

Councillors are Summoned to Meeting in the Village Hall at 7pm on Monday January 13th 2025

Nigel Ashton, Gordano Valley Ward Cllr attends when possible

Members of the public will not be able to participate in the meeting but may talk with Councillors before or after it.

Don Hill - Clerk

Agenda & Agenda Notes

There is a Councillor vacancy - please contact a Councillor or the Clerk if you are interested in becoming involved

Before each meeting Clerk & Chair will Exchange back up disks

The December 9th 2024 meeting was cancelled

1 APOLOGIES

2 DECLARATIONS OF INTEREST (Dispensations apply to Cllrs re the setting of the precept, and to Village Hall matters)

3 LAST MEETING MINUTES + MATTERS ARISING

Meeting minutes of November 11th to be agreed and signed.

4 PLANNING *(The NSC website has full details. Applications notified on the meeting day will also be considered)*

New: 24/P/2484/MMA: Sea View Farm, Walton Bay: reduction in size of extension at 23/P/0673/FUH. Considered by Members via email. No objections. To be ratified.

5 PARISH MATTERS

- i. **Street Light:** Pole in place; awaiting light fittings.
- ii. **Traffic Speed Issues:** Progress is being made on this complex issue, albeit slowly.
- iii. **Village Notice Board:** Given that the perspex cannot be replaced, chemical cleaners will be used to clean the perspex surface.
- iv. **Parish Maintenance:** Risk Assessments as required by our insurance company will be presented. See agenda item 6 below.
- v. **Walton Brook retaining wall repair : Gabion in brook :** See NSC's response to Nigel Ashton.
- vi. **Walton Bay Bus Stop erosion:** No feedback from NSC yet re NSC or BT investigations.
- vii. **B3124 Speed Limit Signage From Clevedon:** Overgrowth to be cleared. **Cllr Flower.**

6 GOVERNANCE

Approval and signature of Parish Maintenance and SID Operation Risk Assessments. These will future proof the Council in the context of our insurance company requirements per agenda item 5 iv above.

7 COUNCILLORS REPORTS

8 FINANCE

- i. **2024-25 Accounts to date:** to be reviewed against the bank statements.
- ii. **Payments to Authorise:** none
- iii. **Hall Hire:** increase after very many years from £6 per hr to £8 per hr. Therefore annual payment for 1.5 hrs goes from 9 x 12 = £108 per yr to 12 x 12 = £144 per year.
- iv. **2025-26 Budget:** draft to be finalised and precept set.

9 DATE OF NEXT MEETING: Monday February 10th 2025 at 7pm in the Village Hall.

Minutes of the Meeting Held on Monday 11th November 2024

Meetings are held at 7.00pm in the Village Hall unless stated otherwise - Nigel Ashton, Gordano Valley Ward Cllr, attends when possible

Present: Cllrs Brian Cannell (Chair), Claire Flower, Dave Wherrett

In Attendance: Don Hill (Clerk)

Public Attendance: 1

074/24 APOLOGIES

Cllr Dickinson, Ward Cllr Ashton

075/24 DECLARATIONS OF INTEREST (Dispensations apply to Cllrs re the setting of the precept, and to Village Hall matters)

None

076/24 LAST MEETING MINUTES + MATTERS ARISING

Meeting minutes of the October 14th were agreed and signed.

077/24 PLANNING (The NSC website has full details. Applications notified on the meeting day will also be considered)

New: None

078/24 PARISH MATTERS

- i. **Street Light:** Pole in place; awaiting light fittings.
- ii. **Traffic Speed Issues:** Progress is being made on this complex issue, albeit slowly.
- iii. **Village Notice Board:** Having found a possible source of perspex from a resident at Walton Down, it transpires that the doors are made in a unitary fashion that means the perspex cannot be replaced. There may be a chemical that can clean the perspex surface.
- iv. **Parish Maintenance:** Clerk working on contractor work schedule and insurance issues. An update should be available for the December meeting.
- v. **Walton Brook retaining wall repair : Gabion in brook :** The overgrowth has been cleared by residents, but NSC has not indicated if and when it will remove the gabion.
- vi. **Walton Bay Bus Stop erosion:** No feedback from NSC yet re NSC or BT investigations.
- vii. **Defibrillator Service Payments:** have been provisioned for in the draft 2025-26 budget.
- viii. **B3124 National Speed Limit Signage leaving The Village towards Clevedon:** The Village Hall side sign is now re-fixed. The Manor side overgrowth of the sign to be cleared by **Cllr Flower**.
- ix. **Roadside Hedges:** Work on known overgrown hedges either done or booked to be done.

