



## MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 20<sup>th</sup> of NOVEMBER 2023

**PRESENT:** Councillors: Paul Blatchford (Chairman), Simon Arlidge, Mike Bailey, Steve Davies, Kevin Gibbons, Paul Harding, Nick Manley, Kelly Smith, Matthew Thomson, Steve Voller and Tara Wright.

**IN ATTENDANCE:** Mrs Liz Shayler (Clerk)  
**WARD COUNCILLOR:** Cllr Tristam  
**BEAT TEAM:** PCSO Anderson  
**MEMBERS OF THE PUBLIC:** None

Cllr Blatchford welcomed everybody. Given the zoom breach then there would be no virtual attendance.

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

i) **Members of the public**  
None.

ii) **Community Beat Manager's report.**

The following report was received for the period 15/10/2023 to 20/11/2023.

Incidents reported = 44 with the following selection of crimes reported: 2 abandoned 999 calls, 1 antisocial behaviour, 2 assault, 5 concern for welfare, 1 missing, 2 suspicious, 1 threat and 9 traffic related (Councillors were reminded that this included the M5 stretch).

For up-to-date information residents can visit the Avon & Somerset website or follow them on social media (Facebook "Weston & Worle police or Twitter "ASPNorthSom"). Residents were asked if they see anything suspicious in the area or would like to talk to local officers, please call 101 or 999 in an emergency, they can also report anonymously to Crimestoppers on 0800555111.

It was raised that residents at West Garston were concerned about individuals hanging around the area. They were asked to report it directly to 101 to ensure the issue is logged.

iii) **Ward Councillor's report**

Cllr Tristam gave a brief report on the following items:

- The 125 bus service – A question had been raised as to why the 125 no longer goes to the railway station. This was due to the Railway station usage being very low and it was felt that adding in more shopping opportunities would better match demand. Early indications show this was the correct decision. It is unable to do both stops as the timetable is tight and suffers from reliability issues which is a concern given the route caters for school children. The Interchange (where the bus does stop) is only a short walk from the railway station whereas the Flowerdown retail park isn't within safe walking distance. The timings were also changed from 08:45 to 09:00 so concession passes can be used.
- A local resident had presented a petition and spoken at the last North Somerset full council meeting. This was in relation to the planning department not supporting a flashing sign within the Conservation Area. The NSC Executive Member for Highways has offered to attend a site meeting and it was suggested that perhaps Cllr Tristam could speak to the Conservation Officer.
- Cllr Tristam reminded the meeting that the application for 95 homes at Knightcott had now been registered.

**The meeting was convened.**

**182/23 To receive apologies for absence (agenda item 1)**

Apologies were received from Cllr Maggie McCarthy.

**183/23 To receive members' declarations of interest on any agenda item (agenda item 2).**

None were received.

**184/23 To approve as a correct record, the minutes of the Parish Council meeting on the 16<sup>th</sup> of October 2023 (agenda item 3)**

**Resolved** – That the minutes of the Parish Council Meeting held on the 16<sup>th</sup> of October 2023 be approved as a correct record of the meeting.

**The resolution was correctly proposed and seconded (unanimous with two abstentions due to absence).**

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

**185/23 To note the following minutes (agenda item 4).**

- i) **Recreation Ground Trust meeting held on the 16<sup>th</sup> of October.**
- ii) **Cemetery and Memorials Working Group Meeting minutes held on the 18<sup>th</sup> of October.**

The minutes above were noted.

