Cllr Clarke advised that informal discussions with residents at the Veale had indicated a preference for a replacement noticeboard. It was also felt that there was no need for a replacement board at Bleadon Road due to the proximity of the noticeboard at the Coronation Halls. Materials and size were discussed and the merits of taking a common approach to replacing all noticeboards at the

same time. ***The Clerk was asked to include the prospect of replacing noticeboards at the next meeting of the Council.***

- Trees in playground – these should ***be reinspected in the Autumn of 2024 rather than 2025*** as stated in the maintenance schedule.
- Dog bins – ***location and replacement of dog bins to be discussed in more detail at the next meeting of the Group.***

The following Grounds Maintenance issues were also identified:

- ***The need to trim Purn Quarry to prevent unauthorised camping***
- ***Cutting back the hedges to the rear of the WI bench and adjacent to the Parish Pumps***
- ***Removal of a tree limb above the Bier Garden in the churchyard***

Financial/Staffing Matters
10th June 2024

1. Bills for Payment

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

Recommendations:

- i) That the bills for payment for June 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 May bank balances and bank reconciliation at the end of May are attached at Appendix 2. The amount of income received during the last month is significant and largely relates to a successful VAT claim in the amount of approximately £5,500. The Council has also received income (including deposits under the Council's deposit scheme) arising from letting allotments mid-year. A successful application has also been made to the Church Commissioners for 50% of the costs of the allotment gates, which will show in the next bank reconciliation.

Recommendation:

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

3. Payment Authorisations

3.1 The Council has previously authorised bank payments for the year ahead in relation to its suppliers/contractors. Accordingly, a schedule of anticipated payments is at Appendix 3.

Recommendations:

To agree the regular standing order, direct debit and BACs payments made from the Unity bank account as contained in Appendix 3.

Bills for Payment - 14th May to 10th June 2024

Bleadon Parish Council

Meth	Payee	Description	Net	VAT	Gross Amount	Comments	Minute agreed	Power
	Already Paid							
DD	3 Business Solutions	Mobile	£14.82	£2.96	£17.78		364.23	LGA 1972, s. 112
DD	YU	Public Toilets Electricity	£18.29	£0.91	£19.20		365.7(ii)	Public Health Act 1875.164
	To Pay							
BACS	Blue Spot	Cleaning of Public Toilets	£200.41	£0.00	£200.41	Includes £42.41 for toilet paper (vandalism)	364.23	PHA1936, s87
BACS	We Dig It	Grounds maintenance contract	£312.78	£62.56	£375.34		376.4	LGA 1972, s. 112
BACS	J.A.R	Environmental services contract	£670.00	£0.00	£670.00		376.4	LGA 1972, s. 112
BACS	J.A.R	Minor works - safety and maintenance	£180.00	£0.00	£180.00		377.12.6	LGA 1972, s. 112
BACS	Times Past Cheese Dairy	Cheese - Annual Meeting of Electors	£20.00	£0.00	£20.00		Delegated authority	LGA 1972, s. 112
BACS	Initial	Sanitary Waste Disposal	£68.51	£13.70	£82.21		364.23	PHA1936, s87
BACS	Jane Wheatley Nurseries	Plants for planting scheme	£352.00	£0.00	£352.00		375.7.2	LGA 1972, s. 112
BACS	Clear Council	Insurance	£758.51	£0.00	£758.51		377.12.1	LGA 1972, s. 112
BACS	Parish Clerk - Reimbursement	Play bark	£376.00	£75.20	£451.20		377.12.6	LGA 1972, s. 112
BACS	Parish Clerk - Reimbursement	Compost	£72.00	£14.40	£86.40		375.7.2	LGA 1972, s. 112
BACS	Parish Clerk - Reimbursement	Postage	£0.85	£0.00	£0.85		Delegated authority	LGA 1972, s. 112
BACS	Parish Clerk	Increase in hours April and May	£305.76	£0.00	£305.76	One off payment	361.6	LGA 1972, s. 112
SO	Parish Clerk	Salary	£1,529.05	£0.00	£1,529.05		361.6	LGA 1972, s. 112
SO	Brian Robinson	Clock Winding	£25.00	£0.00	£25.00		364.23	Parish Councils Act 1957, s2
DD	Lloyds	Credit Card Charge	£3.00	£0.00	£3.00		364.23	LGA 1972, s. 112
DD	NEST	Pension provision	£82.86	£0.00	£82.86	Estimate	361.6	LGA 1972, s. 112
DD	HMRC	PAYE Tax and NI	£168.13	£0.00	£168.13	Estimate	361.6	LGA 1972, s. 112
		Totals	£5,157.97	£169.73	£5,327.70			

