

Hinton Blewett Parish Council

Meeting No. 13 – 23/01/2018

MEMBERS ARE HEREBY SUMMONED TO A MEETING OF THE PARISH COUNCIL ON TUESDAY 23rd JANUARY 2018 IMMEDIATELY FOLLOWING THE PLANNING MEETING IN THE VILLAGE HALL

Members are reminded of the requirement to declare any relevant Pecuniary Interests before discussion of the Agenda item concerned.

Public Participation

Parishioners are welcome to attend and observe all meetings of the Parish Council but may only speak in the public participation section before the meeting and may speak for no longer than 3 minutes.

Agenda

1. To receive apologies for absence
2. To receive declarations of interest
3. To adopt the minutes of the meetings of the Council held on Tuesday 28th November and Friday 8th December 2017
4. To discuss response from the Village Meeting on views
5. To consider and agree the budget for 2018-19
6. To consider and agree the precept for 2018-19
7. To review the allocation of grants under Section 137 and to consider grant requests
8. To agree the Monthly Accounts and budget variances to 31st December 2017 and to confirm the bank reconciliations to December 2017
9. To authorise payments and note income
10. To review arrangements for last year's Christmas tree
11. To discuss Parish Council communications to residents
12. To respond to B&NES consultation on contracts for supported bus services
13. To receive an update on Highways and Footpaths
14. To receive the Clerk's resignation and to report arrangements for recruitment
15. To receive Ward Councillor's report
16. To receive items for information from the Clerk

EFMerko

Emily Merko, Clerk to the Parish Council

18th January 2018

Meetings in 2018: 27th March, 22nd May (Annual Meeting), 24th July, 25th September, 27th November

Annual Parish Meeting: 24th April 2018

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability) Crime and Disorder, Health and Safety, and Human Rights.

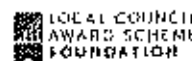
Meetings take place in the Village Hall unless otherwise indicated. Parishioners are welcome to observe all meetings of the Council but are not entitled to address any meeting unless a written request to do so has been received by the Clerk by noon on the preceding day.

Chairman: Liz Brimmell, Abbots Barn Cottage, Hinton Blewett, Bristol BS39 5AL

Tel: 01761 453926. Email: EBrimmell@btinternet.com

Parish Clerk: Emily Merko, 18 Inner Elm Terrace, Westfield, BA3 3XT.

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Agenda (further details)

1. To receive apologies for absence
2. To receive declarations of interest
3. To adopt the minutes of the meeting of the Council held on Tuesday 28th November and Friday 8th December 2017 (attached)
4. To discuss response from the Village Meeting on views
5. To consider and agree the budget for 2018-19. Draft budget and notes attached.
6. To consider and agree the precept for 2018-19. Draft precept calculations attached.
7. To review the allocation of grants under Section 137 and to consider grant requests. The limit set for the allocation of grants under Section 137 for 2017/8 is £7.57 per elector which gives Hinton Blewett Parish Council the power to make grants up to a total of £1778.95 in 2017/18. The grants budget for 2017/18 is £835 which comprises of £560 for community grants and £275 held in reserves from last year's grant budget. As in previous years requests have been received from St Margaret's Churchyard (£250), Hinton Blewett Village Hall (£190) and Dial a Ride (£45) (attached)
8. To agree the Monthly Accounts and budget variances to 31st December 2017 (attached) and to confirm the bank reconciliations to December 2017 (Cllr Huffadine)
9. To authorise payments and note income

Payments

£250	Grant to St Margaret's Churchyard (chq 510)
£45	Grant to Midsomer Norton and Radstock Dial a Ride (chq 512)
£190	Hinton Blewett Village Hall (chq 511)
£3.60	Clerk's PAYE due to HMRC quarter 3 (chq 508)
£96	Hire fees for Village Hall 2017 (chq 513)
£335	Access ramp for Village Hall (+VAT)
£138	Chew Valley Gazette advert for new Clerk (+VAT)
£TBC	Radstock Journal advert for new Clerk
£TBC	Society of Local Council Clerks advert for new Clerk

Standing Orders

Clerk's salary - NJC salary scale point 18, pro rata for 6 hours per week
Clerk's homeworking allowance

Receipts

No income to report.

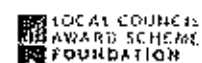
10. To review arrangements for last year's Christmas tree (Cllr Mrs Arnold's comments attached)
11. To discuss Parish Council communications to residents. To discuss procedure for communications to residents.
12. To respond to B&NES consultation on contracts for supported bus services. B&NES is considering whether to extend these contracts, or to make changes to services to reduce the costs of operation. Of particular

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interest are buses 768, 672 and 67. Buses 752 and 754 are not affected by this consultation. See attached letter.

13. **To receive an update on Highways and Footpaths**
 - The clearance of Spring Lane by volunteers from Bath Ramblers was completed over Christmas.
 - The obstruction of footpath PROW CL1/21 by electric fencing has been reported to the PROW Officer who has written to the landowner.
 - Complaints about the state of Coley Hill – 5 bollards have been torn off and the stone wall on the bend is beginning to fall. To be reported to Highways
 - Road flooded again above New Chapter Farm in spite of drain clearance by resident. Highways should have followed up on the matter up with the landowner last year.
 - Resident unblocked field drain to clear flood on the Sutton Road junction with Whitehill Lane.
 - Complaints about outside light at Abbots Barn Farm being a safety hazard to drivers have been reported to Highways.
 - Part of Old Rectory hedge is blocking pedestrian road access. To be reported to Highways.
 - To report on the site meeting with Ward Cllr Warren to discuss Highways and drains.
14. **To receive the Clerk's resignation, to agree to advertise for a new Clerk.** The Clerk has submitted her resignation. The official notice period is one month but the Clerk is willing to stay longer if necessary to ensure a smooth hand-over. Funds are held in reserves for advertising and training costs for a new Clerk and additional funds have been proposed for next year's budget.
15. **To receive Ward Councillor's report.** Verbal update to be given at the meeting.
16. **To receive items for information from the Clerk**
 - a) **Actions list**

To note actions completed and those which are ongoing.
 - b) **Data Protection update:** NALC have issued a briefing regarding Data Protection Officers (DPOs). It outlines the responsibilities and suitability of candidates for the role. Crucially the DPO must "understand the nature, scope, context and purposes of the council's processing activities and associated risks", have "expert knowledge of data protection law and practices" and they must be involved in decisions regarding data protection and compliance with the legislation. The DPO may be a member of staff and it would be acceptable to have a single DPO shared between a number of authorities. However, they "cannot hold a position which determines the purposes and the means of the processing of personal data". Lastly, it is NALC's view that most clerks and RFOs cannot be designated as a council's DPO.

At the present time it is recommended that the Parish Council waits for further guidance from NALC and ALCA on a suitable way forward for small Councils. The DPO must be in place by May 2018.
 - c) **Playing Field:** A suggestion has been made to place a geocache at the Playing Field to add to the trail of other geocaches already in the village and at the same time as an attempt to attract visitors to the playing field. As the current lease-holder, the Parish Council is asked whether it has any objections.
 - d) **CCTV:** To note the attached report on initial investigations into the suggestion for CCTV in the village. To re-visit in the future.
 - e) **Royal Garden Party:** ALCA invites the Parish Council to nominate one Councillor or ex-Councillor to attend this year's Royal Garden Party. Nominations will be drawn from a hat and the nominees and guests of two Councils will be chosen to attend. The guidelines for nomination are attached.