**186/23 To receive the Clerk's report/Exchange of information (agenda item 5)**

- i) **£500 public living room grant**  
The Parish Council have been granted £500 by North Somerset for the Public Living Room. This was on the proviso that the Council consider making an offer of food (see minute 189/23i)
- ii) **Remembrance Day Parade**  
Thanks to the volunteers who supported Sunbelt Rentals with the road closures. This was at no cost to the Parish thanks to National Grid and their construction company Balfour Beatty.
- iii) **Christmas Market**  
There are currently 28 stalls signed up. The WI & Scouts are doing the refreshments. Volunteers will be decorating the Youth & Community Centre this Saturday the 25<sup>th</sup> of November at 9am.
- iv) **Signage on West Street**  
Given the reluctance of North Somerset Planning to approve flashing lights in the conservation of Area in the centre of Banwell then the Clerk is currently investigating the cost of a non-flashing school sign.
- v) **Riverside**  
The Chairman reported another coach having to reverse back down Church Street and uprooting two bollards by the Cart Wash. Whilst North Somerset Highways is adamant that there is the correct amount of signage then it has been suggested that the Parish Council investigate additional signage on private property. The Clerk is currently investigating this.

**187/23 To note the training and events available and agree any attendance (agenda item 6)**

- i) **ALCA e-learning on nimble**
- ii) **Breakthrough Communications Training via ALCA**
- iii) **Finance Training via ALCA**
- iv) **Free 'Scribe' Finance Training**
- v) **Various NALC Training**
- vi) **NALC How Local Councils can benefit from the levelling up agenda £32.68**

**Resolved** – To agree the cost of £32.68 for Cllr Voller to attend the NALC training course.

**The resolution was correctly proposed and seconded (unanimous)**

**188/23 To approve the following expenditure (agenda item 7).**

- i) **£15 annual fee to join the Somerset Playing Fields Association.**

**Resolved** – To approve £15 to join the Somerset Playing Fields Association.

**The resolution was correctly proposed and seconded (unanimous)**

- ii) **£480 for works reported in annual tree survey.**

**Resolved** – To approve £480 for works reported in annual tree survey.

**The resolution was correctly proposed and seconded (unanimous)**

**189/23 To agree the following initiatives (agenda item 8).**

- i) **Public living room soup and a roll.**

**Resolved** – To approve the public living room soup and a roll initiative.

**The resolution was correctly proposed and seconded (unanimous with 1 abstention)**

- ii) **Back to Basics' & 'Fun for One' cooking initiatives.**

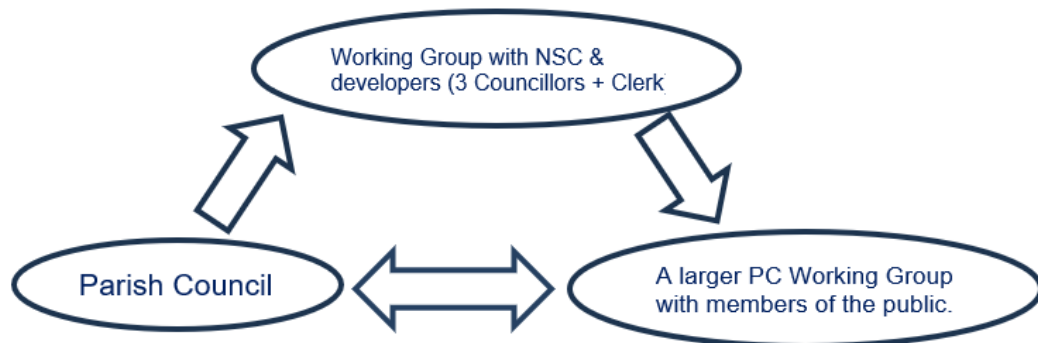
**Resolved** – To approve the Back to Basics' & 'Fun for One' cooking initiatives.

**The resolution was correctly proposed and seconded (unanimous)**

**190/23 To agree the setting up of a two-tier Parish Council working group to enable engagement with the new Wolvershill Master Plan (agenda item 9):**

The Chair outlined the initial introductory meeting held about engagement with the Parish Council and community in relation to the new Wolvershill Master Plan.

**Resolved** – To agree the setting up of a two-tier Parish Council working group.



**The resolution was correctly proposed and seconded (unanimous)**

**Resolved** – To agree that on the working group with North Somerset the Council will be represented by the Parish Council Chairman, Vice Chairman, Chairman of the Planning Committee and the Clerk. The second working group will consist of Cllrs Blatchford, Harding, Manley, Arlidge, Bailey, Thomson, & Voller with members of the public wishing to attend.