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 31/05/2024		
	Cash in Hand 01/04/2024		121,973.97
	ADD Receipts 01/04/2024 - 31/05/2024		43,883.68
	SUBTRACT Payments 01/04/2024 - 31/05/2024		16,593.30
	Cash in Hand 31/05/2024 (per Cash Book)		149,264.35
B	Cash in hand per Bank Statements		
	Petty Cash 31/05/2024	0.00	
	Bleadon Parish Council Current 31/05/2024	21,664.92	
	Bleadon Parish Council Deposit 31/05/2024	127,599.43	
			149,264.35
	Less unrepresented payments		149,264.35
Plus unrepresented receipts			
Adjusted Bank Balance		149,264.35	
	A = B Checks out OK		

Regular payments to be made by direct debit, standing order or BACs**2024/25**

Method	Supplier	Frequency
SO	Parish Clerk Salary	Monthly
SO	Brian Robinson (Clock winding)	Monthly
DD	3G/Lebara Mobile Phone Contract	Monthly
DD	Multipay Card Fee	Monthly
DD	Multipay Card Purchases	Variable
DD	Water 2 Business (Toilets)	Quarterly
DD	Yu Energy (Toilets)	Monthly
DD	Blue Spot Cleaning (Toilets)	Monthly
DD	Unity Trust Bank charges	Variable
DD	NEST (Pensions)	Monthly
DD	HMRC (Tax and NI)	Monthly
DD	Information Commissioners (Data Protection)	Annually
DD	Microsoft	Annually
BACS	Webglu (Website/Emails)	Quarterly
BACS	Microshade (Offsite Data storage/Security)	Annually
BACS	Church Commissioners – allotment rent	Bi-annually
BACS	Bridget Bowen (Internal Auditor)	Bi-annually
BACS	BDO LLP (External Auditor)	Annually
BACS	Church of St Peter & Paul (Room Hire)	Variable
BACS	Youth Hall (Room Hire)	Variable
BACS	Coronation Halls (Room Hire)	Annual
BACS	Bleadon Farm Shop Café (Room Hire)	Variable
BACS	A & R House Properties (Water supply to allotments)	Quarterly

BACS	JAR Maintenance (Environmental Services Contract)	Monthly
BACS	We Dig It SW Ltd	Monthly
BACS	Rentokil (Clinical Waste Collection – Toilets)	Annually
BACS	GB Sport & Leisure (Play area inspections)	Quarterly
BACS	Taylor Thorne (Parish News printing)	Quarterly
BACS	ALCA/NALC Subscription	Annually
BACS	Starboard Systems (SCRIBE Accounting Package)	Annually
BACS	National Allotment Society	Annually
BACS	Southern Electricity (Streetlights)	Bi-annually
BACS	DB Security (CCTV Maintenance)	Annually
BACS	SLCC (Subscription)	Annually