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- f) **Mendip Local Plan Part II: Sites and Policies Pre-submission Draft consultation:** Individuals are invited to comment. <http://www.mendip.gov.uk/localplanpart2>
- g) **Items of information circulated since the last agenda:**
- Link to [B&NES' adopted Placemaking Plan](#)
 - B&NES Public Health News
 - Update on HELAA & B&NES Local Plan process
 - B&NES Consultation on public transport contracts
 - [Mendip Local Plan Part II: Sites and Policies](#), Pre-submission Draft consultation
 - B&NES waste collections -- penalties for extra rubbish
 - Highways England Strategic Road Network report consultation
 - B&NES Proposed Highway Structural Maintenance Capital Programme for the 2018/2019
 - Brain tumours - using your local influence to help us find a cure
 - Breaking the Mould – conference for Local Councils run by Frome Town Council

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**MINUTES OF THE MEETING OF HINTON BLEWETT PARISH COUNCIL HELD
ON TUESDAY 28th NOVEMBER 2017 IN THE VILLAGE HALL
Draft until adopted by Council and signed by the Chairman**

Present: Cllrs Mrs E Brimmell (Chairman) and C Arnold and Cllrs D Duckett, D Huffadine, M Jay, S Keith
The Minutes were taken by E Merko (Clerk).

Public Participation: There was one member of the public present.

The Chairman opened the meeting at 7.35pm.

- 17/348 Apologies:** Apologies were received from Cllr D Elliott.
- 17/349 Declarations of interest:** Cllr Jay declared an Interest in item 15 on Footpaths.
- 17/350 Adoption of Minutes:** The minutes of the meeting of the Parish Council held on 26th September and Planning meetings held on 26th September and 19th October 2017 were agreed as an accurate record. The minutes of all three meetings were proposed and agreed for adoption.
- 17/351 Opening up of the views:** Quotes had been obtained for raising the head of trees and laying the hedges along the bottom of the fields below Lower Road. The landowners' views had been sought in the first instance. It was agreed that a village meeting would be arranged for early January. If the views of the village were favourable to the project then the possibility of donations would be sought or provision could be considered in the 2018/19 budget and precept calculation to take the project forwards. If there was not sufficient support from the village then the project would be closed.

ACTION 17/351/1: arrange and publicise a public meeting to present to the village the project to open up the views.

- 17/352 Christmas tree:** the Parish Council discussed a suggestion from a resident for a Christmas tree to be shared with the Ring O'Bells pub. Comments from residents regarding the Christmas tree on the Barbury were also discussed. It was noted that on the question of having a Christmas tree at all the responses showed 12 in favour and 6 against. Therefore it was agreed that the Parish Council should go ahead with a Christmas tree. It was felt that a tree in the pub courtyard supported by the Parish Council would still be seen as the pub's tree and therefore this idea would not be pursued. The possibility of a power supply either from the pub or from the Rectory was dismissed as trailing wires was too dangerous. The Parish Council then gave serious consideration to the idea of a "daytime tree" with enhanced decorations but no lights and also to the idea of lights powered by a car battery.

It was agreed that the suggestion to power lights from a car battery would be investigated and the following actions pursued as soon as possible:

- Ask at the Risk Assessments workshop, to be attended by two Councillors and the Clerk, what risks should be considered with use of a car battery;
- If approved to liaise with Cllr Jay about the loan of a battery and safety measures that would need to be put in place;
- To purchase a set of lights suitable for use with the battery;
- To confirm costs and arrange installation of the tree;
- If the battery idea was not possible to continue with the solar powered display for this year.

The Parish Council thanked everyone that had responded to the email about the Christmas tree and it was suggested that residents could be invited to donate decorations for the tree. However, it was later decided that this was not practical.

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Lastly, the Parish Council discussed a suggestion from the pub to hold a joint Christmas lights celebration with them at a celebratory event on 8th December. Unfortunately, the installation of the tree was not possible until 9/10th so it was agreed to decline on this occasion but to be open to future joint community events.

17/353 Dog fouling: the Parish Council discussed a suggestion that a letter should be sent to all residents outlining their responsibilities as dog owners. It was noted that the law did not prohibit dog fouling on agricultural land or indeed on any land where a speed limit was above 40mph. It was therefore on moral grounds that the Parish Council would be raising the issue. The danger to livestock was considered serious. Therefore, instead of a letter to residents, it was agreed that fresh posters asking owners to pick up after their dogs would be produced and put around footpaths.

ACTION 17/353/1: Produce and distribute posters to encourage walkers to clean up after their dogs.

17/354 Village Litter Picking Day 2017: it was agreed that the annual litter picking day would be Sunday 4th March in line with The Great British Spring Clean. B&NES would be asked to supply equipment as usual and advertising of the event would follow.

ACTION 17/354/1: arrange village litter picking day for Sunday 4th March.

17/355 B&NES Options Consultation: Preferred site options consultation would follow next summer and it was hoped the new Local Plan would be adopted in 2019. Attention was drawn to Housing Development Boundaries (HDB). Although verbal assurance had been given that any permitted development adjacent to the HDB did not mean an automatic re-drawing of the HDB, the Council would notify B&NES to ensure that it would be consulted on any suggestion of redrawing the HDB.

17/356 Data Protection: the requirements of the General Data Protection Regulations were noted.

17/357 Parish Council risk assessment: following review of the amendments, the risk assessment was approved for 2018 and would be published on the website.

17/358 Budget 2018/19: the draft budget was discussed.
It was agreed that the printer did not need to be replaced at present and that no further funds needed to be earmarked but that the EMR should be held for future need.
A possible budget for opening up the views was suggested.
It was agreed that the grants budget should be increased.
A suggestion of CCTV was discussed due to the increased incidents of break-ins. The clerk would investigate the law around CCTV on private buildings capturing images of public areas and if appropriate costs would be investigated.

ACTION 17/358/1: Investigate CCTV and costs.

17/359 Monthly accounts and bank reconciliation: The Finance Monitor confirmed at the meeting that the bank reconciliation was correct. The accounts and variances were noted. It was proposed and agreed that the accounts report to 31st October 2017 was a true reflection of the bank account.

17/360 Authorisation of payments:
The following payments were considered:

Cheques

£116.00	ALPHA finance software licence 2017/8 (+VAT) (chq 504)
£349.88	Barbury maintenance 2017 by B&NES (+VAT) (chq 505)
£95.00	Fuel for cutting of the Playing Field (A Grant) (chq 506)
£90.00	Risk assessment training by ALCA for Clerk, Cllr Brimmeß, Cllr Duckett

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Standing Orders

Clerk's salary at NJC salary scale point 18, pro rata for 6 hours per week.
Clerk's homeworking allowance (£18 pcm).

Cllrs Huffadine and Duckett were instructed to sign cheques and invoices. It was proposed and agreed to approve the payments.

The following receipts were noted:

£4155.00 Precept part 2
£35.00 Parish Grant part 2

17/361

Highways and Footpaths:

- The response from B&NES on the standard of Highways repairs was noted. The Parish Council was not happy with the response regarding the standard of repairs and asked that the history of the enquiry was taken up with Ward Cllr Warren.
- Mud on the road and grass growing through it was reported on Widcombe Hill and Hook Lane and would be reported to B&NES.
- A large branch blocking the footpath at Hollowmarsh Lane had now been cleared and thanks sent to the PRow Officer.
- Fencing obstructing access between footpaths CL12/23 and CL12/22 was being investigated as the legal designation of the footpaths was conflicting. B&NES was in on-going discussion with the landowner and about the possible re-siting of a stile.
- The opening up of Spring Lane along the original track was discussed in order to restore the historical trackway. It was not intended to make any improvements to the base of the track which was water logged. The PRow officer had suggested that Bath Ramblers would be able to help.

ACTION 17/361/1: To contact Bath Ramblers regarding the renovations to Spring Lane.

17/362

Ward Councillor's report: as Cllr Warren was not present there was no report.