**The resolution was correctly proposed and seconded (unanimous)**

**191/23 To note the following annual inspections (agenda item 10).**

- i) **Tree Survey**
- ii) **Bus Stop**
- iii) **Benches**

The annual inspections above were noted.

**192/23 To agree a response to North Somersets Biodiversity Supplementary Planning Document (agenda item 11)**

The Councillors were asked to fill individually respond to the document.

**193/23 To note the new National Joint Council officer, pay scales (agenda item 12).**

The new National Joint Council officer pay scales were noted.

**194/23 To authorise bills for payment for November (agenda item 13).**

The Clerk tabled two additional payments to Balmoral (£108.66) and Banwell Handyman (£210.70)

**Resolved:** To authorise the bills for payment sheet for November of £9,554.91. Cllr Harding and Cllr Bailey to authorise the BACs payments.

**The resolution was correctly proposed and seconded (unanimous)**

**195/23 To note the Parish Council's end of October's net position, reserves, bank balances and bank reconciliation (agenda item 14)**

The Parish Council's end of October's net position, bank balances and bank reconciliation were noted.

**196/23 To note the internal controls check undertaken by Cllr Gibbons and agree any recommendations (agenda item 15):**

Cllr Gibbons was thanked for internal controls check. Councillors checking the bills for payment were asked to initial all invoices attributed to the credit card statement.

**197/23 To note and comment upon the following planning applications (agenda item 16):**

- i) **23/P/2141/FUH 22 Porters Drive Banwell BS29 6EJ**  
Proposed erection of an outbuilding at the rear of the property.

**Resolved:** To not object to this application.

**The resolution was correctly proposed and seconded (unanimous)**

- ii) **23/P/2303/OUT Land South of Knightcott Road Banwell**  
Outline planning application for a residential development comprising up to 95no. dwellings, including new vehicular and pedestrian accesses, open space, landscaping, drainage and associated works, with all matter reserved for subsequent approval.

**Resolved:** To strongly object under the tilted balance approach to this application for the following reasons.

- The development is outside the settlement boundary and is located in open countryside.
- It will result in a noticeable and intrusive urban expansion that will negatively affect local landscapes, the setting of the Area of Outstanding Natural Beauty (AONB), and the overall landscape character, which would harm unspoilt views of the AONB, Somerset Moors and Levels and Banwell Hill and would diminish the recreational appeal of the current PROW footpath which runs through the site.
- The introduction of new houses and roads would significantly encroach upon the countryside between Banwell and Knightcott. This would notably reduce the rural setting of the village. Consequently, Knightcott would cease to be recognised as it is, becoming instead an expanded western extension of Banwell, leading to the unfortunate loss of identity of this hamlet. This unwelcome urban sprawl would significantly harm the character and appearance of the area and this harm cannot simply be undone or mitigated by careful design and planting.
- The adverse impacts on the landscape character of Banwell and the hamlet of Knightcott will far outweigh any benefits from this scheme.

**The resolution was correctly proposed and seconded (unanimous with 1 abstention)**

- iii) **23/P/2367/OUT Land at Woodfield 10 Dark Lane Banwell BS29 6BP**  
Outline planning permission for the erection of 1no. two-bedroom bungalow and garage to the south of number 10, together with associated works.

**Resolved:** Whilst it is acknowledged that this is only an outline planning consent, and there is no obligation to provide appearance details at this stage, without these it is hard for the Parish Council to consider an application which backs on to the AONB and borders the conservation area and where the appearance of the dwelling could potentially adversely impact its sensitive surroundings. The proposed development would result in a cramped layout, contrary to the existing pattern of development and would potentially be harmful to the character of the area. Without a clearer indication of the above then the Parish Council objects to this application.