Report of the Parish Clerk & RFO

13th May 2024

Decision Items

1. Asset Register

- 1.1 The Asset Register has been the subject of consideration as part of the Council's revised insurance arrangements. Accordingly, it has been updated not only to more accurately reflect ownership, acquisitions and disposals but also to provide a more realistic assessment of the cost of re-instating items of equipment for insurance purposes. Accordingly, a revised Asset Register is attached at Appendix 1 for consideration.
- 1.2 The main changes to the last approved Asset Register can be summarised as follows:
- More accurate reflection of the replacement equipment costs for the play area
 - Inclusion of an estimate of the cost of re-instatement – the previous register only identified the cost of replacing equipment, not disposal, labour and other costs associated with re-instatement
 - The inclusion of walls under the ownership of the Council
 - Disposals which have taken place/are in the process of being completed – these largely relate to grounds maintenance equipment within the container and the container itself
- 1.3 For the purposes of the AGAR, the assets were recorded in accordance with the Asset Register previously approved by the Council. However, the emerging work on the Asset Register in the context of the Council's insurance arrangements was shared with the Internal Auditor to reflect the fact that the Asset Register is a 'live' document which is operationally updated to reflect acquisitions and disposals. Although it is not a legal requirement, it would be sensible to formally revisit the Asset Register again prior to the end of the financial year as part of the AGAR arrangements for 2024/25.

Recommendation:

- i) That the Asset Register (as now reported) be approved.

2. Replacement Noticeboards

- 2.1 Noticeboards at The Veale and on Bleadon Road were removed due to safety concerns. At the meeting of the Open Spaces Working Group on 30th May 2024, it was reported that residents in The Veale had indicated a wish to have a replacement noticeboard. Councillors present at the Working Group also

considered that it was not necessary to replace the noticeboard on Bleadon Road due to the proximity of the noticeboard at the Coronation Halls.

- 2.2 There are, effectively, three materials options for replacement boards. These are:
- Wood (hardwood) – these have a potentially long life provided they are properly maintained, which would include regular cleaning/oiling. Although it would be possible to paint/stain, wood is typically selected in part for its aesthetic quality/keeping with the surrounding environment.
 - Aluminium – these would typically be powder coated so can be supplied in a range of colours. Although aluminium is long lasting, over time it will suffer from corrosion and the powder coating system will fail. However, it would not require the more regular maintenance of wood.
 - Recycled Plastic/Man Made Timber – these products are purported to have a long life with little in the way of maintenance requirements. Whilst this may be true of plastics generally, the particular products in question have not really been available for any length of time to establish the validity of claims. The colours available are generally limited to brown/black.
- 2.3 The costs vary but no one product is substantially cheaper (in terms of purchase cost) than any other. Size, fixing and whether or not any personalisation is required e.g. the inclusion of 'Bleadon Parish Council' are far more significant factors in determining costs. For the purposes of budgeting, the Council should assume that each replacement noticeboard is likely to be in the range of £1,200 to 1,500.
- 2.4 The previous (and some current) noticeboards are quite large and can effectively accommodate 18 A4 sheets. Half of each noticeboard is 'given over' to advertising community events and the other half for Council business. The section for community events is always well utilised. It is rare for the Council to need the equivalent of 9 A4 sheets for the communication of its business. Smaller noticeboards could, therefore, be considered and a move away from the plastic inserts currently used to magnets/pinboards would allow for better utilisation of the available space.
- 2.5 If the Council is minded to replace the noticeboard at The Veale, then there is an argument for also replacing the boards at Celtic Way and Purn Way at the same time. The noticeboard at Celtic Way is badly warped and no longer shuts properly/is able to be secured. The noticeboard at Purn Way although safe is in a poor condition. Neither reflect well upon the Council (in the opinion of the Clerk). The Council does have sufficient funding to replace all (3) of the noticeboards as a consequence of the increase in the general maintenance budget of £5,000 agreed by the Council at its last meeting.

Recommendations:

- i) That the Council approves replacement noticeboards at The Veale, Celtic Way and Purn Way provided that the costs do not exceed £5,000.
- ii) That the design and size of the noticeboards be determined by the Co-chairs of the Open Spaces Working Group.

3. Replacement Bench – Celtic Way

- 3.1 The Council previously approved the principle of providing a replacement bench at Celtic Way and identified a specific model of replacement bench (Hasletown). In preparing to place the order, it has been confirmed that there is a 16 week lead time for the order (the company website states 4 weeks). Delivery costs will also be £159. Given the lead time extends beyond the Summer period, Councillors are asked to confirm whether they still wish to progress this order and/or whether they might wish to look at other arrangements e.g. a temporary softwood bench for over the Summer.
- 3.2 Councillors, as part of their previous debate, identified a second preference (the Islington bench). The suppliers of this bench have been contacted and confirmed that the lead time for delivery of this bench would be 6 weeks and the delivery cost £120. The cost of this bench is £575 (Exc VAT). The Hasletown model is £737 (Exc VAT). Both would require ground anchors and installation to prevent theft.