17/363

Items for information from the Clerk:

- a) **Actions Report:** the report was noted. The Playing Field shelter would be delivered in mid-January.
- b) **Residents' survey:** completion of actions resulting from the survey in January 2017 was noted.
- c) **Litter/dog waste bin at Coley:** as B&NES were not able to empty additional bins it was agreed that the purchase and installation of a bin by the Parish Council was not appropriate.
- d) **Play area inspections:** the observation of the inspector regarding the height of the basket swing was noted. It was reported that this had now been actioned and the height now set at the correct level.
- e) **Defibrillator:** the decision not to go ahead with purchase of a spare kit shared with other Parishes was noted.
- f) **Other information:** the items of information that had been circulated were noted.
- g) **Fireworks:** it was noted that recent fireworks had disturbed livestock. It was asked that a reminder be posted on the noticeboard again asked residents to inform neighbours when planning displays.
- h) **Chew Valley Transport Strategy:** it was reported that the recent consultation presentation had included a potential approved cycle route through the village and it was asked that the Parish

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Council respond to highlight the danger to cyclists around the road between North Widcombe and Tudor Farms between which very large farm vehicles passed frequently and could be a danger to cyclists along a narrow stretch of road.

It was resolved to close the meeting to the Press and Public on the grounds that the following item involved the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act, 1972, as amended.

17/364 Maintenance of the Barbury: quotes from four contractors were considered. It was proposed and agreed to accept the quote from Primrose Garden Maintenance for £50 per cut for cuts between mid-March and mid-October 2018. It was hoped that mowing fortnightly instead of the previous monthly cuts would improve the look of the Barbury.

ACTION 17/364/1: Clerk to contact Primrose Garden Maintenance and obtain completed Contractor's Work Sheet.

The meeting was re-opened.

The meeting closed at 9.41pm.

**MINUTES OF THE PLANNING MEETING OF HINTON BLEWETT PARISH COUNCIL HELD
ON FRIDAY 8th DECEMBER 2017 IN THE VILLAGE HALL
Draft until adopted by Council and signed by the Chairman**

Present: Cllr Mrs E Brimmell (Chairman) and Cllrs D Duckett, D Elliott, D Huffadine and M Jay.

The Minutes were taken by E Merko (Clerk).

Public Participation: There were no members of the public present.

The Chairman opened the meeting at 10.45am

17/365 Apologies: Apologies were received from Cllr Mrs C Arnold.

17/366 Declarations of interest: There were no declarations of interest.

17/367 Planning applications:

17/05607/FUL Westend Farmhouse Upper Road

The Council considered an application for erection of a single storey storage shed with a single stable for Mr S. Tovey.

It was agreed to support the application provided that the buildings were for non-commercial/domestic use.

17/368 Planning decisions: the following decisions were noted:

17/04246/FUL Abbots Barn Cottage, Cameley Lane

Full application for erection of single storey rear extension for Mrs E Brimmell.

Decision: Permit

17/03639/FUL Homefields, Widcombe Hill

Full application for provision of additional stabling, car port and creation of all weather riding arena - all for private use for Mr C Whitmarsh

Decision: Permit

The meeting closed at 10.50am.

Budget for 2018-19
DRAFT 4 - Parish Council 23rd January 2018

Last Year Budget (LYB)	Predicted to Year-End (Expected Actual-EA)	Notes	Next Year Budget (NYB)	Variance between last year's budget and this year's budgets
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Administration

Clerk's Salary	3010	3010	NYB=SCP 19+2% @ 6 hours p/w + £100 contingency. This budget has been left as it is to allow for negotiable starting salary of the new Clerk.	3200	+190
Clerk's Expenses	270	270	NYB=homeworking allowance £180+2% + occasional mileage £50	270	
Accounts Software	120	116	2018-9 price confirmed as 119	120	+4
Website	100	122	Email & web hosting £60 +2% ad hoc IT support £60	125	+25
Equipment and expenses	430	352	LYB=laptop replaced using EMR (£422) Actual EA=£430 NYB=stationary £70, MS Office £80, £150 laptop EMR, NO printer EMR as savings are sufficient. No need to replace printer yet.	300	-130
Training	250	462	LYB=Planning training paid for from EMR (£212). Actual EA=£250 NYB=£350 New Clerk's training (Being a Good Cllr, Clerk's training, software). Plus £150 for general ad hoc training.	500	+250
Subscriptions	270	270	LYB= included Local Councils Award Scheme costs NYB= ALCA/NALC £53.23 (confirmed), SLCC £84 (confirmed), ICO £35+2%	175	-95
Recruitment Costs	75	75	EA=costs for recruitment of new Clerk NYB= shortfall for imminent recruitment costs for new Clerk (125) plus contingency for future recruitment (350)	475	+400
Audit Fees	100	0	LYB=no audit fee this year as spending was under £10,000. NYB=no external audit required but budget in case audit is requested as a result of public inspection. Fee for this is confirmed as £200. To EMR if unspent at Year-End.	200	+100

Last Year Budget (LYB)	Predicted to Year-End (Expected Actual-EM)	Notes	Next Year Budget (NYB)	Variance between last year's and this year's budgets
320	350	EA=includes possible extra premium for new play equipment (shelter etc) NYB=conservative estimate on premium as suggested by Cam&Co (includes new ply equipment and increase of 2% on IPT - now 12%)	390	+45
120	164	NYB=around 12 meetings at £12 each plus £20 contingency	166	+44

Trf from Earmarked Reserve	-634	Spending taken from EMR = new laptop £422, Planning training £12.	0
OverHead Expenditure	5065		5940

Trf to Earmarked Reserves (for info only - figures already included in relevant budget lines above)	0	Laptop contingency EMR £150, printer contingency EMR £100, Clerk's training contingency EMR £100, Recruitment EMR £75.	0
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Precept	8310	8310	
Precept Grant	70	70	30-40
Interest Received	0	4	0
Total Income	8380	8384	30

100 Net Expenditure	3315	3327	-5910
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Last Year 2017-18 Budget (£YB)	Predicted to Year-End (Expanded Actual-EA)	Notes	Next Year 2018-19 Budget (NYB)	Variance between last year's and this year's budgets
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Facilities and Maintenance

Barbury Mowing	360	350	Quote accepted from Primrose Garden Maintenance for 2018, 16 cuts at £50 per cut.	800 +440
Footpath Maintenance	700	700	LYB=NYB footpath clearance £650 (poc additional strimming for reinstated footpaths) + ad hoc works £100	750 +50
Defibrillator	245	245	LYB=cabinet refurbishment-£125, £100 EMR for new defib £50 for sundries + £20 for electricity NYB=£100 EMR for new defib + £50 for sundries + £20 electricity	170 -75
Outdoor Maintenance	650	500	LYB= budget for cleaning ragwort (£170) not used. NYB=noticeboard maintenance £30, maintenance of PS & Barbury benches and posts at PS £80, weeding around Barbury £100, clearing ragwort £170, ad hoc works £120. (Prospect stile maintenance moved to 4243 below)	500 -150
Prospect Stile	0	47	EA = repairs to vandalised sign	80 +80
Village Pound refurbishment	100	50	NYB - regular strimming and hedge trimming based on 2017 costs last year this was budgetted under 4230 above)	50 -50
Christmas tree	80	80	LYB=regular strimming, removal of tree LYB=NYB purchase and installation	80

OverHead Expenditure 2135 1972 2430

Trip to Eamarked Reserves for info only - figures already included in relevant budget (lines above)	0	100	Defib replacement EMR-£100	0
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Grant Income - Footpaths	622	629	NYB=EA	629
Total Income	622	629		

200 Net Expenditure	-1513	-1343		-1801
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Last Year 2017-18 Budget (LYB)	Predicted to Year-End (Expected Actual-EA)	Notes	Next Year 2018-19 Budget (NYB)	Variance between last year's and this year's budgets
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Playing Field