079/24 COUNCILLORS REPORTS

Cllr Wherrett: Gullies at the Two Acres junction marked for clearance. NSC plan to remove bus stops as part of its new bus strategy. It is hoped that those at Walton Bay can be saved.

080/24 FINANCE

- i. **2024-25 Accounts to date:** reviewed against the bank statements and approved.
- ii. **Payments to Authorise:** none
- iii. **2025-26 Budget:** preliminary draft presented; will be discussed at the December meeting.

081/24 DATE OF NEXT MEETING: Monday December 9th at 7pm in the Village Hall.

The meeting closed at 7.40pm

PARISH WORKS RISK ASSESSMENT - WALTON-IN-GORDANO PARISH COUNCIL
Parish works surrounding Moor Lane, The B3124, Walton Street and Down Road

Subject	Risk Identified	Risk High/ Medium/Low	Management / Control of Risk	Review / Assess / Revise
Highway Verges, signs, bollards, triangles, lay byes and bus stops	Risk of injury to both public and contractors if sensible precautions are not put in place.	M	Workers are expected to carry out work in a manner that proves safe for both the public and their employees. They must use appropriate protective equipment and the correct tools for the job in hand. Spot checks will ensure that work is completed to the Council's expectations and the work site left in a good condition. Roundup is the only chemical approved for use in open spaces.	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Parish Council Assets 2 Noticeboards, Streetlight	Risk of injury (eg splinters, minor cuts), trip hazard,	L	Assets are checked regularly by contractor or Clerk and cleaned/repaired as needed.	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Contractors Work as contracted throughout the Parish	Risk of injury to both public and contractors if sensible precautions are not put in place.	L	Where the Council employs contractors to carry out work the work, timetabling and cost will be agreed in advance. All contractors must have Public Liability Insurance to a value of at least £5million. They are expected to carry out work in a manner that proves safe for both the public and their employees. They must use appropriate protective equipment and the correct tools for the job in hand. Spot checks will ensure that work is completed to the Council's expectations and the work site left in a good condition. Roundup is the only chemical approved for use in open spaces.	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
	Correct Insurance and Licences.	L	Public Liability Insurance Certificate, and relevant waste disposal licences must be in place: copies must be logged in the Council's records held by The Clerk.	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Litterpicking by Volunteers	Injury from glass, other dangerous litter, or from collision with bikes or vehicles.	M	Wearing of high visibility outer wear. Plastic Gloves provided. Litter pickers and hoops provided to avoid bending or straining to reach litter. Sensible safety guidelines are given before a litter pick begins. Any children must be accompanied by either their parents or group leaders (eg, Brownies, Cubs etc, confirmed by an exchange of emails.)	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.

The information given above was agreed on:
(Date)

Signed - Chair:

Signed - Clerk:

SPEED INDICATOR DEVICE RISK ASSESSMENT - WALTON-IN-GORDANO PARISH COUNCIL

Management of Speed Indicator Device (SID)

SID will be moved around the parish and be attached to street furniture as agreed with North Somerset Council
This work will be done by Members of the Council, The Clerk, Volunteers or a combination of these

Subject	Risk Identified	Risk High/ Mediu m/Low	Management / Control of Risk	Review / Assess / Revise
Manual Handling of SID and Battery Pack	Lifting or otherwise handling the SID and battery pack	M	Battery packs are to be removed before lifting the SID. Users with back problems should assess whether they can safely lift the SID and battery	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Inclement Weather	Extremes of weather can cause windblown debris, slips and falls etc	L	Postpone the SID activity if there are high winds, rain, snow, etc.	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Working at Height	Use of stepladders	M	Users shall follow the guidance in HSE leaflet Safe use of ladders and stepladders: A brief guide (hse.gov.uk) Stepladder certified to EN 131-2 "Professional" standard, and is designed to take a vertical static load of 150kg. Activities requiring the use of a stepladder is limited to 30 minutes' duration. User competence of how to operate a stepladder is to be demonstrated in accordance with HSE leaflet Working at height: A brief guide (hse.gov.uk)	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Slips Trips and Falls	Sprain injuries etc	L	Users to wear strong, sensible footwear with adequate grip – no open-toed footwear allowed.	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Aggressive Behaviour	Harassment from drivers, pedestrians or other persons	M	Users to cease SID activities if they encounter anyone who makes them feel uncomfortable or that is acting suspiciously. Any threats of violence (whether or not actual injury /damage occurred) should be reported to the Parish Council/Police.	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.

