



BLEADON PARISH COUNCIL

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

12th March 2025

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 Church Rooms, Coronation Road, Bleadon. BS24 0PG on Monday 17th March 2025 at 7.00pm, 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

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

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

387.3 **To approve and sign as a correct record the Minutes** of the Parish Council meeting on Monday 10th February 2025 (pages 5 -10).

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

- i) None.

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

- i) None

387.6 **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>
- iii) ALCA training [Event Categories - Avon Local Councils' Association \(avonlca.org.uk\)](http://Event Categories - Avon Local Councils' Association (avonlca.org.uk))

387.7 **Financial/Staffing Matters** (pages 11 -17)

1. To authorise bills for payment for March.
2. To note the Parish Council's end of February bank balances and bank reconciliation and end of February net position.
3. To approve arrangements for the authorisation of bills for payment in April.
4. End of Year Projection – for noting.
5. Investment Strategy – to note that the Council will receive a more detailed report at its May meeting.

387.8 To receive an **update report in respect of previous planning applications considered by the Council.**

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

[Prior approval for the change of use and conversion of 2no. agricultural buildings to 4no. residential dwellings with operational development including the insertion of new windows, doors and alterations to roofs](#)

Land At South Hill Farm Bridgwater Road Bleadon

Ref. No: 25/P/0416/CQA | Received: Wed 26 Feb 2025 | Validated: Wed 26 Feb 2025 | Status: Registered

Determination Deadline: Wednesday, 23rd April 2025

[Request to discharge condition number 16 \(Safe Public Footpath\) on application 19/P/0835/OUT](#)

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

Ref. No: 25/P/0371/AOC | Received: Wed 19 Feb 2025 | Validated: Wed 19 Feb 2025 | Status: Registered

Determination Deadline: Wednesday, 16th April 2025

[Change of use of land and erection of an Agricultural/Equestrian barn alongside associated hard standing and manure store.](#)

The Granary Shiplate Road Bleadon Weston-super-Mare BS24 0NY

Ref. No: 25/P/0164/FUL | Received: Fri 24 Jan 2025 | Validated: Tue 04 Feb 2025 | Status: Registered

Determination Deadline: Tuesday, 1st April 2025

[Retrospective planning permission for change of use of agricultural land to holiday let use with the retention of 1 no. caravan holiday let with parking and amenity space.](#)

Slade Barns Shiplate Road Bleadon Weston-super-Mare BS24 0NY

Ref. No: 24/P/0986/FUL | Received: Wed 15 May 2024 | Validated: Tue 04 Feb 2025 | Status: Registered

Determination Deadline: Tuesday, 1st April 2025

[Demolition of the existing stables, tack room and store and proposed erection of replacement stables, tack room and store.](#)

Land Off Accommodation Road Bleadon

Ref. No: 25/P/0079/FUL | Received: Wed 15 Jan 2025 | Validated: Wed 05 Mar 2025 | Status: Registered

Determination Deadline: Wednesday, 30th April 2025

387.10 **Report of the Parish Clerk** (pages 18 - 53).

Decision Items

1. Revisions to Standing Orders – to approve revised Standing Orders.
2. Community Governance Review - to consider the Council's response (if any) to the consultation.
3. West of England Rural Network – to consider the Council's response (if any) to the questionnaire.

4. Purchase of Replacement Bins – to authorise the purchase of a replacement litter bin in Bleadon Road.
5. Works to Toilets – to agree principles to inform the development of a contract specification.
6. Play Area Developments - to agree principles to inform the development of a contract specification and to authorise the submission of grant funding applications.
7. Works to Allotment Site – to authorise a clean up of the allotment site and cutting of hedgerows.
8. Additional Housing Site Requirements – report to follow.
9. Action taken under delegated powers – to approve the actions of the Clerk since the last meeting of the Council and to authorise expenditure in relation to works to the rear of the Coronation Halls.

Information Items/Correspondence Received

1. Correspondence with North Somerset Council regarding the submission of four highways improvement schemes.
2. Correspondence with North Somerset Council regarding the Community Governance Review and the status of the proposed renaming of the District Council ward to include reference to 'Bleadon'.
3. Correspondence with ALCA regarding advice issued in relation to additional housing sites requirements.
4. Confirmation of use of layby in Roman Road as a checkpoint in connection with the Mendip Challenge on 1st June 2025.
5. Correspondence with North Somerset Council regarding funding arising from changes to Section 106 agreements, maintenance of PROWs and the protection of Public Open Space.

387.11 **Award of Contracts and Changes to Terms and Conditions** - Not for publication by virtue of the Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972 ss 100 & 102.

1. Contractual Payments – to approve arrangements for additional grass cuts, bin collections and street cleaning beyond the minimum specified within contracts (report to follow).

387.12 Date of the next meeting(s):

- Parish Council Meeting Monday 12th May 2025, 7.00pm at Coronation Hall



Avon and Somerset Police NEIGHBOURHOOD POLICING

February 1st till 28th 2025 Bleadon Neighbourhood Report

Calls Received – 9

Road related: 3 Other:3 Abandoned 999: 2 Domestic 1

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

STREETSAFE

If there is a public place where you have felt unsafe, tell us where and why.

Anonymously flag areas on a map where you don't feel safe.

A QR code is provided for scanning to access the StreetSafe reporting tool.

Email: 8338@avonandsomerset.police.uk

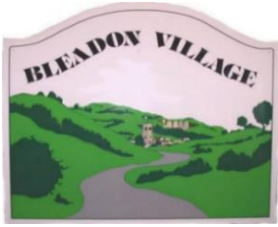
Police Priorities/Action Undertaken/Advice/Upcoming events:

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

Avon and Somerset Police
SERVE.PROTECT.RESPECT.

www.avonandsomerset.police.uk | Follow us on    





MINUTES OF A MEETING OF BLEADON PARISH COUNCIL HELD IN THE CORONATION HALL AT 7.00pm ON MONDAY 10TH FEBRUARY 2025.

PRESENT:	Councillors ID Clarke, Jo Gower-Crane, Andy Scarisbrick (Vice-chairman) and Dr Becci Wild
IN ATTENDANCE:	Craig Bolt (Parish Clerk)
WARD COUNCILLORS:	Councillor Terry Porter
MEMBERS OF THE PUBLIC:	None

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

i) **Members of the public**

None.

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**

Councillor Porter provided updates in respect of the following:

- The additional housing site allocation process being undertaken by North Somerset Council in response to the requirement from the Government to find sites capable of supporting an additional 9,000 dwellings.
- Changes to bin collection arrangements.

The meeting was convened.

Councillor Scarisbrick chairing.

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

Apologies were received and accepted from Councillors Ann Davies, Mary Sheppard and Steve Sugg.

386.2 Declarations of Interest

None.