Playing Field Maintenance	410	410	NYB=expenses for grass cutting £100, Strimming £180, cut hedge inside £50, cut hedge outside £50, ad hoc maintenance to equipment £50	430 +20
Play Equipment	0	1220	EA=shelter and gossip area paid for from grants and EMR (5001 and 1101 below)	0
Play equipment inspections	340	230	NYB=EA+3%	237 -103
Playing Field fees	1	1	annual lease = £1 plus £99 contingency to EMR for lease renewal	100

Trf from Earmarked Reserve	0	-288	spending on shelter etc taken from EMR	0
OverHead Expenditure	751	1573		767

Grant Income - Playing Field	0	932	EA=Community Empowerment Fund £260 and Village Hall fundraising £682	0
Total Income	0	932		0

300 Net Expenditure	-751	-641		-767
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Section 137

Grants - Section 137	560	560	LYB=Village Hall £250+Churchyard £250+ Dial a Ride £60 NYB=VH-£300, Churchyard-£300, Dial-a-Ride-£60	560 +100
OverHead Expenditure	560	560		660
400 Net Expenditure	-560	-560		-660

Last Year 2017-18 Budget (LYS)	Predicted to Year-End (Expected Actual-SA)	Notes	Next Year 2018-19 Budget (NYB)	variance between last year's and this year's budgets
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Total Budget Expenditure	8511	9162	9797	
Income	9002	9945	659	

Net Expenditure	481	783	-9138	
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Earmarked Reserves (EMR) at 31st March 2018 (predicted)

EMR Prospect Site Sign	0.00
EMR Playing Field	60.00
EMR Laptop and printer	678.36
EMR Recruitment	225.00
EMR Public Rights of Way	600.00
EMR Defibrillator	175.00
EMR Grants	275.00
EMR Training	158.00
	2171.36

Hinton Blewett Parish Council - Precept 2018-2019

DRAFT 4 - Parish Council 23rd January 2018

	<u>Year End</u> <u>Estimate</u> <u>2017/18</u>	
Opening Balance 1st April 2017	£6,328	← Balance of two bank accounts taken from Year End accounts. Inc Earmarked Reserves (EMRs) of £7568
Plus Income	£9,945	→ Total estimated Budget expenditure not including spending from Reserves (922) and including "expenditure" for transfer to Reserves (525)
Less Expenditure	£9,162	
Less Expenditure from Reserves	£922	← Laptop £122 Training £212 Play equipment £288
Plus funds transferred to Reserves	£525	→ Recruitment (75) Laptop/printer (250) Training (100) Defibrillator (300)
Closing Balance 31st March 2018	£6,714	

	<u>Precept</u> <u>2018/19</u>	
Opening Balance 1st April 2018	£6,714	
Less Earmarked Reserves at 31st March 2018	£2,171	← Playing Field (60) Laptop and printer (428) Recruitment (225) Prow (600) Defibrillator (175) Training (158)
Less Expenditure	£9,797	→ Including budgeted funds for reserves: Laptop (150) Recruitment (350) Defib (100) Future Playing Field lease fees (99)
Plus Income	£659	
Less General/Contingency Reserve	£4,000	← Small Councils are advised to have reserves to cover 4-6 mths annual expenditure for Clerk's illness/ unplanned expenditure. £4000 = 4.8 months exp.
To Precept for 2018-2019 <i>Last year's precept: £8,310</i>	£8,595	← -£8,595 % increase in precept
Tax Base Band D Properties 2018/2019	136.38	→ This figure is a 3.32% increase on last year's precept and results in a £4.34 increase to the tax payer (see below)

Precept 2009/2010	£29.33
Precept 2010/2011	£29.06
Precept 2011/2012	£30.78
Precept 2012-2013	£30.29
Precept 2013-2014	£32.97
Precept 2014- 2015	£45.10
Precept 2015-2016	£57.81
Precept 2016-2017	£57.81
Precept 2017-2018	£58.68
Precept for a Band D property 2018-2019	£63.02

Hinton Blewett Parish Council 2017-18
Detailed Receipts & Payments by Budget Heading
Monthly Report at 31/12/2017

		Actual Year to Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget	Transfer from EMR
100 Administration							
1076	Precept	8310	8310	0		100.00%	
1077	Precept Grant	70	70	0		100.00%	
1090	Interest Received	2	0	-2		0.00%	
Administration :- Receipts		8,382	8,380	-2		100.00%	0
4000	Clerk's Salary	2199	3010	811	811	73.10%	
4010	Clerk's Expenses	162	270	108	108	60.00%	new laptop paid from EMR
4011	Accounts Software	115	120	4	4	96.70%	
4014	Website	122	100	-22	-22	122.00%	
4015	Office expenses	448	430	-18	-18	103.80%	422
4020	Training	422	250	-172	-172	168.80%	212
4030	Subscriptions	218	270	51	51	81.10%	
4040	Recruitment Costs	0	75	75	75	0.00%	
4060	Audit Fees	0	100	100	100	0.00%	no audit fee this year as receipts and payments for 2016-7 both under £10,000
4070	Insurance	326	320	-6	-6	101.90%	
4080	Hire of Hall	0	120	120	120	0.00%	
Administration :- Indirect Payments		4,012	5,085	1,053	1,053	79.20%	634
Net Receipts over payments		4,370	3,315	-1,055			
Net Transfer to/from EMR		634					
Movement to/(from) Gen Reserve		5,004					
200 Facilities and Maintenance							
1100	Grant Income - Footpaths	629	622	-7		101.10%	
Facilities and Maintenance :- Receipts		629	622	-7		101.10%	
4200	Barbury Mowing	350	360	10	10	97.20%	
4210	Footpath Maintenance	600	700	100	100	85.70%	
4220	Defibrillator	145	245	100	100	59.20%	
4230	Outdoor Maintenance	429	650	221	221	66.10%	
4240	Prospect Stone Sign	47	0	-47	-47	0.00%	vandalism repairs
4245	Village Pound	44	100	56	56	44.00%	
4250	Christmas tree	0	80	80	80	0.00%	
Facilities and Maintenance :- Indirect Payments		1,615	2,135	520	520	75.70%	
Net Transfer to/from EMR		0					
Movement to/(from) Gen Reserve		-987					

Hinton Blewett Parish Council 2017-18
Detailed Receipts & Payments by Budget Heading
Monthly Report at 31/12/2017

	Actual Year to Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget	Transfer from EMR
300 Playing Field						
1101 Grant Income - Playing Field	250	0	-250	-250	0.00%	Community Empowerment Fund grant from BARNES
1300 Donations Rec'd	682	0	-682	-682	0.00%	
Playing Field :- Receipts	932	0	-932	-932	0.00%	donations from Village Hall fundraising
4310 Playing Field Maintenance	367	410	43	43	89.50%	
4311 Play Equipment inspections	230	340	111	111	67.50%	
4330 Playing Field fees	1	1	0	0	100.00%	
Playing Field :- Indirect Payments	598	751	154	154	79.60%	
Net Transfer to/from EMR	0					
Movement to/(from) Gen Reserve	335					
400 Section 137						
4400 Grants - Section 137	0	560	560	560	0.00%	
Section 137 :- Indirect Payments	0	560	560	560	0.00%	
Net Transfer to/from EMR	0					
Movement to/(from) Gen Reserve	0					
<hr/>						
Grand Totals:- Receipts	9,043	9,002	-41		110.50%	
Payments	6,225	8,511	2,287	2,287	73.10%	
Net Receipts over Payments	3,718	491	-3228			
Net Transfer to/from EMR	634					
Movement to/(from) Gen Reserve	4,352					

HINTON BLEWETT VILLAGE HALL MANAGEMENT COMMITTEE
(Registered Charity number 266230)
Litton Lane, Hinton Blewett

16 January 2018

Dear Sirs,

I am writing on behalf of the Village Hall Committee to thank the Parish Council for its previous support of the Village Hall. Also to request that consideration is given to continuing your support by way of a payment of £190, a lower request than in previous years in recognition of the Parish Council's recent purchase of an access ramp to be used at the hall.