Recommendation:

That Councillors confirm expectations.

4. Bird Feeder - Churchyard

- 4.1 The Council has received a request from the Church warden for a bird feeder to be fixed to the tree on the north side of the church (by the bins) and managed by churchyard volunteers as a means of actively looking at ways to encourage wildlife in the churchyard.
- 4.2 It is Churches Count on Nature 2024 Week running at the same time as Love Your Burial Ground Week (8th – 16th June) which focuses on wildlife to be found in churchyards and all churches are being asked to come up with various initiatives to involve the community as well as improve wildlife habitat.
- 4.3 It has been confirmed that there will be no cost to the Council and the Churchwarden would endeavour to purchase a feeder (feeding station) to encourage small birds and discourage large birds and squirrels - as
- 4.4 recommended by The Wildlife Trust.

Recommendation:

That Councillors confirm whether or not they are supportive of this proposal.

5. Contactus

- 5.1 The lead Councillor for Contactus has indicated that planning will need to start for a future Contactus event. Advice is, therefore, sought from the Council regarding the timing and format of this event and to authorise any necessary expenditure. The lead Councillor will provide a further update at the Council meeting.

Recommendation:

That Councillors identify their requirements for any future Contactus event.

6. Insurance Arrangements

- 6.1 Following the decision by Council at its previous meeting, a number of questions have been put to the preferred insurer. Councillors will receive an update report at the meeting regarding the effect of the responses to these questions in relation to the previously approved quote.

Recommendation:

That Councillors note the current position.

7. Vandalism to Toilets and Wall

- 7.1 Council property (in the form of the toilets and Jubilee Garden Wall) has been the subject of vandalism over the period of 29th – 31st May. CCTV has been checked and the matter reported to the Police. At the time of writing, discussions are ongoing and the Council will receive an update report at its meeting regarding any action to be taken. This may include proposals to extend CCTV coverage and locking toilets/play areas as well as any Police action.

Recommendation:

That Councillors note the current position and that a further report will be received.

8. Jubilee Garden Walls

- 8.1 A specification has been reissued in relation to repointing, recapping (with a cock and hen top) and removal of all ivy/rootstock. Formal quotes are in the process of being sought and it is envisaged that a confidential report will be tabled dependent upon the outcome of the tendering exercise.

Recommendation:

That Councillors note the outcome of the tendering exercise in relation to Jubilee Garden Walls.

Information Items/Correspondence Received

- Church Commissioners – Change to Land Agents
- Adult Services Housing Policy & Scrutiny Panel's (ASH) Property Conditions in the Private Rented Sector Inquiry Day – 17th October 2024
- Hellenge Hill Nature Recovery Project
- Safety of Lithium ion Batteries and e-bikes and scooters – Proposed Bill