Traffic or Pedestrian Movements	Operatives impact with pedestrians or vehicles	M	SID activities should only be undertaken at the NSC Highways approved locations in the parish. Users are to remain on the footways or verges at all times, and not step onto the carriageway. Users to wear appropriate PPE (high-visibility vests).	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Unnecessary Risk Taking	Unguarded movements such as stretching or stepping into the highway	L	SID activities should only be undertaken by users after they have received training from the manufacturer or the SID coordinator.	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Electric Shock	Electric shock or skin contamination arising from the handling or charging of the SID batteries. Electric shock from contact with exposed wires in the vicinity of the SID location.		Other than routine cleaning and battery pack changes, all repairs and maintenance of the SIDs are to be undertaken by the manufacturer. The SIDs are battery powered. Users are to inspect before use and report any damage to the SID Coordinator. Ensure that there is no exposed wires or cables on the post on which the SID is being installed or in the immediately surrounding area. If found abort the activity and inform NSC via the SID Coordinator.	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.

The information given above was agreed on:
(Date)

Signed - Chair:

Signed - Clerk:

WALTON-IN-GORDANO PARISH COUNCIL INCOME & EXPENDITURE: 1st April 2024 - 31st March 2025 (Precept £7542.00)

DATE	BANK (run via deposit account)				GENERAL FUND EXPENSE ANALYSIS											OPERATING FUNDS					
	ITEM	CH	IN	OUT	BALANCE	Stmnt	NOTES	Clerk	Clk/Clr	Hall	Public	Ins/Subs	Parish	Other	Web	TOTALS	VAT	Election	Capital	General	Total Op
-2025									Exp	Hire	Light	Audit	Maint	Costs	site			Pro	Prov	Fund	Funds
Apr 1	Funds Bought Forward				15,165.05													2335.24	6400.00	6429.81	15165.05
	Less bal on Treasurer's a/c				500.00															500.00	500.00
	Less prior year WME for Jan 24				20.30																0.00
	OPERATING BAL B/F				14,665.05	Mar												2,335.24	6,400.00	5,929.81	14665.05
Apr 3	Vision ICT Bal of Web Set Up	839		918.00	13,747.05	Apr									918.00	918.00	153.00			918.00	
	Hall Hire - Year Apr 24-Mar 25	840		108.00	13,639.05	Apr			108.00							108.00				108.00	
	ALCA Sub 2024-25 lost in post	841		0.00	13,639.05											0.00				0.00	
	Clerks Pay & Expenses	SO		230.80	13,408.25	Apr		204.60	26.20							230.80				230.80	
	WME Public Light - Feb 24	DD		18.57	13,389.68	Apr					18.57					18.57	0.88			18.57	
	NSC 1st half precept	BACS	3771.00		17,160.68	Apr										0.00		500.00	3,271.00		
	Zurich Insurance	842		226.33	16,934.35	Apr						226.33				226.33				226.33	
	Interest Earned		15.23		16,949.58	Apr	Agrees									0.00				15.23	
May 13	Clerks Pay & Expenses	SO		230.80	16,718.78	May		204.60	26.20							230.80				230.80	
	March WME Taken July 2nd			0.00	16,718.78	-										0.00				0.00	
	P Smith re Internal Audit	843		50.00	16,668.78	May						50.00				50.00				50.00	
	Interest Earned		18.60		16,687.38	May	Agrees									0.00				18.60	
	ALCA Sub 2024-25 Ch 841 lost in post	844		84.92	16,602.46	Jun						84.92				84.92				84.92	
Jun 10	Clerks Pay & Expenses			230.80	16,371.66	Jun		204.60	26.20							230.80				230.80	
	Interest Earned		19.08		16,390.74	Jun										0.00				19.08	
	HMRC PAYE Apr/May/June	845		153.40	16,237.34	Jun	Agrees	153.40								153.40				153.40	
Jul 8	WME Public Light - Mar 24	DD		14.56	16,222.78	Jul					14.56					14.56	0.69			14.56	
	WME Public Light - Apr 24	DD		15.88	16,206.90	Jul					15.88					15.88	2.65			15.88	
	WME Public Light - May 24	DD		15.96	16,190.94	Jul					15.96					15.96	2.66			15.96	
	Clerks Pay & Expenses	SO		230.80	15,960.14	Jul		204.60	26.20							230.80				230.80	
	Interest Earned		16.90		15,977.04	Jul	Agrees									0.00				16.90	
	NSC re New Street Light	846		2458.65	13,518.39	Aug							2,458.65			2,458.65				2,458.65	
	NSC re New Street Light	-			13,518.39	Aug										0.00		2,400.00	2,400.00		
					13,518.39	Aug										0.00				0.00	
Aug 1	Clerks Pay & Expenses			230.80	13,287.59	Aug		204.60	26.20							230.80				230.80	
	WME Public Light - Jun 24			15.06	13,272.53	Aug					15.06					15.06				15.06	
	Interest Earned		15.12		13,287.65	Aug	Agrees									0.00				15.12	
					13,287.65	-										0.00				0.00	
Sept 9	ICO Annual Fee			35.00	13,252.65	Sep						35.00				35.00				35.00	
	Clerks Pay & Expenses			230.80	13,021.85	Sep		204.60	26.20							230.80				230.80	
	NSC 2nd half precept		3771.00		16,792.85	Sep										0.00		500.00	3,271.00		
	Interest Earned		11.73		16,804.58	Sep										0.00				11.73	
	WME Public Light - Jul 24			15.50	16,789.08	Sep	Agrees				15.50					15.50				15.50	
	HMRC PAYE Jul/Aug/Sep	DD		153.40	16,635.68	Oct		153.40								153.40				153.40	
					16,635.68	-										0.00				0.00	
Oct 14	Clerks Pay & Expenses			230.80	16,404.88	Oct		204.60	26.20							230.80				230.80	
	WME Public Light - Aug 24			15.58	16,389.30	Oct					15.58					15.58				15.58	
	Interest Earned		13.84		16,403.14	Oct	Agrees									0.00				13.84	
					16,403.14	-										0.00				0.00	
Nov 11	Clerks Pay & Expenses			230.80	16,172.34	Nov		204.60	26.20							230.80				230.80	
	WME Public Light - Sep 24			15.62	16,156.72	Nov					15.62					15.62				15.62	
	Interest Earned		14.92		16,171.64	Nov	Agrees									0.00				14.92	
					16,171.64	-										0.00				0.00	
Dec 9	Clerks Pay & Expenses			230.80	15,940.84	RT		204.60	26.20							230.80				230.80	
	WME Public Light - Oct 24			16.36	15,924.48	RT					16.36					16.36				16.36	
	Interest Earned		12.43		15,936.91	RT	Agrees									0.00				12.43	
Jan 13	Clerks Pay & Expenses			230.80	15,706.11			204.60	26.20							230.80				230.80	