Thanking you in anticipation,

David Luffadine
Treasurer

From: Robert Drewett
Sent: 08 January 2018 14:45
To: Clerk Hinton Blewett
Subject: RE: Churchyard grant 2017/8

Dear Emily

Thanks for your email
Could we please apply for a grant of **£250** towards the upkeep of the churchyard?

Kind regards
Robbie

To:

Emily Merko – Clerk
Hinton Blewett Parish Council



RE Grant Application:

Midsomer Norton & Radstock Dial A Ride; including East & West Hopper Services, covering the Chew Valley & Cam Valley, operate a useful door to door community service, with low floor accessible buses for people who have no viable public transport options i.e. Rural Areas, or find public transport difficult to use; i.e. the disabled or elderly & wheelchair users.

As a registered charity, the Midsomer Norton & Radstock Dial A Ride; including East & West Hopper Services, would like to be considered for a Grant of **£45** for the financial year **April 2018 - March 2019**, to help towards operating costs & further expansion of the service in your area.

Thank you for your support in 2017/2018; we hope you will continue to support this service in the future.

If any further information or leaflets are required, please contact us on 01761 418097 or Email: info@diataridemsn.co.uk

Yours Faithfully

Alvin Craig & Adrian Brimson
(Co-ordinators)

Heartsease
15 Glanville Drive
Hinton Blewett

4th January 2018

Dear Emily,

Please can you circulate the following to the Parish Council with the paperwork for the meeting on 23rd January. As I shall be away and will miss the meeting, I would like my thoughts to be considered by Councillors, thank you.

Christmas Tree

As you are possibly aware, I will be unable to attend the next meeting of the Parish Council as I shall be away on holiday.

At the meeting on 23rd January, I am mindful of the fact that the Council will be discussing the Christmas tree and I wished my feelings to be known. I do realise that, as I will not be there, I will have no voting rights, however, as I played my part in the process I wished to clarify my thoughts for you all.

Originally, in 2014, Hilary Howells, Liz and I thought it would be a lovely idea for the village to have a Christmas tree as there had never been one for us all to enjoy. To that end, we obtained permission from the Parish Council at the meeting on 26/11/2014, item 791, and following this we purchased, out of our own purses, the tree and some solar lights, as it was nigh on impossible to supply electricity to the Barbury.

The Parish Council agreed on 25/11/2015, item 15/82, to purchase a tree and place provision in the following year's budget to cover the cost of it. In addition, on 28/11/2016, item 16/217, the purchase and installation of a tree was approved for that year.

I received an email from Emily dated 1st November, containing an attachment from one villager, Geraldine McGrath, who had written stating that; "I notice in the past there has been a tree placed on the Barbury over the Christmas period, whilst I appreciate the gesture and effort that has been put into this, I feel it (*sic*) rather insignificant." Emily had asked us to give our thoughts and I suggested that we could survey the villagers to discover what they felt about the tree.

This was then placed as an agenda item for the meeting on 28/11/2017, item 5, "to discuss a suggestion for this year's Christmas tree". Immediately the item was reached on the agenda on the 28th, I stated that it had been my suggestion to gauge the feelings of the villagers and to that end had proposed we ask for their views on the tree. I had felt that the Parish Council would then be fully informed as to how people in the village felt about the tree and could make their decision whether to go ahead with it accordingly.

Geraldine McGrath had made a suggestion; "I would like to suggest to the Parish Council, that this year instead of spending our funds on a separate tree we (I would state at this point that this lady is not a member of the Council) liaise with the Landlord of the pub and if in agreement we mutually purchase a tree for the village and pub and share the costs." As I said at the Council meeting, I thought this was a decision for the Council to discuss and had therefore not suggested we ask villagers about this in the survey. Our Chair, rightly said, that we could not possibly ask villagers for their views on this prior to a decision from the Council to discuss it with the pub.

Both issues were discussed at the Council meeting; ie a) whether to have a tree at all and b) whether to approach the pub. The decision for a) was in the affirmative and for b) in the negative. As a result of this, our Chair put plans in hand to erect a tree.

A week later, the pub erected a substantial, well illuminated tree and following the planning meeting on the Friday morning, as I understand it (I wasn't actually there), there was some discussion about changing the decision that had been made in Parish Council. Our tree was due to be erected two days later. As a result, Emily sent out guidelines regarding the process for altering a decision on 8th December. Following this, on 10th December our Chair wrote to us telling us that putting up the tree "in the face of such adversity" had been abandoned.

Following this, I was taken aback and saddened to read the tone of the subsequent emails flying around the Parish Council. Some of these reiterated the views of Councillors which had been expressed at the Council meeting. This included the fact that villagers did not have the suggestion of joining with the pub as part of the survey. This had been fully explained at the meeting. One councillor has demanded that the Parish Council "discuss the original decision to send a questionnaire to the village regarding a Xmas tree and its (*sic*) content". This was fully discussed at the previous meeting and in my opinion does not need further airing. I held my hand up that it was my fault that the survey went out to villagers prior to the meeting in November. I now consider that further discussion regarding next year's tree can be considered at Council meetings later in the year.

I was extremely sad that the opportunity was then taken to criticise our Chair. One councillor stated, on 14th December, their concerns with the "intransigence of the Chairman which in my view was totally unnecessary and not conducive with the role of Chair". When she had already responded to the adverse views of councillors on the matter, this was so disappointing.

In conclusion, I feel bewildered that what began as such a positive idea for our village at this time of peace and goodwill had resulted in so much angst and obvious anger. I trust that this episode can now be put behind us and we can move forward in unity.

Kind regards,
Chris Arnold

Bath & North East Somerset Council

Public Transport

Keynsham Civic Centre, Market Walk, Keynsham, BS31 1FS
Minicom: 01225 394166 Council Connect: 01225 39 40 41
www.bathnes.gov.uk

Date: 2nd January 2018
Our ref:
Direct line: 01225 477804
Fax:
Email: richard_smith@bathnes.gov.uk

Parish and Town Councils
Bath and North East Somerset

Dear Councillors

Re: Contracts for supported bus services

The Council funds a number of supported bus services under contracts that are due to end during 2018. The management of these contracts is jointly undertaken by Bath & North East Somerset Council and the West of England Combined Authority. The Council faces severe limitations in its income and is therefore considering whether to extend these contracts, or to make changes to services to reduce the costs of operation.

To help inform and advise any decisions on the future of these contracts we are therefore inviting the views of Councillors, Parish and Town councils, operators, residents, users, and other stakeholders as to the best and most appropriate way to proceed. The responses will further help us develop the detail of specifications for any contracts that are retendered.

The services concerned are:

- Services 2, 6A, 8, 9, 265:** Evening Services in Bath
- Service 20A/C:** Bath Circular services
- Service 82/82A:** Paulton – Westfield – Radstock Tynning
- Service 172:** Bath – Midsomer Norton – Paulton (evenings)
- Service 179:** Bath – Timsbury – Radstock – Writhlington (evenings and Sundays)
- Service 672 & 67:** Blagdon- Bristol via Bishop Sutton, Chew Magna, and Dundry

Service 768: Clutton – Radstock – Timsbury – Englishcombe - Bath

Service A4: Early morning service from Chandag Estate in Keynsham
A separate schedule is provided for each service. Contracts are either net subsidy contracts where revenue is retained by the operator; or gross cost contracts where the Council retains the revenue. In either case the net cost to the Council is quoted, along with patronage and revenue data where available. The revenue data is based on the actual cash revenue and an approximation of the concessionary revenue from the Diamond travelcard scheme.