**The resolution was correctly proposed and seconded (unanimous)**

**198/23 To note the following planning applications (agenda item 17):**

- i) **23/P/2324/AOC Cannaways Farm Silver Moor Lane Banwell North Somerset BS29 6LQ**  
Discharge of Condition number 5 (Construction Environmental Method Statement) on application 23/P/1038/FUL.
- ii) **23/P/2435/TRCA Archways East Street Banwell North Somerset BS29 6BW**  
T1 - Varnish tree C/L over roof for a clearance of 2m, dead wood etc...
- iii) **23/P/2439/AOC Land at Parklands Churchland Way Weston-super-Mare North Somerset**  
Request to discharge condition number 7 (Ventilation and Extraction) and 15 (Boundary Treatment Plan B-07A) on application 23/P/0565/FUL.

The applications above were noted.

**199/23 To note the following planning application decisions (agenda item 18):**

- i) **23/P/1038/FUL Cannaways Barns Silver Moor Lane Banwell BS29 6LQ**  
Demolition of 2no. dwellings and an existing agricultural building on site (buildings annotated Units A, D and F on the existing topographical survey plan). Erection of 2no. self-build and custom build replacement dwellings. **APPROVE**
- ii) **23/P/1335/AOC Land South of Churchland Way and Wolvershill Road Mead Fields Banwell**  
Request to discharge condition numbers 13 (External Lighting Scheme + Lux contour model) and condition 24 (Landscaping Scheme part 1&2) from application 23/P/0565/FUL. **APPROVE (discharge condition) RDC**
- iii) **23/P/1727/TRCA Banwell House Wolvershill Road Banwell North Somerset BS29 6DG**  
T1 - fell and treat stump; T3 - fell and treat stump; T5 - withdrawn; T7 - withdrawn; T9 - 3m from the height, and 4m from the canopy diameter; T10 - 3m from the height and 2 meters from the canopy diameter. **WITHDRAWN**
- iv) **23/P/1731/LDE The Hurst Riverside Banwell**  
Certificate of lawfulness for the continual siting of a static caravan in the location known as The Hurst, Riverside, Banwell. **REFUSE**
- v) **23/P/1776/AOC Land West of Wolvershill Road Wolvershill Road Banwell**  
Request to discharge condition number 4 (Drainage Basin Risk Assessment) on application 21/P/1735/RM. **APPROVE (discharge condition) RDC**
- vi) **23/P/1832/TRCA Banwell House Wolvershill Road Banwell North Somerset BS29 6DG**  
T - 6 Oak tree fell and treat stump. **WITHDRAWN**
- vii) **23/P/1883/TRCA 11 School Close Banwell North Somerset BS29 6DT**  
2 x Robinias reduced crown by up to 2 mtrs. Lateral reduction of .5 mtr over patio and up to 2 mtrs laterally at the back. **NO OBJECTION (tree / hed) unconditional.**
- viii) **23/P/1886/AOC Abbey Towers East Street Banwell North Somerset BS29 6BW**  
Discharge of Condition Number 4 (Archaeological Watching Brief) on application 23/P/0214/FUH. **APPROVE (discharge condition) RDC**

- ix) **23/P/1913/FUL Land Farm Puxton Road Hewish BS24 6UE**  
Removal of conditions 6 (10% energy generation) and 7 (BREEAM standard) from permission 23/P/1247/FUL (Erection of a roofed structure over existing yard between the East and West barns). **APPROVE**

**200/23 Dates of the next meetings (agenda item 19)**

- Monday 4<sup>th</sup> of December, 7pm Planning Committee at the Youth & Community Centre (YCC)
- Monday 18<sup>th</sup> of December, 7:30pm Parish Council Meeting at the YCC (Mincepies and Mulled Wine)