Appendix 1

Asset	Location	Supplier	Purchase Price	Purchase Date	Estimated Replacement Asset Cost 2024/25	Estimated Reinstatement Cost (Total cost)	Insured Value 2024/25	Comments
Land/Buildings								
Parcel of Land, bus shelter area	Celtic Way / Roman Road	Donated - Mrs Thomas	Donated		£ -			
Coronation Hall Land (custodian trustee)	Coronation Road	Conveyance	Donated	1938	Donated	N/A		Coronation Hall - Charity number 1042602
Land on which Youth Club carpark, playground, Pea Green sits	Coronation Road	Conveyance	£ 200	1952	TBD	N/A		
Public Conveniences	Coronation Road	Woodspring to NS to PC	Donated	To PC in 2012/13	£ -	N/A		Valuation Figure £56,983.70
Purn Quarry	Bridgewater/ Bleadon Road	Donated by Woodspring	Donated		£ -	N/A		
Laybys	Roman Road	Donated by Clarke & ?	Donated		£ -	N/A		
Village Cross Area	Church Rd, Coronation Rd	?	£ -		£ -	N/A		
Village Pump Area	Mulberry Lane	?	£ -		£ -	N/A		
Sub Total			£ 200		£ -	£ -	£ 79,300	
Playground Trust								
2 bay 4 seat swing	Coronation Road	Ferland Leisure	£ 1,399	2012	£ 1,959	£ 2,938		
Hexagonal Climber	..	Ferland Leisure	£ 2,331	2012	£ 3,263	£ 4,895		
Sit on Spring Mobile	..	Ferland Leisure	£ 642	2012	£ 899	£ 1,348		
Quad Rider Bounce About	..	Ferland Leisure	£ 1,136	2012	£ 1,590	£ 2,386		
Robina Poles x 18	..	M & M Timber	£ 540	2013	£ 756	£ 1,134		
Big Toy Escapade Unit	..	Monster Play	£ 4,934	2008	£ 6,907	£ 10,361		
Russian Rings	..	Home Front	£ 1,180	2022	£ 1,416	£ 2,124		
Balance Beam x 2	£ 740	2022	£ 888	£ 1,332		
Stepping stones	£ 470	2022	£ 564	£ 846		
Wobble beam	£ 850	2022	£ 1,020	£ 1,530		
Tightrope	£ 455	2022	£ 546	£ 819		
Stills	£ 795	2022	£ 954	£ 1,431		
Monkey Bridge	£ 995	2022	£ 1,194	£ 1,791		
Hanging logs	£ 1,200	2022	£ 1,440	£ 2,160		
1 Picnic Bench	..	Fountain Timber	£ 373	Sep-13	£ 522	£ 782		
Bear Litter bin	..	Glasdon	£ 155	Unknown	£ 216	£ 325		
Sub Total			£ 18,194		£ 24,134	£ 36,201	£ 60,000	
Street Furniture and Fixed Outside Equipment								
Bus shelter	Bleadon Rd / Tenterk Close	English Garden	£ 1,438	Jan-10	£ 4,000	£ 5,600		
Bus Shelter	O/S Church Rooms	Unknown	£ 7,775	Pre 2004	£ 4,000	£ 5,600		
Bus shelter	Celtic Way / Roman Road	Lawnrwx Fencing	£ 740	Jan-10	£ 4,000	£ 5,600		
Salt Bins x 12	Various	North Somerset	£ 1,800	Various	£ 1,800	£ 2,160		
Cabinet & Defib HeartSine® 500P AED	Coronation Hall	AED	£ 2,280	Jul-19	£ 1,500	£ 1,800		Battery replaced 2023/Pads 2024
Benches x 2	Various	Unknown	Unknown	Various	£ 800	£ 960		
Rustic Bench x 4	Various	Unknown	Unknown	Various	£ 1,600	£ 1,920		
Picnic Table 4ft	Youth Club 1 of 2	Fountain Forestry	£ 281	Jun-21	£ 281	£ 337		
Barrells/Tubs/Planters x 68	Various	various	£ 1,257	various	£ 2,150	£ 2,580		
Telephone Pole Planter	Car Park	Unknown	£ 398	Poss 2007	£ 398	£ 478		Cost from previous asset register.
Notice Board x 3	Various	Unknown	£ 1,794	Various March 05	£ 2,100	£ 3,150		
Signs	Various	Unknown	£ 2,255	various	£ 3,157	£ 4,735		
Village Cross	Coronation Rd / Church Gate	Unknown	£ 1,555	Pre 2004	£ 1,555	£ 2,332		