Specific issues in respect of each service are detailed in the individual schedules. For all services the Council intends that fares will be aligned with commercial fare levels elsewhere in the area. All consultees are invited to submit their views on these specific issues, as well as to timetabling, routing, frequency, or any other matter affecting one or more of the individual services.

Whereas bus operators are under no obligation to consult users before making changes to their commercial network, the Council is keen to hear the views of users on the services it supports financially, to help inform its decisions.

The Council has not completed its budget round for 2018/19 and there can be no certainty as to whether all or any of the services will be able to be retained in their current form.

Please could you submit any comments, proposals, or suggestions not later than **Wednesday 31st January 2018**, to public_transport@bathnes.gov.uk so that these can be considered when decisions are made on the future of the services and tender specifications drawn up.

As a result of all these consultations the detail of any contracts to be let may differ from the services in operation at present. If contracts are re-tendered it is anticipated that the formal invitations to Tender will be published in March 2018.

I look forward to receiving your advice and suggestions. Please note that this consultation will also be published on the Council website, and advertised on vehicles operating the services where this is practicable.

Yours faithfully

Richard Smith
Senior Public Transport Officer
Public Transport

Service 2, 6A, 8, 9, and 265 in Bath (Evenings)

The Council supports evening journeys (Mon-Sat) within Bath to

- Combe Down (2); see [First Service 2.pdf](#) for route map and timetable
- Larkhall and Fairfield Park (6A), see [First Service 6 6A 7.pdf](#) for route map and timetable
- Kingsway (8); see: [First Service 8.pdf](#) for route map and timetable
- Upper Weston (9); see: [First Service 9.pdf](#) for route map and timetable

Two buses are used to provide the services.

B&NES also supports evening services to Bathampton through a contribution to a contract let by Wiltshire Council on service 265. This requires the evening 265 service to divert via Bathampton village.

B&NES contract 2, 6A, 8, 9	
Contract Net Cost 2017/18	£31,360
Patronage (estimated)	34,000
Concession journeys %	20%
Cost per passenger journey	£0.92

Daytime buses on these services are operated commercially and not affected by this.

Consultation Issues

The Council faces a significant funding shortfall and is therefore looking at options to reduce supported service costs.

Around half of customers on the services use tickets that are pre-purchased from the operator. The Council considers that a reduced level of service may be commercially viable.

Some journeys on the services can be made directly on other commercial evening bus services; whilst other journeys may be feasible using a combination of walking and other commercial bus services.

Options include:

1. Reduction of the level of supported service to that which can be provided by one vehicle
2. Withdrawal of financial support to allow flexibility in the level of commercial replacement by operators.
3. Withdrawal of the contribution to the evening 265 service with the loss of the service via Bathampton village.

Further surveys of patronage and concession use are being undertaken as part of this tender exercise.

Service 20A/C: Bath Circular services

The route map and current timetable are at: [B&NES service 20A/C.pdf](#). The service is operated by Wessex under the terms of a net subsidy contract.

The Council supports an hourly service around the entire route in each direction (Monday – Saturday). This is supplemented by an additional vehicle that increases the frequency of service to half hourly between Twerton Parade and Bath University on weekdays during University terms. There is no evening or Sunday service. This service requires 4 buses in total.

The Council funds some students to travel on the service between Weston and Ralph Allen school, but most students use other services that are operated commercially.

Contract Net Cost 2017/18	£249,578
Annual Patronage	155,642
Concession journeys %	30%
Cost per passenger journey	£1.61

Consultation Issues

The Council faces a significant funding shortfall and is therefore looking at options to reduce supported service costs.

The 20A/C contract is the largest single financial commitment to supported bus services made by the Council and options are therefore being considered as to how the overall cost could be reduced.

Options include:

1. Re-routing of the service to operate via Bath Western Riverside between Windsor Bridge and Brougham Hayes. This would provide access benefits for residents of BWR and potentially attract more customers to the service. We anticipate that access through BWR will be available for buses by summer 2018.
2. Re-structuring the service into smaller elements more related to passenger usage of the services. This might include:
 - A half hourly service between the University and Twerton
 - A reduced frequency of service (every 90 minutes rather than hourly) on Widcombe Hill, Julian Road and Weston Road.
 - Removal of services on the section of route Twerton - Oldfield Park – RUH where there are commercially operated alternatives.
3. Removal of the service in its entirety, allowing commercial operators to develop replacement services where they feel this is feasible (e.g. potentially between the University and Twerton). The Council would then

have the option of restoring some services where this is not commercially viable.

Option 1 would reduce the cost of the service by increasing fare income.

Options 2 and 3 above would reduce the number of vehicles required to operate the service, reduce costs, and potentially improve reliability on individual sections of route because the impact of delays on one section of route would be localised.

Further surveys of patronage and concession use are being undertaken as part of this tender exercise.

Service 82/82A Paulton – Radstock Tynning via Westfield

The Council supports a daytime (Mon-Fri) service that provides links between:

- Residential areas in Paulton and
- Midsomer Norton
- Residential areas in Westfield
- Radstock and Radstock Tynning

The route timetable is at: [Frome Minibus 82 timetable.pdf](#)

The service is operated by Frome Minibuses under a net subsidy contract

Contract Net Cost 2017/18	£27,249
Patronage (estimated)	32,000
Concession journeys %	75%
Cost per passenger journey	£0.84

Consultation Issues

The Council faces a significant funding shortfall and is therefore looking at options to reduce supported service costs.

The service operates close to main roads that are served by established commercial services and many passengers could access these services instead.

Options include:

1. Withdrawal of the service
2. Replacement by re-routing of services 414 and 424 to serve Westfield estates and Radstock Tynning (as operated on Saturdays)
3. Retaining elements of the service by linking to housing developments where developer support is available.
4. Replacement in part by development of Farecar (shared taxi services) for Radstock area

Further surveys of patronage and concession use are being undertaken as part of this tender exercise.

Service 172 Bath - Paulton via Peasedown St John and Midsomer Norton

The Council supports late evening journeys after 2100 (Mon-Sun) between Bath and Paulton via Midsomer Norton and Radstock. Route map and timetable details are at: [First Mendip Explorer.pdf](#). The subsidy funds 4 departures from Bath (Mon-Sat) and 2 departures on Sunday together with 3 departure (Mon-Sat) and 1 (Sun) in the opposite direction. Two buses are used to provide the service each evening.

Services are operated by First under separate arrangements for Monday-Saturday and Sunday

Monday – Saturday evenings	
Contract Net Cost 2017/18	£40,195
Patronage (estimated)	36,880
Concession journeys %	11%
Cost per passenger journey	£1.09

Sunday evenings	
Contract Net Cost 2017/18	£9,788
Patronage (estimated)	2,990
Concession journeys %	12%
Cost per passenger journey	£3.27

The daytime 172 service is operated commercially and is not affected by this.

Consultation Issues

The Council faces a significant funding shortfall and is therefore looking at options to reduce supported service costs.

More than half of customers on the services use tickets that are pre-purchased from the operator. The Council considers it likely that the service may be commercially viable, at least on some evenings during the week.

Options include:

1. Reduction of the level of supported service to that which can be provided by one vehicle each day.
2. Withdrawal of financial support to allow flexibility in the level of commercial replacement by operators.

Further surveys of patronage and concession use are being undertaken as part of this tender exercise.

Service 179 Bath - Writhlington via Timsbury, Farmborough, Paulton and Midsomer Norton

The Council supports a full Sunday timetable and evening journeys (Mon-Sat) between Bath and Writhlington via Timsbury, Farmborough, Midsomer Norton and Radstock. Route map and timetable details are at: [First Service 179.pdf](#). Separate arrangements apply for each of the Sunday service; the evening departure from Bath at 19:40 (Mon-Sat); and the later departure at 23:00 on Fridays and Saturdays only.