386.3 To approve and sign as a correct record the Minutes of the Parish Council meeting on Monday 13th January 2025.

Resolved: To approve the Parish Council minutes of 13th January 2025.

The resolution was correctly proposed and seconded (unanimous)

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

386.4 Reports from Working Parties/Committees

The Council received the notes of the Open Spaces Working Group meeting on 30th January 2025. It was noted that items requiring decision formed part of the report of the Parish Clerk.

386.5 Reports from Outside Bodies/Conferences/Training

None.

386.6 Training and Events

The availability of Scribe, ALCA and NALC training events was noted.

386.7 Financial/Staffing Matters

i) To authorise bills for payment for February.

Councillors noted that a direct debit had been collected on 2nd January 2025 by Water2Business in relation to water supply to the public toilets. Notification of the direct debit had been delayed in the post and was not received until after the January meeting of the Council.

Resolved:

- i) That Councillors note and retrospectively authorise the January direct debit charge of £131.88 in respect of the supply of water to the public toilets.
- ii) To authorise the payments for January of £3,726.50.

The resolution was correctly proposed and seconded (unanimous)

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

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

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

iii) Internal Auditor – Findings and Recommendations.

Councillors considered the Internal Auditor's report and recommendations. It was noted that the report was largely positive and that a number of the findings in respect of updating policies were the subject of reports elsewhere on the agenda.

Resolved:

- i) That the Internal Auditor's findings and recommendations be noted.
- ii) That the actions – both planned and underway – in respect of the Internal Auditor's recommendations be endorsed.

The resolution was correctly proposed and seconded (unanimous)

386.8 Update report in respect of previous planning applications.

Councillor Clarke provided verbal updates in respect of the following:

Proposed construction of 1 no. new single storey dwelling
South Hill Cottages, Bridgwater Road, Bleadon

Ref. No: 24/P/1106/FUL

It was noted that the above-mentioned application was the subject of an appeal to the Planning Inspectorate.

9 applications submitted during 2024 had yet to be determined by North Somerset Council.

386.9 Planning Applications

Prior approval for the conversion of hair salon to single storey bungalow as annexe to Longwood House

Former Stable Block Longwood House Bridge Road Bleadon BS24 0AU

Ref. No: 25/P/0081/CM2A | Received: Wed 15 Jan 2025 | Validated: Wed 22 Jan 2025 | Status: Registered

Determination Deadline: Wednesday, 19th March 2025

Resolved: That the Council supports the application. In coming to its conclusion the Parish Council noted the likely decrease in vehicular movements at what is already a busy road junction.

The resolution was correctly proposed and seconded (unanimous)

Prior approval for change the use of 2no. agricultural shed spaces, formerly used for free range egg laying hens, to Class E commercial use

Barns At Woodlands Farm Shiplate Road Bleadon

Ref. No: 25/P/0018/CRA | Received: Mon 06 Jan 2025 | Validated: Mon 06 Jan 2025 | Status: Registered

Determination Deadline: Monday, 3rd March 2025

Resolved: That the Council supports the application. In coming to its conclusion the Parish Council recognised that it had previously supported a similar application (24/P/2081/CRA) and requested the Clerk to clarify with the LPA that comments made in relation to the need for the provision of toilet facilities are addressed/conditioned in relation to the current application.

The resolution was correctly proposed and seconded (unanimous)

Proposed erection of an agricultural barn and siting of 2no. connected Static caravans to form a temporary rural workers dwelling.

Land East Of Riverside Holiday Park Bridgwater Road Bleadon

Ref. No: 24/P/2706/FUL | Received: Mon 23 Dec 2024 | Validated: Mon 13 Jan 2025 | Status: Registered

Determination Deadline: Monday, 10th March 2025

The Council recognised the importance of using land for agricultural purposes and was not opposed to the principle of using the land for raising alpacas. However, the nature of the application submitted was inconsistent with the policies governing the use of land in that location.

Resolved: That the Council objects to the application. In coming to its conclusion the Council noted the following:

- The proposed development falls within a flood risk vulnerability category that is inappropriate to the Flood Zone in which the application site is located. Therefore, the application is contrary to the National Planning Policy Framework (NPPF) and planning practice guidance (PPG).
- The evidence provided as part of the planning application points towards a requirement for residential usage of part of the site. The site is outside of the settlement boundary and residential development outside of the settlement boundary is not supported through North Somerset Council's adopted Local Plan and associated policies.

The resolution was correctly proposed and seconded (unanimous)

The Council had also been notified of the following applications, which had been submitted under permitted development rights. It was noted that 25/P/0057/TEN had been determined before the Council could reasonably have met to offer any comments and the Clerk was requested to clarify the processes involved in respect of this category of application.

Notification under Regulation 5 of the Electronic Communications Code of the intention to install fixed line broadband apparatus comprising of the installation of 1no. 8m light wooden pole. THIS IS NOT A PLANNING APPLICATION.

S/O Magnolia House Bridgwater Road Bleadon Weston-super-Mare BS24 0AG

Ref. No: 25/P/0057/TEN | Received: Fri 10 Jan 2025 | Validated: Fri 10 Jan 2025 | Status: Registered

Determination Deadline: Friday, 7th February 2025

Notification under Regulation 5 of the Electronic Communications Code of the intention to install fixed line broadband apparatus comprising of the installation of 2no. 9m light wooden poles. THIS IS NOT A PLANNING APPLICATION.

Land To The East Of Bleadon Hill Golf Club Off Roman Road Bleadon

Ref. No: 25/P/0120/TEN | Received: Mon 20 Jan 2025 | Validated: Mon 20 Jan 2025 | Status: Registered

386.10 Report of the Parish Clerk

1. Revisions to Financial Regulations

Councillors noted that a recommendation arising from the Internal Auditor's report was to update Financial Regulations to reflect recent changes to public procurement threshold values for services and works contracts. In updating Financial Regulations, the NALC model template document had been used which included some changes to the currently approved Financial Regulations.

Councillors discussed the proposed revised Financial Regulations and requested a number of drafting changes relating to the following:

- Clarification in relation to roles which in law can only be discharged by the Proper Officer (the Clerk) and those which otherwise might fall to the RFO.
- Including a reference to a 3 year budget cycle.
- Setting the amount at which fixed price quotes must be sought at £3,000.
- Including provision for the Vice-chair to act in lieu of the Chair of Council, should the Chair be indisposed.

Resolved: That the Financial Regulations be approved, subject to incorporation of the drafting changes identified above.

The resolution was correctly proposed and seconded (unanimous)

2. Revisions to Standing Orders

Resolved: That consideration of Standing Orders be deferred to the March meeting of Council.

The resolution was correctly proposed and seconded (unanimous)

3. Calendar of Meetings 2025/26

Resolved: That the Calendar of Meetings as presented be approved.