The Chairman closed the meeting at 20:45

.....Chairman

.....Date

DRAFT

**Bills for Payment - 19th October to the 20th November 2023**  
**Banwell Parish Council**

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
<b>Already Paid</b>						The Parish Council
DD	YU	Streetlight Power	<b>£226.00</b>	There are 2 MPAN numbers	095/23	
DD	YU	Streetlight Power	<b>£9.49</b>		095/23	
DD	Mainstream	Phone and Broadband	<b>£2.73</b>		095/23	
DD	EDF	YCC Electricity	<b>£124.37</b>		095/23	
<b>To Pay</b>						
BACS	J K Gardening	Grass cutting & Village Orderly contract	<b>£1,043.34</b>		095/23	
BACS	J K Gardening	War memorial hedge	<b>Total £1128.34</b>		194/23	
BACS	Ambience Landscape	Dog Bin emptying	<b>£629.20</b>		095/23	
BACS	Insight Cleaning	YCC Cleaning	<b>£192.00</b>		095/23	
BACS	YMCA	Youth Club Sessions	<b>£540.00</b>		139/23	
BACS	CSG	Sewage Pump service	<b>£214.80</b>		YCC 18/23	
BACS	SLCC	Clerk Training - Creating a 'Strategic Vision'	<b>£36.00</b>		170/23 (vi)	
BACS	Complete Weed Control	October Spray	<b>£534.00</b>		022/23 (iii)	
BACS	Atworth Arboricultural	Tree Survey	<b>£324.00</b>		104/23	
BACS	Dani Wolfgang- James	Locum Comms Officer	<b>£367.04</b>		E31/23	
BACS	Balmoral	Fire Extinguisher Survey	<b>£108.66</b>		173/23 (i)	
BACS	Banwell Handyman	Works around the Youth & Community Centre	<b>£210.70</b>		H & S	
DD	Loyds Bank PLC	Multipay charge & costs (zoom, tuck, food bank, cartridges, refreshments, security bollard, YCC items).	<b>£495.68</b>		095/23	
SO	Liz Shayler	Clerks Salary (scp increase)	<b>£1,979.19</b>		095/23	
BACS	Liz Shayler	Sept overtime & backpay due to scp increase, expenses (refreshments & foodbank)	<b>£901.55</b>		95/23	
DD	Nest	Pension contributions	<b>£264.08</b>		095/23	
BACS	HMRC	PAYE and NI	<b>£1,257.58</b>		095/23	
DD	North Somerset	YCC Waste Collection	<b>£9.50</b>		095/23	
		<b>Totals</b>	<b>£9,554.91</b>			

The Parish Council have resolved to use the General Power of Competence as of the 15th May 2023

**4. To receive the Officer report/Exchange of information:**

**i) £250 donation from the Kathleen Jones Trust for Banwell Food Bank**

The Parish Council have been given £250 by the Kathleen Jones Trust for Banwell food bank which will be used for the Christmas Food Parcels.

**ii) Christmas Market & Window Trail**

Thanks to the volunteers who supported the Christmas Market, helping to decorate the YCC, set up on the day and close down at the end of the day. It was a very successful day with excellent feedback (see later agenda item).

Thanks to those participating in the Christmas Window Trail we had over 24 residents and organisations take part.

**iii) Solar Panels**

Gregor Heating have attended to undertake the technical survey on the Scout Building with the Scouts in attendance. The Solicitor has responded to the Clerks request to say that there is no formal agreement required as the lease allows the Parish Council to undertake works to the benefit of the two buildings. A date for installation is expected shortly (anticipated to be the beginning of February).

**6. To approve the following expenditure.**

**i) £159 annual TV licence.**

This is the annual licence to allow use of the TV and streaming (iplayer, catch up TV etc...)

**ii) £288 annual subscription to the Society of Local Council Clerks**

This means discounted training and free advice (including specialist advice from Roger Taylor, Andrew Maliphant).

**iii) £3616 contribution to Citizens Advice outreach service**

Accounted for in this years budget and also budgeted for in next years budget (to be discussed later in the agenda).

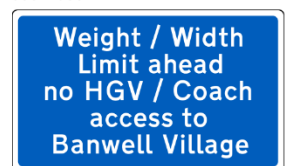
**iv) £259.90 for the purchase of two HGV warning signs for Riverside.**

North Somerset Highways have maintained there is adequate signage along Riverside and so they are not prepared to consider additional signage.