WME Public Light - Nov 24			16.67	15,689.44						16.67				16.67				16.67	
Interest Earned				15,689.44										0.00				0.00	
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				15,689.44										0.00				0.00	
OPERATING FUNDS				15,689.44										0.00				0.00	
INCOME & EXPENDITURE TOTALS	7679.85	6655.46												0.00				0.00	
Add standing bal on Tr a/c				500.00	Total Expenses	2,352.80	262.00	108.00	159.76	396.25	2,458.65	0.00	918.00	6,655.46	159.88	2,335.24	5,000.00	8,354.20	15,689.44
TOTAL FUNDS TO C/F				16,189.44		Clerk	Clrk/Clr	Hall	Public	Ins/Subs	Parish	Other	Web	6,655.46	VAT	Election	Capital	General	Operating
							Exp	Hire	Light	Audit*	Maint	Costs	Site			Prov	Prov	Fund	Funds
Budget 2024-25						3,069.00	315.00	108.00	500.00	650.00	500.00	200.00	1,200.00	6,542.00					
Election Provision																			
Capital Provision **														1000.00					
PRECEPT														7542.00					
															500.00	2335.24	5000.00	8354.20	16189.44
															<i>Treas</i>	<i>Election</i>	<i>Capital</i>	<i>General</i>	<i>Funds</i>
					Actual Expenses 2023-24	2,868.00	314.40	108.00	237.78	425.08	655.00	92.00	256.76	4,957.02	<i>Acc</i>	<i>Prov</i>	<i>Prov</i>	<i>Fund</i>	<i>Forward</i>
						I	J	K	L	M	N	O	P		+	+	+	+	=
Budget 2024-25															0.00				
Election Provision																			
Capital Provision **																			
PRECEPT															0.00				

RT in Statement Column = Recent Transaction checked online rather than via statement

Parish Maintenance: July 2024 - £2400 transferred from Capital Fund to General Fund re cost of new Street Light