The resolution was correctly proposed and seconded (unanimous)

4. Action Taken Under Delegated Powers

Councillors noted the following actions by the Clerk:

- Safety works to a swing set in the play area
- Provision of new defibrillator pads
- Arranging for engineers to investigate why the Parish Clock had stopped working.

Resolved:

- i) That the actions of the Clerk be endorsed.
- ii) That the Clerk be authorised to commit the Council to further expenditure of up to £500 to rectify any identified faults with the Parish Clock.

The resolution was correctly proposed and seconded (unanimous)

5. May Day Fayre

Resolved: That the Council approves the use of the car park and surrounding land in support of the proposed May Day Fayre on 4th May subject to confirmation that the event has public liability insurance cover.

The resolution was correctly proposed and seconded (unanimous)

6. 'Strengthening the Standards and Conduct Framework for Local Authorities in England' Consultation

Councillor Gower-Crane offered to co-ordinate responses to facilitate a formal Council response by the deadline of 26th February 2025. However, Councillors were also encouraged to make their own individual responses.

Resolved: That Councillors submit their own responses and/or submit any comments to Councillor Gower-Crane (copied to the Parish Clerk) by Friday, 21st February 2025 for a Council-wide response.

The resolution was correctly proposed and seconded (unanimous)

386.11 Award of Contracts and Changes to Terms and Conditions

1. Tree Works

Councillors noted that the works included substantial reductions to tree canopies in both the churchyard and the play area as well as more minor works in other locations.

Resolved: That Landbased Services be awarded the contract for tree cutting works in the amount of £2,250 (Exc VAT).

The resolution was correctly proposed and seconded (unanimous)

2. Works to Market/Village Cross

Councillors noted that the works would involve specialist cleaning equipment given the listed status of the cross.

Resolved:

- i) That – subject to clarification of any assumptions underpinning their quote – A Moffatt Stoneworks be awarded the contract for cleaning the Market/Village Cross in the amount of £750 (Exc VAT)
- ii) That the Clerk be authorised to appoint a suitably qualified surveyor to undertake a survey of the cross, subject to the costs being contained within the total budget provision of £2,000 and the outcome of the appointment process being reported to the Council.

The resolution was correctly proposed and seconded (unanimous)

3. Toilet Cleaning Contract – Contract Extension

Councillors noted that the existing contract was due to expire on 31st March 2025.

Resolved: That the Clerk be authorised to approve an extension (not exceeding 12 months) to the current toilet cleaning contract, subject to there being no increase in price.

The resolution was correctly proposed and seconded (unanimous)

4. Parish Clock – Maintenance Arrangements

Resolved: That the payment in respect of ‘Parish Council Clock Winding’ be increased by £5 per month from 1st April 2025.

The resolution was correctly proposed and seconded (majority)

386.12 Date of the next meeting

Parish Council Meeting Monday **10th March 2025, 7:00pm** (Coronation Hall, Bleadon)

The Chairman closed the meeting at 9.10pm

.....Chairman

.....Date

Financial/Staffing Matters
17th March 2025

1. Bills for Payment

- 1.1 Bills for payment for March 2025 are attached at Appendix 1. This includes some items which are the subject of reports elsewhere on this agenda.

Recommendations:

- i) That the bills for payment for March 2025 are approved.
- ii) That Councillors Ann Davies, ID Clarke and/or Andy Scarisbrick be duly authorised to action the online payments.

2. Bank Balance and Bank Reconciliation

- 2.1 The Parish Council's end of February bank balances and bank reconciliation at the end of February are attached at Appendix 2.

Recommendation:

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

3. April Bills for Payment

- 3.1 The Council does not have a meeting scheduled for April. There will be a number of routine bills for payment during this month, as well as those relating to specific actions/purchases. It is important that bills are paid promptly to the Council's contractors and suppliers, with appropriate safeguards in place. As a consequence, the following process is proposed:

- The Clerk will produce a Bills for Payment schedule in the second week of April and circulate it to all councillors.
- Councillors will be asked to confirm their acceptance (or otherwise) of the schedule.
- If a majority of councillors confirm approval, Councillors Clarke, Davies and Scarisbrick will be duly authorised to authorise the online payments through the Unity banking system.
- The April schedule will be reported for information to the May meeting of Council.

Recommendation:

That the process for authorising the bills for payments for April be approved.

4. End of Year Projection

- 4.1 A monitoring report is attached at Appendix 3. This includes previously authorised payments and those featured within the schedule of Bills for Payment for March 2025 and proposals elsewhere on this agenda. A significant underspend is projected. However, the bulk of this underspend relates to projects which have not yet progressed and the reasons for these delays are well understood by Councillors. There are a number of works contracts due to commence over the coming weeks. However, the timing of these payments are such that they may fall within the 2025/26 financial year. The potential for this outcome has been largely been anticipated in the setting of the 2025/26 budget but there may be limited circumstances where this is not the case.
- 4.2 No corrective action is required and the end of year position is likely to see underspends across a number of cost centres and an increase in reserves.

Recommendation:

That the projected end of year position be noted.

5. Investment Strategy

- 5.1 The Council's existing Investment Strategy requires updating. The current level of reserves is relatively high and is likely to increase once additional funding from North Somerset Council is received as a consequence to changes to the existing S106 agreement relating to the quarry development. However, the current position should change markedly if projects relating to the refurbishment of the toilet block and play area improvements take place within the next 12 months. It would, therefore, not be advisable for the Council to look to rush to invest its funds in accounts or products which would not allow for early release without penalties.
- 5.2 The original intention had been for the Council to consider a revised Investment Strategy at its March meeting. However, other commitments have impacted upon the ability to present properly researched and developed proposals, As a consequence, this item will be deferred to the May meeting of the Council. This will also enable the Council to consider any changes in relation to levels of Fiduciary Cover as part of discussions regarding the renewal of its insurance policy in June 2025.

Recommendation:

That Councillors note that a revised Investment Strategy will be presented for consideration at the May meeting of Council.