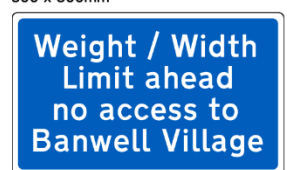
However, with the recent spate of HGV's, Tankers and coaches getting stuck then it has been suggested that maybe the Parish Council could potentially mount a sign on private property (permission to be sort) around the Puxton turning and replace the sign on Riverside with something similar to the picture to the left.

If approved the Clerk would investigate positioning around the Puxton Road turning and associated permissions from landowner.

500 x 300mm



500 x 300mm



**7. To agree the cost of approximately £300 to set up a volunteer scheme to support people using the zebra crossing outside the school.**

Since the article appeared in the Parish Magazine about the Zebra crossing outside the school a volunteer has come forward who is prepared to help young people and their parents cross the road.

I contacted North Somerset Safer Routes to School, The Police, the PC Insurance Company, Harness IT (Risk Assessments), Banwell Primary School and Breakthrough Communications (GDPR / Data Protection if it is decided to have a body cam).

North Somerset responded that they were reluctant to re-establish the School Crossing Patrol at Banwell School on the zebra crossing. Due to costs in the recruitment, training, monitoring, uniform and any site engineering remedial work required. They said they will continue to monitor the situation and were really looking forward to the new bypass alleviating the through traffic.



However, our insurance company were a lot more helpful and agreed that they would be prepared to cover the volunteer with certain provisos.

- DBS
- LANTRA Training (Volunteer already has this valid until March 2024)
- Set amount of time (morning & afternoon) widely advertised.
- Risk Assessment

I subsequently spoke to the volunteer who agreed to these conditions and also raised the question of a stop sign (currently being investigated for us by the PC Windsor).

The School have referred my email to the Multi-Academy Trust and so I am awaiting their response.

Meanwhile the Volunteer is keen to do the crossing every morning and afternoon during January & February. The long term view is to find other volunteers who would be prepared to be trained to create a rota for the foreseeable future (or at least until the bypass is built and the impact of this can be assessed).

If we were able to get a few trained volunteers they could potentially support the Road Closures from 2025/6 onwards.

Harness IT have got back to me with advice on the Risk Assessment and I am in correspondence with Breakthrough Communications in relation to the use of a Body Cam.

**Proposal:** The Parish Council to cover the cost of equipment needed for the volunteer. Estimated to be approximately £300 for a basic DBS check, stop sign (hopefully being sourced by the Police / NSC) body cam (being investigated).

The Clerk to investigate top up LANTRA training.

#### **9. To agree to part fund the cutting of Littlefield's to High Street Footpath with North Somerset using our current grass cutting contractor.**

Currently we have an agreement with North Somerset that whilst it is their responsibility to keep it clear then the Parish Council use their grass cutting contractor to cut the lane 2 /3 times a year with North Somerset paying for one of these cuts.

The Clerk was asked to investigate whether we could have a similar arrangement for the following footpaths given the number of complaints that the Parish Council receives about their (lack of) maintenance.

- High Street to the School
- High Street to Littlefields Road (unadopted)
- Littlefields Road to West Street (NS Path)
- Littlefields Rd to Littlefields Avenue

It wouldn't be possible for agreements on the paths High Street to the School or Littlefields Road to Littlefields Avenue as these are privately owned by the properties either side.

It would also not be possible for Littlefields Road to West Street as it comes under NS Highways who would not consider this sort of agreement.

However, NS Public Rights of Way Team are prepared to consider High Street to Littlefields Road. I obtained a quote from our current grass cutting contractor of £85 per cut. The agreement would be identical to that of Golling Lane. The Parish Council would be responsible for ensuring it is kept cut back (estimated to be 2 /3 times a year). They would not be responsible for the trees only cutting back the vegetation. North Somerset would contribute £85 and the Parish Council would pay the remainder (estimate to be £85 / £170).