Sunday services	
Contract Net Cost 2017/18	£10,000
Patronage (estimated)	3,900
Concession journeys %	35%
Cost per passenger journey	£2.54

Monday – Saturday evenings 19:40 departure	
Contract Net Cost 2017/18	£21,675
Patronage (estimated)	2,035
Concession journeys %	16%
Cost per passenger journey	£10.67

Friday & Saturday evenings 23:00 departure	
Contract Net Cost 2017/18	£14,872
Patronage (estimated)	905
Concession journeys %	14%
Cost per passenger journey	£16.44

The daytime 179 service is operated commercially and is not affected by this.

Consultation Issues

The Council faces a significant funding shortfall and is therefore looking at options to reduce supported service costs.

In light of the cost the Council pays for each passenger journey the evening services are considered to represent very poor value for money. It is not considered likely that any commercial level of direct service would be feasible but more complex journeys (changing at Radstock to service 178) would allow passengers travelling from Bath at 19:30 to return to Hallatrow, High Littleton, Farmborough and Timsbury.

Options include:

1. Re-tendering of Sunday services with a view to retaining the service subject to the prices received from operators.
2. Withdrawal of evening services where value for money is very poor.

Further surveys of patronage and concession use are being undertaken as part of this tender exercise.

Service 672: Blagdon & Chew Valley service

The Council supports a daytime 672 service (Mon-Sat) between Blagdon and Bristol via the Chew valley and Dundry. The route map and timetable are at: [Chew Valley Transport Guide.pdf](#). North Somerset Council fund 25% of the costs of the service.

The 672 service is operated by Abus apart from the 18:10 departure from Bristol that is operated by Bugler Coaches.

Contract Net Cost 2017/18	£89,748
Patronage	15,812
Concession journeys %	47%
Cost per passenger journey	£5.69

The council also supports the complementary service 67 operated by Abus during School holidays at a cost of £3,542.

Consultation Issues

The Council faces a significant funding shortfall and is therefore looking at options to reduce supported service costs. Despite this it is recognised that alternative travel options in the rural area served by the service are very limited.

This service requires at least two vehicles and two drivers to operate because of the span of operation which covers commuter services and off-peak journeys in between.

Options include:

1. To reduce the service to operating Monday-Friday only, with no Saturday service. Operators have struggled to find resource available on Saturdays to run services and have to charge the Council a premium to provide the services.
2. To withdraw the service that departs from Bristol at 18:10, with the remaining service undertaken by one bus and driver. The last service from Bristol would therefore be at 16:45; the later 18:10 journey is the most costly element of service operation, but some users would have to change arrangements to use the earlier service.
3. To retain the first (06:53 ex Blagdon) and last (18:10 ex Bristol) trips on broadly the current timetable, but to operate off-peak services to/from Long Ashton Park & Ride where passengers will be able to transfer to the frequent MetroBus services for Bristol City Centre and Temple Meads

It is envisaged that a service would arrive in Long Ashton at around 10:30, and a return journey from Long Ashton to the Chew Valley and Blagdon

would operate around 16:00. In addition passengers returning to Chew Magna, Chew Stoke, Bishop Sutton and West Harptree would have the option of using service 67 which leaves Bristol at 13:05. Using Long Ashton P&R site as an off peak terminus also allows interchange to the 505 service to Southmead Hospital.

There is a reduction in service during the middle of the day but the service would be able to be operated by one bus and driver and significant savings would result in consequence.

Further surveys of patronage and concession use are being undertaken as part of this tender exercise.

Service 768: Clutton- Bath via Englishcombe & Clandown.

The Council supports a daytime (Mon-Fri) service that provides links between:

- Clutton and Farrington Gurney to Midsomer Norton and Radstock,
- Clandown, Camerton, and Timsbury to Radstock and Bath
- Englishcombe and Priston to Bath

The route map and timetable are at: [B&NES 768 leaflet.pdf](#)

Morning and evening peak commuter journeys between Writhlington and Bath use vehicles that operate on other contracts, but two further buses operate off-peak during the day. All services are operated by CT Coaches.

Contract Net Cost 2017/18	£106,500
Patronage	9,650
Concession journeys %	70%
Cost per passenger journey	£11.53

Consultation Issues

The cost of the service is partly offset by a developer contribution which will not be available after August 2018.

The Council faces a significant funding shortfall and is therefore looking at options to reduce supported service costs. Despite this it is recognised that there are limited alternative travel options in the rural area served by the service.

The service has suffered from repeated re-timetabling to adapt to changes in the commercial market, most recently replacing services between Clutton and Midsomer Norton when First withdrew the 379 in April 2017. This has damaged user confidence in the service.

Options include:

1. Retention of the peak services between Writhlington and Bath
2. Withdrawal of the developer-funded journeys between Clutton – Timsbury at an early stage
3. Replacement of off-peak services by development of Farecar (shared taxi services) for Midsomer Norton & Radstock area
4. Replacement of off-peak services by development of Farecar (shared taxi services) for Englishcombe-Bath services

Service A4: Chandag Estate Keynsham.

The Council supports one early morning trip (Mon-Fri) journey from the Chandag Estate (05:52 ex Charlton Road) to Keynsham town centre on service A4 operated by Bath Bus Company.

Contract Net Cost 2017/18	£1,539
Patronage	350
Concession journeys %	0%
Cost per passenger journey	£4.35

Usage and cost per passenger have been calculated from information provided by the operator.

The core service between Bath and Bristol Airport via Keynsham is operated commercially and not affected by this.

Consultation issues

The Council faces a significant funding shortfall and is therefore looking at options to reduce supported service costs.

Subject to the cost per passenger being acceptable then:

Options include:

1. Retention of this journey if a lower cost can be negotiated.
2. Withdrawal of the journey

ACTIONS LIST 2017-18

Previously completed actions are highlighted in grey

ACTION #	DESCRIPTION	DATE ACTION RAISED	ALLOCATE TO WHO (and notes)	RESPONSE NOTES	COMPLETION REPORTED TO PC
16/177/1	To investigate the possibility of installing No Parking sign on a resin cement panel.	27.07.16	EB & EM	Ongoing: the owner of the wall has agreed to the sign. A concrete/resin base required. M/ to sign-write wording.	
17/301a/1	To look into the possibility of tree works to improve the view from Lower Road. To discuss with the landowners and with B&NES.	25.07.17	EB&DD to do a site visit and draw up an action plan of who to talk to and in what order.	Ongoing: A tree surgeon has visited and given detailed advice. Preliminary contact has been made with land owners. An open meeting was held 15 th January 2018. Update to be given at the meeting.	
17/304/1	To draft a complaint to B&NES about lack of inclusion of the GAs in Placemaking Plan (PMP), which represented a considerable amount of work and important matters that were intended to be a planning material consideration.	25.07.17	EB&EM	Richard Daone, B&NES agreed to incl GAs in PMP archive. ? Has this been done. Full GAs to also be included in review of CVNP	26-09-2017
17/313/1	To produce and deliver a leaflet encouraging residents to get involved in ideas and activities for the Playing Field.	25.07.17	EM	3/8/17 Leaflet drafted but PE Committee decided to wait for now as it was not felt that extra people were needed for the current project. COMPLETE	26-09-2017
17/328/1	Apply to Community Empowerment Fund for a grant for Playing Field equipment	26.09.17	EM	Grant awarded in November 2017. COMPLETE	28-11-2017
17/328/2	Arrange transfer of Village Hall donations to Parish Council for purchase of equipment	26.09.17	EM/DH	To be COMPLETED at PC meeting on 28 th November.	28-11-2017