Village Pump	Coronation Rd / Mulberry Lane	Unknown	£ 622	Pre 2004	£ 622	£ 933		
Cycle Racks	By Youth Club	Mark Howe	£ 300	Feb-08	£ 300	£ 450		
Commerative Stone	Carpark Entrance	Donated	£ -	Jan-00	£ -	£ 900		
Rustic Bench	Bleadon Road/Purn Way	Fountain Timber	£ 150	2004/2005	£ 250	£ 300		
Litter Bin	Pea Green	Unknown	Unknown	Unknown	£ 600	£ 600		
Dog Bins x 5	Various	Glasdon	Unknown	May-07	£ 900	£ 1,080		
Street Lamp	Shiplate Road / The Veale	Centrepoint	£ 1,300	Unknown	£ 1,300	£ 1,560		Replaced in 2024
Street Lamp	Old School Lane	Centrepoint	£ 1,000	Unknown	£ 1,000	£ 1,200		Replaced in 2024
Lights/sockets/cable	Front Coronation Hall	PT Services	£ 484	Dec-23	£ 484	£ 581		
Sub Total			£ 25,427		£ 32,796	£ 44,855	£ 45,577	
Gates and Fences								
Metal fencing and Gate	Jubilee Hall	SB Fencing	£ 2,833	May 08 & Sept 13	£ 3,967	£ 5,950		
Galvanised 5 Bar Gate & fencing	Allotments	JM Landscaping	£ 631	Dec-18	£ 995	£ 1,493		
Wooden Gate	Rectory Lane / Purn Way	Unknown	£ 75	Jun-05	£ 104	£ 156		
Car parking barrier	Car park	Unknown	Unknown	Unknown	£ 900	£ 1,350		
Fencing & Gate	Car park	Unknown	£ 6,997	Unknown	£ 9,796	£ 14,694		Playground trust
Walls	Car park	Unknown	£ 10,000	Unknown	£ 10,000	£ 15,000		
Sub Total			£ 20,536		£ 15,762	£ 38,643	£ 42,237	
Office								
1 Acer Projector & Techmount	Hall	Acer	£ 1,117	Feb-20	£ 1,000	£ 1,200		
Projector	Hall	PC World	£ 844	Not known	£ 500	£ 500		
1 HP Pavilion laptop	Clerk	PC World Advert	£ 446	Apr-18	£ 350	£ 100		
2 x 4 drawer filing cabinets	Hall / Storeroom	Unknown	£ 198	Jan-17	£ 277	£ 333		
Mobile Phone	Clerk	Three	£ 648	May-20	£ 907	£ 200		Contract £17.99 a month for 3 years
3 x tablets	Councillors	Horizon Telecom	£ 1,773	May-20	£ 450	£ 450		To be disposed of
Charles Arnold Baker	Clerk	SLCC	£ 124	Jun-21	£ 130	£ 130		
Projector screen	Youth Hall	Facebook	£ 40	Jan-24	£ 40	£ 40		
Speedwatch equipment & Jackets	Coronation Hall	Local Action Team	£ 184	Sep-04	£ 184	£ 184		
7 x 2-in-1 Laptops	Clerk	Dell	£ 2,250	Mar-24	£ 2,250	£ 2,700		Includes set up and software costs
Sub Total			£ 7,622		£ 6,087	£ 5,836	£ 15,000	
Grounds Equipment								
Hose reel	Allotments	Garden Supplies	£ 150	Dec-23	£ 150	£ 150		
2 Large Waste bins	Coronation Hall CP	Amazon	£ 900	2020	£ 400	£ 480		
Sub Total			£ 1,050		£ 550	£ 630	£ 6,000	
Other								
Church Clock	St. Peter & Paul		£ 200	1898	£ 200	£ 5,188		Forms part of buildings/contents cover
Bleadon Man	Coronation Hall		£ 2,000	Pre 2004	£ 2,000	£ 2,000		Forms part of contents cover
Polytunnel	Allotment	Unknown	£ 1,352	Mar-22	£ 1,893	£ 2,839		Forms part of contents cover
CCTV Equipment	Youth Club Building	DB Security	£ 1,673	Aug-19	£ 1,673	£ 1,500	£ 1,673	Separately listed under insurance
Chairmans Collarette			£ 587	Unknown	£ 587	TBD	£ 743	Separately listed under insurance
Sub Total			£ 5,811		£ 6,352	£ 11,527	£ 2,416	
Total			£ 78,841	£ -	£ 85,682	£ 137,693	£ 250,530	For the purposes of the AGAR (2023/24) £68,841. Difference reflects inclusion of walls