Bills for Payment
11th February - 17th March 2025

Supplier	Description	Cost Code	Minute	Payment	Power	Net	VAT	Total
ALCA	Training (Planning)	Training (Officers & Councillors)	385.6	BACS	1	90.00	0.00	90.00
Smiths of Derby	Parish Clock Service	Reguilding of Church Clock	386.10.4	BACS	4	500.00	100.00	600.00
Wybone	Bins	General Maintenance	387.10.3	BACS	1	1,068.93	213.79	1,282.72
A Moffatt	Market Cross Cleaning	Market Cross - Survey	386.11.2	BACS	1	750.00	150.00	900.00
Cindy Tratt	Grounds Maintenance contract	Grounds Maintenance Contract	D/A	BACS	1	177.00	0.00	177.00
<i>Youth Centre Hall</i>	<i>Room hire</i>	<i>Room Hire</i>	378.6	BACS	1	30.00	0.00	30.00
<i>Savills</i>	<i>Allotments Lease</i>	<i>Payments to Outside Bodies</i>	378.6	BACS	5	72.50	0.00	72.50
<i>Craig Bolt</i>	<i>Homeworking Allowance</i>	<i>Homeworking Allowance</i>	378.6	BACS	1	230.00	0.00	230.00
<i>Webglu Ltd</i>	<i>Website/mailboxes hosting</i>	<i>IT & Mobile</i>	378.6	BACS	1	100.00	20.00	120.00
<i>Blue Spot Commercial Ltd</i>	<i>Toilets - Cleaning</i>	<i>Public Toilets</i>	378.6	BACS	2	125.00	25.00	150.00
<i>We Dig It SW Ltd</i>	<i>Grounds Maintenance contract</i>	<i>Grounds Maintenance Contract</i>	378.6	BACS	1	312.78	62.56	375.34
<i>J.A.R.</i>	<i>Environmental Services contract</i>	<i>Environmental Services Contract</i>	378.6	BACS	1	715.00	0.00	715.00
<i>Brian Robinson</i>	<i>Parish Council Clock Winding</i>	<i>Church Clock Maintenance</i>	378.6	SO	4	25.00	0.00	25.00
<i>Craig Bolt</i>	<i>Salary</i>	<i>Salary & NI</i>	378.6	SO	1	1,807.04	0.00	1,807.04
<i>ICO</i>	<i>Annual subscription</i>	<i>Subscriptions</i>	378.6	DD	1	52.00	0.00	52.00
<i>Unity Trust Bank</i>	<i>Bank Charges</i>	<i>Bank Charges</i>	378.6	DD	1	8.25	0.00	8.25
<i>HMRC</i>	<i>Income Tax/NI</i>	<i>Salary & NI</i>	378.6	DD	1	0.00	0.00	0.00
<i>Lloyds Credit Card</i>	<i>Bank Charges</i>	<i>Bank Charges</i>	378.6	DD	1	3.00	0.00	3.00
<i>YU Energy</i>	<i>Electricity Usage - Toilets</i>	<i>Utilities (Energy & Water)</i>	378.6	DD	2	17.34	0.87	18.21
						£6,083.84	£572.22	£6,656.06
Notes (Powers)								
1 - LGA 1972 S112								
2 - Public Health Act 1936 S87								
3 - LGA 1972 S142								
4 - Parish Councils Act 1957 S2								
5 - Allotments Act 1908 S23								
<i>Items in italics reflect items which have been 'pre-approved' by Council</i>								

Bleadon Parish Council

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

Date: _____

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

Date: _____

	Bank Reconciliation at 28/02/2025		
	Cash in Hand 01/04/2024		121,973.97
	ADD Receipts 01/04/2024 - 28/02/2025		89,316.62
			211,290.59
	SUBTRACT Payments 01/04/2024 - 28/02/2025		78,025.58
A	Cash in Hand 28/02/2025 (per Cash Book)		133,265.01
	Cash in hand per Bank Statements		
	Petty Cash 28/02/2025	0.00	
	Bleadon Parish Council Current Ac 28/02/2025	3,551.34	
	Bleadon Parish Council Deposit Ac 28/02/2025	129,713.67	
			133,265.01
	Less unrepresented payments		
			133,265.01
	Plus unrepresented receipts		
B	Adjusted Bank Balance		133,265.01
	A = B Checks out OK		

Appendix 3

Bleadon Parish Council

10 March 2025 (2024-2025)

End of Year Projection

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

(1) Clerk & Administration

Code Title	Receipts			Payments			Net Position		Notes
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend		
101 Salary & NI		2,973	2,973	22,000	23,266	(1,266)	1,707	(7%)	
102 Pension Provision				300	759	(459)	(459)	153%	1
103 Homeworking Allowance				230	230			(0%)	
104 Training (Officers & Councillors)				1,000	254	746	746	(74%)	
105 Office Supplies/Printing				700	107	593	593	(84%)	
106 Insurance				2,000	759	1,241	1,241	(62%)	
107 Audit Fees				1,100	1,135	(35)	(35)	(-3%)	
108 Subscriptions				1,535	1,132	403	403	(26%)	
109 Bank Charges				130	126	4	4	(2%)	
110 IT & Mobile		7	7	1,142	929	213	220	(19%)	
111 Room Hire				500	503	(3)	(3)	(-0%)	
112 Councillor Expenses				50		50	50	100%	
113 Chairman's Allowance				100	50	50	50	(50%)	
114 Travel/Mileage					78	(78)	(78)	(N/A)	
SUB TOTAL		2,980	2,980	30,787	29,329	1,458	4,439	(14%)	

(2) Contracted Services

Code Title	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
201 Public Toilets				2,000	2,069	(69)	(69)	(-3%)
202 Grounds Maintenance Contract				7,000	5,130	1,870	1,870	(26%)
203 Environmental Services Contract				9,000	8,140	860	860	(9%)
SUB TOTAL				18,000	15,340	2,660	2,660	(14%)

(3) Open Spaces

Code Title	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
301 Ranger					602	(602)	(602)	(N/A)
302 General Maintenance				10,500	8,312	2,188	2,188	(20%)
303 Church Clock Maintenance				300	586	(286)	(286)	(-95%)
304 Defib				400	224	176	176	(43%)
305 Waste Collections				300		300	300	100%
306 Grants & Donations				2,000	1,177	823	823	(41%)
307 Parish Flora				1,000	346	654	654	(65%)
308 Utilities (Energy & Water)				1,000	483	517	517	(51%)
SUB TOTAL				15,500	11,731	3,770	3,770	(24%)

(4) Community Engagemen

Code Title	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
401 Community Engagement				500	157	343	343	(68%)
402 Editorship								(N/A)
403 Printing				1,600	1,568	32	32	(2%)
404 Advertising Income	400		(400)				(400)	100%
SUB TOTAL	400		(400)	2,100	1,725	375	(25)	(-1%)

(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	500	(250)	(250)	100%
503 Minor works				1,250	1,230	20	20	(1%)
SUB TOTAL				1,500	1,730	(230)	(230)	(-15%)

(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					200	(200)	(200)	(N/A)
603 Minor works		546	546	900	1,354	(454)	92	(10%)
604 Water Supply				100	14	86	86	(86%)
605 Allotment Rent (Tenants)	900	1,022	122				122	(13%)
606 Deposit Scheme		1,050	1,050				1,050	(N/A)
SUB TOTAL	900	2,618	1,718	1,000	1,567	(567)	1,150	(60%)