17/328/3	Purchase Playing Field equipment and arrange installation.	26.09.17	EB/DD/EM	Order has been placed for the shelter which is being custom built. ONGOING	23.01.2018
17/328/4	(In the Spring) distribute leaflet and look to arrange a village event	26.09.17	EM		
17/329/1	Community consultation on plans to open up the view over the Cam.	26.09.17	EB/DD/DH	COMPLETE. Meeting held 15 th January 2018.	23.01.2018
17/333/1	Spare defib battery and pads to be shared with neighbouring parishes. To confirm agreement to the Clerk at Ubley and to report back when/if the spare kit was purchased and where it was to be located.	26.09.17	EM	29.9.2017 confirmed to Ubley Clerk that PC agrees to share purchase 16.11.2017 Ubley no longer wish to pursue this option so idea closed CLOSED	28.11.2017
17/339c/1	Source quotes for grass cutting of the Barbury.	26.09.17	EM	Four quotes obtained to take to Parish Council on 28 th November. Primrose Garden Maintenance appointed COMPLETE.	28.11.2017
17/351/1	Arrange and publicise a public meeting to present to the village the project to open up the views.	28.11.17	EM, EB, DD, DH	COMPLETE. Meeting held 15th January 2018.	23.01.2018
17/353/1	Produce and distribute posters to encourage walkers to clean up after their dogs.	28.11.17	EM	COMPLETE.	23.01.2018
17/354/1	Arrange village litter picking day for Sunday 4th March.	28.11.17	EM	ONGOING.	
17/358/1	Investigate CCTV and costs.	28.11.17	EM	ONGOING. Initial investigations into the rules and regulations for CCTV have been made.	
17/361/1	Investigate working party for clearing old historic route along Spring Lane.	28.11.17	EB	COMPLETE. This work was completed in late December by a group of volunteers from Bath Ramblers.	23.01.2018

CCTV

Parish Council, 23rd January 2018

This report has been researched with reference to a suggestion that the Parish Council investigate the installation of CCTV to cover the entrances to the village. In light of recent burglaries and thefts of and from vehicles it has been suggested that CCTV footage of vehicles entering and leaving the village could help apprehend thieves and serve as a deterrent. CCTV cameras would need a power source and a link to a recording device. Therefore, it is likely that the cameras would need to be affixed to a residential property. The aim of this report is to highlight some of the key points for consideration when deciding whether to pursue the use of CCTV.

The main regulations to consider in the use of CCTV are the Surveillance Camera Code of Practice (from the Protection of Freedoms Act) and The Data Protection Act (soon to be replaced with the General Data Protection Regulations). Any images of areas that are not private property are subject to the Data Protection Act and as such any CCTV operator capturing an image of an area (however small) that is not their own private property must register with the ICO as a data controller. The Parish Council is already registered with the ICO.

Taken from the ICO's website

The CCTV operator must:

- Make sure someone in the organisation has responsibility for the CCTV images, deciding what is recorded, how images should be used and who they should be disclosed to.
- Register with the Information Commissioner's Office.
- Have clear procedures on how to use the system and when to disclose information.
- Make regular checks to ensure the procedures are followed.
- Have a retention policy for the length of time images will be kept.

Signage is very important. Signs must be visible and clear and must include details of the organisation operating the CCTV.

Under the Data Protection Act individuals have the right to request all identifiable data held on them and the data could be subject to the Freedom of Information laws.

The images must be safeguarded, and this is the responsibility of the organisation operating the CCTV. The Parish Council could be vulnerable if the data was being recorded to an individual's private residence. Therefore, a camera which is the property of the Parish Council but is affixed to and recording within a private residence could be considered to be jointly owned and jointly operated. Therefore, it may be considered necessary for the private individuals to register with the ICO.

Surveillance Camera Code of Practice taken from gov.uk website
(Section 30 (1) (a) of the Protection of Freedoms Act 2012)

Some key points that I have taken from this code:

The government considers that wherever overt surveillance in public places is in pursuit of a legitimate aim and meets a pressing need, any such surveillance should be characterised as surveillance by consent, and such consent on the part of the community must be informed consent and not assumed by a system operator.

It would be worth consulting the village if the Parish Council wanted to pursue CCTV to ensure that a majority were happy with the proposal.

"Where a system is jointly owned or jointly operated, the governance and accountability arrangements should be agreed between the partners and documented so that each of the partner organisations has clear responsibilities, with clarity over obligations and expectations and procedures for the resolution of any differences between the parties or changes of circumstance."

If the CCTV was to be "jointly owned" then appropriate governance and accountability arrangements should be agreed and signed.

The Code suggests 12 Guiding Principles that should be adopted by all operators.

IMPORTANT – Please read as failure to comply will lead to disappointment!

GENERAL

ALCA can allocate invitations to two Local Councils, in the West of England area, to send a Representative to the Royal Garden Party 2018.

Those two Local Councils will be “drawn out of a hat”.

Once the draw has taken place and Local Councils informed, they can send a Representative to the Royal Garden party accompanied by **one other person** e.g their partner / relative / friend / another councillor.

Those attending will be representing ALCA as well as their own Local Council.

For a chance of your Local Council being selected to send a Representative to the Royal Garden Party, nominations need to be made to ALCA on the form below.

It is essential that all details entered on the nomination form are correct. Inaccuracies have, in the past, caused distress and embarrassment. Please therefore ensure that all names and addresses reflect each guests' form of identification that they will be asked to bring with them e.g. Passport, driving licence to allow them to gain access to the event. If in doubt, please check with the guests. *For example, if somebody is known as Mike but the name as it appears on their passport is Michael John, please ensure that Michael John is written on the form.*

WHO CAN BE NOMINATED AS A REPRESENTATIVE

The nomination made should be in recognition of **PAST** service as Chairmen of Parish Council and Town Mayors in England. It is therefore appropriate that outgoing members, rather than those newly elected as Chairmen, should be invited to attend.

Nominations can only be made for councillors who are British or European Union citizens, although their guest(s) may be of other nationalities. However, all guests, nominated or accompanying, must be resident in the United Kingdom.

Representatives must **NOT** have previously attended a Royal Garden Party.

No one under the age of 18 years can be nominated or taken as the accompanying guest.

THE PRACTICALITIES

Representatives will need to meet their own travel and subsistence costs, unless their council has elected to meet Chairmen's Expenses.

There are no parking facilities available at Buckingham Palace, with the exception of disability badge holders (blue badge holders) which should be noted on the form below. The palace will contact that guest requesting details of the disability badge.

Representatives who require assistance **MUST** be accompanied and this must be made clear on the nomination form. The entrance to and the grounds of the palace is accessible by wheelchair and disabled parking is close to the palace entrance (Blue Badge Holders only).

Invitations will be issued approximately 6 weeks prior to the Garden Party and this pack of information is very detailed. Your nominated guests might also find it helpful to follow this link - <https://www.royal.uk/garden-parties>

If the invitation has not been received within three weeks of the date of the garden party, please contact NALC directly.

All communications to Buckingham Palace can only be carried out via ALCA, not directly.

In the event that a nominated councillor is unable to attend the Royal Garden Party 2018, for whatever reason, they will not be invited again.

**DEADLINE FOR SUBMISSION OF NOMINATIONS TO ALCA – 17:00
WEDNESDAY 31ST JANUARY 2018**

PLEASE NOTE - Buckingham Palace have specifically stated that late changes to nominations cannot not be entertained by the palace. Therefore, once these details have been submitted by ALCA using this form, they cannot be changed.

NOMINATION for the Queens Garden Party on Tuesday 5th June 2018

Name of Local Council		
Nomination		
Title		
Forenames(s)		
Surname		
Decorations/Post Nominals		
Address 1		
Address 2		
Town		
Postcode		
Disabled access	Yes / No	
Guest		
Title		
Forenames(s)		
Surname		
Decorations/Post Nominals		
Address 1		
Address 2		
Town		
Postcode		
Disabled access	Yes / No	

DEADLINE FOR SUBMISSION OF NOMINATIONS TO ALCA

17:00 WEDNESDAY 31ST JANUARY 2018