(7) Projects

Code Title	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
701 Reguiling of Church Clock				7,000	4,752	2,248	2,248	(32%)
702 Coronation Hall Environs - Phas				12,000	11,256	744	744	(6%)
703 Toilets - Replacement				40,000		40,000	40,000	100%
704 Play Area				10,000		10,000	10,000	100%
705 Transport - Minor Schemes		2,130	2,130	5,000	2,130	2,870	5,000	100%
706 Memorials - Safety and Appearance				1,000	332	668	668	(66%)
707 Market Cross - Survey				500	750	(250)	(250)	(50%)
708 Social Activities and Events				1,000	150	850	850	(85%)
SUB TOTAL		2,130	2,130	76,500	19,370	57,130	59,260	(77%)

(8) Income

Code Title	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
801 Precept	67,800	67,800						(0%)
802 Bank Interest	1,500	2,647	1,147				1,147	(76%)
803 CIL 2024/25		2,144	2,144				2,144	(N/A)
804 Youth Club Rent	50	50						(0%)
805 Miscellaneous		356	356		56	(56)	300	(N/A)
806 VAT	5,579		(5,579)				(5,579)	100%
SUB TOTAL	74,929	72,997	(1,931)		56	(56)	(1,987)	(-2%)

Summary

NET TOTAL	76,229	80,725	4,496	145,387	80,846	64,541	69,037	(31%)
V.A.T.		8,592			6,130			
GROSS TOTAL		89,317			86,977			

Notes

- 1 - Addressed in cost centre restructure for 2025/26. Salary budget is underspent**
- 2 - Provision not made for service of Church Clock - addressed in 2025/26 budget.**
- 3 - Advertising income target removed by Council**
- 4 - Includes one off cost of inspection training by Clerk**
- 5 - Provision has been made in 2025/26 budget but works were completed quicker than anticipated**
- 6 - VAT claim submitted in February not showing in accounts**

Report of the Parish Clerk & RFO

17th March 2025

Decision Items

1. Revisions to Standing Orders

- 1.1 The Council adopted NALC model Standing Orders in February 2024. The model Standing Orders have since been updated to reflect changes to threshold values in relation to the Public Procurement Regulations. Accordingly, revised Standing Orders are attached at Appendix 1 for the Council's consideration. For some reason – which isn't entirely clear – the NALC revised model standing orders reference a value of £25,000 for when councils are expected to use 'Contract Finder'. The figure within NALC's model financial regulations is £30,000. As a consequence, the revised Standing Orders attached at Appendix 1 reflect the figure within Financial Regulations.

Recommendation: That the Standing Orders at Appendix 1 be approved.

2. Community Governance Review

- 2.1 North Somerset Council has initiated a Community Governance Review (CGR). The CGR is a public consultation process which provides the opportunity to suggest the future configuration of Town and Parish Councils to ensure that they best reflect the communities which they serve. A CGR must be conducted at set intervals and the timing of North Somerset Council's CGR reflects this requirement.
- 2.2 The CGR consultation document can be accessed by way of the link below and the deadline for comments is 30th April 2025.

[Have Your Say on North Somerset Council's Community Governance Review! - North Somerset Council Consultations](#)

Recommendation: That the Council consider its response (if any) to the consultation.

3. West of England Regional Network

- 3.1 West of England Rural Network (WERN) are starting a project aimed at strengthening community led action across the West of England and have issued a questionnaire they would like completed by community

organisations, including Town and Parish Councils. The questionnaire was only issued on 3rd March by ALCA on behalf of WERN, with a deadline for responses of 27th March 2025. Given the range of other significant consultations currently requiring the consideration of Town and Parish Councils and the particular pressures of financial year end, it is disappointing that ALCA and WERN have not allowed more time for responses.

- 3.2 The questionnaire can be found at [Listening to Rural Voices in the West of England: Understanding Community Needs and Building a Stronger Network to support them Survey](#)

Recommendation: That the Council consider its response (if any) to the questionnaire.

4. Purchase of Replacement Bins

- 4.1 The Council has previously authorised the purchase of three replacement dog bins (from Wybone) and a replacement bin for the one on Pea Green – with the existing bin at this location being relocated to the large Roman Road layby. Since these decisions, the Council has also agreed to take over the bin emptying of the bin at Bleadon Road adjacent to the bus shelter. The bin at this location will see increased usage as the Council has also previously decided to remove the dog bin just a few paces away and encourage bagged dog waste to be deposited in the general litter bin.
- 4.2 Wybone are able to supply competitively priced general litter bins and would be the preferred supplier for the replacement bin at Pea Green (as well as the three dog bins). There is also the opportunity to replace the bin at Bleadon Road bus shelter of one of the same design as that at Pea Green and relocate the existing bin from Bleadon Road to the small layby on Roman Road.
- 4.3 It is unclear what the practical effect of placing bins at the laybys will be, but both locations currently experience a significant amount of litter.
- 4.4 The cost of the additional replacement bin at Bleadon Road approximately £325. Budget provision has already been made for this additional cost. The Council has authorised replacement of three of the existing dog bins at a cost not exceeding £1,000 and replacement of the bin outside of the toilet at a cost not exceeding £600 and the relocation/refurbishment of the bin at the toilet block to the Roman Road lay-by at a cost not exceeding £200. This essentially gives a combined budget of £1,800. Based upon the supplier's costs, the Council would be able to purchase 3 replacement dog bins and two (rather than just one) new general waste bins for approximately £1,100 (Net of VAT). There will be some additional costs associated with fitting/securing the new bins/moving existing bins around (however many are purchased) but this could be achieved well within the budget provision.
- 4.5 In the event that the Council chose to order a matching replacement general litter bin at a later date it would incur an additional £75 delivery charge and

would not benefit from a 10% first order discount. The delivery charge is a flat fee regardless of the number of bins ordered, so ordering an additional bin at this stage would not increase the delivery costs.

Recommendation: That the Clerk is authorised to purchase a replacement bin in respect of the one on Bleadon Road – at an approximate cost of £325 - and to relocate the existing bin to the small layby in Roman Road.

5. Works to Toilets

- 5.1 The Council has established a budget of £40,000 in relation to works to the toilet block. Discussions to-date have coalesced around a proposal to refurbish the existing toilet block to provide two fully accessible cubicles. In order to move forward with this project, some decisions need to be made to allow an outline specification developed. This specification will enable bids to be sought, timelines to be established and any assumptions tested against the approved budget provision.
- 5.2 Developing the outline specification would be assisted by the formal adoption of some working principles. The following are suggested for the Council's consideration:
- That refurbishment of the existing toilet block to provide two fully accessible cubicles is the preferred approach. In this context, accessible includes – but is not limited to – wheelchair accessible toilets.
 - That the two cubicles will be accessed from two doors off of Pea Green by way of a ramp.
 - The cubicle doors will have the option of being fitted with time locks to enable access being restricted (should this prove necessary).
 - The toilets will remain free of charge to use. If charges are to be considered this would affect the type and cost of external door.
 - The internal fittings will be of a vandal proof design – this will most likely mean brushed stainless steel sanitary ware.
 - The internal finishes will be of an antimicrobial wash down finish.
 - Hot water and heating will **not** be provided.
 - A minimum level of insulation will be provided – the primary purpose of which will be to prevent pipes from freezing.
 - Temporary toilets will **not** be provided during the duration of any works.
 - The works will be scheduled for the late Autumn/Winter of 2025/26.
 - Paved areas within the vicinity will be upgraded in tandem with works to the access ramp.
 - Relaying/relining of existing underground waste pipes will be considered.

The above principles may need to be revisited as the project progresses.

Recommendations:

- i) That the principles outlined above be approved.
- ii) That the Clerk be authorised to finalise a specification and seek quotes against this specification.

6. Play Area Developments

6.1 The Open Spaces Working Group received a summary of the survey results in relation to play equipment. This was subsequently reported to Council through the notes of the Working Group. By way of a summary, there was a high degree of support for a climbing net, basket swing (and other swing configurations) and a carousel/spinner. There was less support for interactive panels. There was also a high degree of support for the introduction of gym equipment on Pea Green.

6.2 Similar to the position in respect of the toilet block above, the next step would be to develop a specification and invite bids/seek the professional input of experienced play providers to establish whether all of the desirable elements of any scheme can be achieved within the physical footprint and resources available to the Council. As a consequence, the following principles are suggested for the Council's consideration:

Play Area

That the following items of equipment are retained (and refurbished where necessary):

- The trim trail
- The slide unit
- The two rockers
- The sand pit
- The 'goal' area
- The benches, table and bin

That the following new equipment is installed – subject to site and funding constraints:

- Spinner/carousel
- Basket swing and an adult/child swing seat – this may result in the removal of some of the existing swing seats
- Climbing net – this would result in the removal of the existing climbing frame
- A (traditional) see saw
- New signage – including communication aides for those with additional needs
- A small, in-ground trampoline

Pea Green

Five pieces of gym equipment are installed, to include

- At least one side-by-side item (to enable participants to compete)
- At least one item specifically designed to aide mobility and movement (with a particular focus upon older users)
- A training programme is supported for at least 12 months to encourage use of the equipment

6.3 A number of suggestions were made regarding other aspects of any new provision. These are addressed below:

- Shading for the slide unit to prevent it becoming overly hot during the Summer months – it is suggested that the introduction of potential shading is discussed with any preferred contractor once the final configuration of any equipment is concluded.
- Provide a climbing rope – this would take up quite a large amount of space due to the fall radius involved as, the higher an item, the greater the area around it which need to be free from any encumbrance. It would also require extra consideration in relation to the depth of any media to absorb the impact of any falls. A climbing net does not have the same limitations as these are a pyramid shape and so any fall from the top of the structure is onto another part of the structure which is specifically designed to absorb this fall.
- Introduce lighting so that the play area can be used later into the evening – this would present two challenges. The first would be in relation to cost and the second in relation to potential neighbour nuisance. The cost of installing lighting would likely be considerable and involve digging up part of the car park. There would also be ongoing revenue implications associated with the supply of electricity. The funding expected to be available by way of changes to the planning conditions associated with the quarry development is unlikely to be able to be used for this purpose as discussions to-date have included the need for the Parish Council to provide evidence of funds being used on physical items of play equipment. As a consequence, it is suggested that the Council first establishes the costs associated with the provision of equipment and then revisits this proposal in the light of any available funding and other considerations.
- Provide a basketball hoop – the play area itself would not be a viable solution in this respect as basketball requires a hard play surface. It might prove possible to install a hoop within the block paved area adjacent to the youth centre but this would require further discussion with neighbours and affected parties. As a consequence, it is suggested that this is revisited once costs associated with the specification have been confirmed.
- Provide a 'flying carpet' – this is a specific piece of equipment similar to a basket swing but fixed on four points and capable of carrying a number of people at a time. These are large items which require a considerable amount of clear space around them to meet safety requirements. It would

not, therefore, be possible to install such a piece of equipment without compromising upon other principles/removing other equipment. As such, introducing a basket swing is considered to be a reasonable alternative approach.

- 6.4 Progressing any elements of the scheme would be dependent upon securing additional funding. The primary source of this funding relates to changes to the S106 agreement relating to the quarry development. North Somerset Council has been asked to provide confirmation of the timeline as to when the Parish Council can expect to receive this funding. Without this confirmation, it will not be possible to establish a definitive timeline or appoint a contractor. There are also other grant funding opportunities which could support the provision of the gym type equipment and sessions to help train people on the use of this equipment. As such, it is recommended that the Clerk is authorised to explore and, where appropriate, submit applications/expressions of interests where there is the potential benefit to increase the totality of funding to support the Council's aims and objectives. The acceptance of any such applications would require the approval of the Council.

Recommendations:

- i) That the principles outlined above be approved.
- ii) That the Clerk be authorised to finalise a specification and seek quotes against this specification.
- iii) That the Clerk be authorised to explore and, where appropriate, submit grant funding applications in support of the provision of play and gym equipment, subject to the acceptance of any applications being reserved to Council.

7. Works to Allotment Site

- 7.1 There are two proposed sets of works to the allotment site. The first of these relates to litter/abandoned equipment and the second relates to a hard cut back of the hedgerows around the site.
- 7.2 A number of plot holders experienced damage as a consequence of the storms earlier in the year. Some of this damage appears to have resulted from loose items within and around the site. This has prompted an inspection of the site and there are items – particularly around the perimeter of the site – which appear to have been abandoned and might more accurately be described as litter. The Clerk has written to allotment tenants advising them that the expectation is that tenants should either store loose equipment in sheds or off-site. The situation has also been discussed with the Lead Councillor for allotments and it is felt that the site would benefit from a 'deep clean' to remove items from around the site which appear to have been abandoned and notice to this effect has been given to tenants. The cost of undertaking this exercise are difficult to quantify precisely as the effect of clarifying the

Council's expectations may result in some items being voluntarily removed by tenants. However, an estimate of £400 for labour and the costs of disposal would not be unreasonable.

- 7.3 The hedgerows around the allotment site have not been the subject of a hard cut back for a number of years, although some work was undertaken last year to remove unsafe trees. The current situation is impeding car parking along the eastern side of the allotment site and presents a particular challenge to tenants on the western boundary, where the plots are tight against the boundary hedge. Discussions have taken place with the Council's appointed Grounds Maintenance contractor, who has indicated that the nature of the works would require an industrial chipper and that there would be no objection to the Council approaching an alternative contractor. Accordingly, the contractor appointed to undertake tree cutting works in the churchyard and the play area has been approached and has been asked to provide a quote to undertake works to the hedgerows at the allotment site and Councillors will receive an update report in this respect.
- 7.4 The Council has seen increased income from the allotment site as a consequence of the introduction of the deposit scheme. The funds received will, eventually, need to be refunded to allotment tenants when they surrender their plots. However, the funding provides 'working capital' for the Council to be able to undertake works of the nature proposed and to mitigate the impact of these costs over a number of years and without detriment to the Precept. Should the quote prove acceptable, the charges will be split, with costs relating to site clearance being charged against allotment income and costs relating to the cutting back of hedgerows treated in the same manner as charges relating to those relating to other tree cutting work i.e. a charge against General Maintenance.
- 7.5 The Council has only very recently conducted an open procurement exercise to seek bids for undertaking works to trees and hedgerows and having first given the existing Grounds Maintenance contractor the opportunity to price for the works, the Council is able to rely upon this procurement process in coming to its decision.

Recommendations:

- i) That the Clerk is authorised to commission works to remove litter, waste and abandoned items within the allotment site, subject to the costs of such works not exceeding £400.
- ii) That the Council considers any quote received from Landbased Services in respect of works to the allotment site.

8. Additional Housing Sites Requirement 'Regulation 19' Consultation

- 8.1 North Somerset Council has issued a consultation paper in response to the Government requirement to identify sites to provide for an additional 8,620 dwellings. The paper identifies a number of sites in and around Bleadon which

may be suitable for development, together with some which have been considered but which are assessed as being less suitable. The Parish Council has arranged a public consultation meeting on 10th March 2025 to discuss North Somerset Council's proposals and an up-date report will be provided following the outcome of this meeting.

9. Action Taken Under Delegated Powers

9.1 A number of actions have been progressed by the Clerk in the preceding month under delegated powers. These can be summarised as follows:

Jubilee Gardens Planting area – the Council previously delegated authority to progress with a planting scheme, subject to the costs being contained within the approved budget of £1,000. The scheme is being progressed with Bleadon Horticultural Society, who will be providing labour and a direct contribution towards the costs of the plants. The planting up requires a significant volume of compost (the equivalent of 5 cubic metres) and arrangements are in the process of being finalised with local suppliers to support planting up taking place on 19th March 2025. The costs will be charged against the cost code for General Maintenance. This is underspent within the current year and the budget has been retained at the current year level of £10,500 for 2025/26.

Planting area outside of the Coronation Hall – maintenance of this area falls within the Grounds Maintenance contract. Due to other work pressures, the Grounds Maintenance contractor had indicated that no objection would be raised to the Council approaching an alternative contractor. As a consequence, an alternative local contractor was approached to undertake works to cut back and infill plant the area. Due to a slight miscommunication error, the works were progressed quicker than originally anticipated. However, the works have been completed to a high standard and at a cost (£177) commensurate with that which would have been charged by the Council's appointed Grounds Maintenance contractor. The costs will be charged against the cost code for the Grounds Maintenance contract which is underspent.

Works to the rear of the Coronation Halls – these works fell into two phases. The first related to the work to the fire escape. The second relates to the top section and to the rear of the halls. The first phase was largely completed and according to the Council's specification. However, it has not delivered the degree of stability envisaged. The second phase has not progressed due to delays in moving the container. The second phase can now be progressed and discussions have taken place with the contractor regarding the installation of gravel grids in respect of the phase one works to make the area more stable and easier to use. The introduction of gravel grids will require more labour - as the existing gravel will need to be raked out and redistributed to allow installation of the gravel grids – and an increased volume of gravel overall as the pockets of the gravel grids are deeper than the current specified

depth of gravel. The contractor has been asked to reprice to reflect these additional requirements and submitted a price increase of £275. This is considered reasonable given the extent of the variations. The Council previously authorised the Clerk to agree contract variations to a value equivalent to 20% of the combined value of the two phases of work. In this case, this amounts to £605. Accordingly, the Clerk has authorised these variations. There will also be additional costs associated with the cost of the gravel grids. It represents better value for money for the Council to purchase these direct as it will be able to recover the VAT. The price per square metre of gravel grids varies but can be purchased for less than £15 per square metre. The volume required in relation to phase one works could be purchased within the existing delegated authority. However, Councillors have also suggested extending the use of gravel grids to other areas e.g. around to and under the IBCs. There is also some logic in using this approach on the top section if, for instance, the Council wished to use the area at some future point for a storage shed/shelter. Further work is needed to establish precise requirements but the likely square meterage will be in the region of 50-60 sqm. As a consequence, it is recommended that the Clerk is authorised to purchase gravel grids up to a value of £900 – although it is anticipated that the actual cost could be less than this sum. These additional costs (in relation to labour and gravel grids) were anticipated and the budget provision for the completion of these works (which form part of the Coronation Halls Phase 2 project) increased accordingly as part of the budget setting process for 2025/26.

Parish Clock – in accordance with the decision of Council at its meeting on 10th February 2025, the Clerk arranged for Smiths of Derby to attend site and investigate why the clock had stopped functioning. The problem identified was with the autowinder, which required a new motor and PCB board. The costs of these works – following discussions with Smiths of Derby – has been established as £500 (Net). The Council previously approved the costs of attending site (£175) and authorised the Clerk to commit the Council to further expenditure up to a limit of £500. Accordingly, the works were authorised and completed. The costs have been charged against the project budget for works to the clock. This budget is underspent.

Information Panel at large Roman Road Layby – the Mendip Hills AONB have requested permission to place an interpretation/information panel at the large Roman Road Layby. This was originally raised in the context of the AONB providing funding for the levelling works at the layby last year. Whilst the funding provided by the AONB was not conditional upon being able to instal an information panel, the request is within the spirit of previous discussions. The costs associated with the installation will be met by the AONB and panels have been placed in the layby in the past – two such panels were found when the container was cleared out and will be returned to the AONB. The AONB have asked for an early indication as they are under a timescale to complete their project before the end of the financial year. Accordingly, the Clerk has

confirmed that the installation can take place. The exact location/nature of the installation will be finalised over the coming days.

Market/Village Cross – in accordance with the decision of Council at its meeting on 10th February 2025, the Clerk has arranged for the cleaning works to be completed by the appointed contractor. A more detailed inspection will be undertaken with the stonemason who undertook the cleaning works. However, initial assessments would suggest that there may not be any major condition issues with the cross. If further investigations confirm this position, then there may not be the need to undertake a specialist survey by a conservation architect. Informal quotes received would suggest that the cost of such a survey would be in the region of £1,500. The Council has established a budget of £2,000 (in 2025/26) for cleaning and surveys of the cross. The cleaning is £750 (Net) so a budget increase might anyway be needed if a more detailed survey is undertaken. Because the works were completed quicker than anticipated, the cleaning costs will fall in the current financial year. The budget for survey works in the current year was only set at £500, so the charge of £750 will represent an overspend. However, there will be a corresponding underspend against the cost centre in 2025/26.

Tree works – in accordance with the decision of Council on 10th February, 2025 arrangements have been made for the tree cutting and associated works to take place on 8-9th April 2025. Discussions have taken place with church and halls representatives as the works will impact on these locations. The dates are not ideal as the works will necessitate the closure of the play area for one day during the Easter holiday period. However, delaying the works would increase the potential for problems associated with bird nesting. The contractor has confirmed that in the event of the cancellation of other planned work, they will bring forward the works to the play area. However, if this does not prove possible, then the play area will be closed on Tuesday, 8th April. This is because the playgroup using the halls have an event scheduled for 9th April which would involve use of the play area.

Highways Improvement Schemes – in accordance with the decisions of Council at its meeting on 13th January 2025, the Clerk has submitted four highways schemes as part of North Somerset Council's 'Pipeline' scheme for transport improvements. The schemes submitted relate to the following:

- An integrated scheme aimed at improving the safety of access and egress into/from the village centre by way of:
 - Providing traffic lights at the junction of Bleadon Road and Bridgwater Road
 - Reducing the speed limit on Bridgwater Road on the approach to Bleadon Mill/Bridge Road
 - Resurfacing works at the junction of Bridge Road
- An integrated scheme to improve safety for road users and pedestrians at the intersection of Celtic Way, Coronation Road and Shiplate Road by way of:

- Improved signage and road markings
 - Resurfacing works to the highway
 - Traffic regulation orders to address inappropriate/unsafe parking
 - Upgrades to pavements/footways within the vicinity
- A speed reduction scheme throughout the main population areas - in this respect, the Parish Council has identified the issue and is inviting North Somerset Council to come forward with technical proposals to address the issue.
- The provision of mirrors at four locations.

It will be some months before a definitive response is received from North Somerset Council as to whether any of these proposals will be progressed, but a compelling evidence case has been presented, which includes identified sources of funding which would mitigate the impact upon the use of North Somerset Council's limited highways budgets.

Recommendations:

- i) That the actions of the Clerk be endorsed.
- ii) That the Clerk be authorised to commit the Council to further expenditure of up to £900 in respect of the purchase of gravel grids to support the completion of works to the rear of the Coronation Halls.

Information Items/Correspondence Received

1. Correspondence with North Somerset Council regarding the submission of four highways improvement schemes.
2. Correspondence with North Somerset Council regarding the Community Governance Review and the status of the proposed renaming of the District Council ward to include reference to 'Bleadon'.
3. Correspondence with ALCA regarding advice issued in relation to additional housing sites requirements.
4. Confirmation of use of layby in Roman Road as a checkpoint in connection with the Mendip Challenge on 1st June 2025.
5. Correspondence with North Somerset Council regarding funding arising from changes to Section 106 agreements, maintenance of PROWs and the protection of Public Open Space.

BLEADON PARISH COUNCIL

STANDING ORDERS

~~FEBRAURY 2024~~FEBRUARY 2025

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INTRODUCTION

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs.

For convenience, the word "councillor" is used and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in

the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they considers has been breached or specify the other irregularity in the proceedings of the meeting they is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 60(~~—~~) minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	■
Committee meetings	■
Sub-committee meetings	■

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in

accordance with standing order 3(e) shall not exceed ~~30~~ minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than ~~3~~ minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).
- p The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be

- decided by a majority of the councillors and non-councillors with voting rights present and voting.

- r The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:

- the time and place of the meeting;
- the names of councillors who are present and the names of councillors who are absent;
- interests that have been declared by councillors and non-councillors with voting rights;
- the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- if there was a public participation session; and
- the resolutions made.

- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

- v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting

- shall be adjourned to another meeting.
- x A meeting shall not exceed a period of ~~2~~ hours.

4. COMMITTEES AND SUB-COMMITTEES

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i shall determine their terms of reference;
 - ii shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ~~3~~ days before the meeting that they are unable to attend;
 - vi shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix shall determine if the public may participate at a meeting of a committee;

- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

- i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chair of a committee [or a sub-committee/working group] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee/working group] does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee [or the sub-committee/working group], any 3 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes

shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ~~10~~ 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least ~~7~~ 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal**

data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

Full Council meetings ■
Committee meetings ■
Sub-committee meetings ■

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made ~~[by the Proper Officer]~~ OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
 - i without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the

- transaction of the business;
- ii. granting the dispensation is in the interests of persons living in the Council's area; or
- iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i at least three clear days before a meeting of the council, a committee or a sub-committee,
 - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and
 - Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ~~7~~ days before the meeting confirming their withdrawal of it;
 - iii convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
 - iv facilitate inspection of the minute book by local government electors;
 - v receive and retain copies of byelaws made by other local authorities;
 - vi hold acceptance of office forms from councillors;
 - vii hold a copy of every councillor's register of interests;
 - viii assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
 - x receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the ~~[Chair or in their absence the Vice-Chair (if there is one) of the Council]~~ OR ~~[Chair or in their absence Vice-Chair (if there is one) of the (---) Committee]~~ nominated lead councillor within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of ~~[the Council;]~~ OR ~~[(---) committee];~~
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as

practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
- ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i. the keeping of accounting records and systems of internal controls;
- ii. the assessment and management of financial risks faced by the Council;
- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- iv. the inspection and copying by councillors and local electors of the

Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below **£2530,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of **£2530,000** but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of

those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of ~~[Council (or relevant sub-committee)] OR [the () committee] OR [the () sub-committee]~~ is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of ~~[the () committee] OR [the () sub-committee]~~ relevant committee or, if they ~~is~~ are not available, the vice-chair ~~(if there is one)~~ of ~~[the () committee] OR [the () sub-committee]~~ of absence occasioned by illness or other reason and that person shall report such absence to ~~[the () committee] OR [the () sub-committee]~~ the relevant committee at its next meeting.
- c The chair of ~~[the () committee] OR [the () sub-committee]~~ relevant committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of ~~[the member of staff's job title], the Proper Officer~~. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by ~~[the () committee] OR [the () sub-committee]~~ relevant committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of ~~[the () committee] OR [the () sub-committee]~~ the relevant committee or in their absence, the vice-chair of ~~[the () committee] OR [the () sub-committee]~~ the relevant committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of ~~[the relevant committee] [the () committee] OR [the () sub-committee]~~.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by ~~[the member of staff's job title] the Proper Officer~~ relates to the chair or vice-chair of ~~[the () committee] OR [the () sub-committee]~~, the relevant committee this shall be communicated to another member of ~~[the () committee] OR [the () sub-committee]~~ the relevant committee, which shall be reported back and progressed by resolution of ~~[the () committee] OR [the () sub-committee]~~ the relevant committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order

19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
 - b ~~[[If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.~~
- ~~OR~~
- b. ~~[[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.~~

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- ~~b [Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]~~

~~The above is applicable to a Council with a common seal.~~

OR

- ~~b [Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]~~

~~The above is applicable to a Council without a common seal.~~

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no councillor shall:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ~~3~~ 4 councillors to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.