**Proposal:** To agree to part fund the maintenance of High Street to Littlefields Road at a cost of up to £170 a year using JK Gardening.

## BANWELL PARISH COUNCIL

### FEES PAYABLE AT BANWELL CEMETERY WITH EFFECT FROM 1<sup>st</sup> January 2024

	Resident	Non-Resident
	£	£
Purchase of exclusive right of burial in earthen grave for 80 years*	220	Double
Purchase of exclusive right of burial in cremation plot for 80 years	110	Double
Reserved stone for pre purchased graves.	30	Double

### INTERMENTS

Infant up to 2 years*	Free	Free
Child from 2 years up to 18 years	Free	Free
Adult of 18 years or over **	160	Double
Burial of cremated remains in a cremation lot or earthen grave.	80	Double

\*No charge is made for the purchase of a plot in the children's section.

\*\*Environmental charge is included on all grave burials except the grave of children under the age of 18. The charge is to cover the cost of soil disposal. Notice of interment should be given to the Clerk at least two working days beforehand, together with the requisite fee. **BACs or Cheques payable to Banwell Parish Council.**

### MEMORIALS

	Fee	Not Doubled
For the right to erect or place a memorial on a grave in which exclusive right has been granted (including first inscription)	120	
Placing a memorial tablet	60	
Each subsequent inscription	30	
Ceramic portrait	40	
Bench plaque application and fitting	30	

**Written permission must be obtained from the Clerk to the Parish Council to erect a headstone and/or carry out alterations to existing headstones including additions or ceramic portraits.** Memorial vases must be incorporated into the headstone. Separate vases and planting on graves is not permitted. A memorial application form is available from the Clerk (01934 820442 or [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk)).

**BANWELL PARISH COUNCIL - GRANT APPLICATION FORM**

Name of organisation	Churchill and Langford Minibus Society (minibus operations only)
Name on bank account (for cheque payments)	As above
Registered Charity/Charity Number	Yes / 269811
Contact name and position with the group	Trevor Smallwood Chair
Contact name's home address	REDACTED
Contact name's telephone number and email address.	REDACTED
Purpose for which the grant would be used and who will benefit from it (in particular in reference to Banwell residents).	Continued provision of Minibus trips for the elderly, vulnerable, socially isolated and others within the local community Trip at least every fortnight for Banwell
Describe the evidence you have obtained that shows a need for the grant.	The minibus services continue to be a well-used and highly valued social activity, in particular post-lockdown Attached is a copy of the annual report with details of last year(September year end)
Grant amount being requested including a breakdown of costs.	£1000 towards the insurance and engineering costs of over £2000
Number of members in the Group	620 society members spread over 5 parishes
Total spent by the group in the year <small>(Any figures should be for the last financial year of the organisation).</small>	£12758 spent on minibus operations
Total received by the group in the year	£10825 income on minibus operations
Who has also been approached for funding for this project.	Winscombe & Sandford, Churchill and Shipham Parish Councils
Main income sources – please itemise <small>(A summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited).</small>	Parish Council grants & public / passenger donations for minibus operations; and individual donations.
Current bank balance (please state date)	Lloyds £1050.65 @ 30 September 2023
Special/other considerations	

I declare that to the best of my knowledge the statement made in this application form, including any accompanying sheets, are true.

Signature.....Trevor Smallwood ..... Date...6 December 2023.....  
(Electronic submissions can use electronic signatures)

This form should be submitted to the Parish Council either by email: [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk) or to the Parish Office, Banwell Village Hall, Westfield Road, Banwell. BS29 6BW.

**BANWELL PARISH COUNCIL - GRANT APPLICATION FORM**

Name of organisation	Churchill and Langford Minibus Society (Community support section)
Name on bank account (for cheque payments)	As above
Registered Charity/Charity Number	Yes / 269811
Contact name and position with the group	Trevor Smallwood Chair
Contact name's home address	REDACTED
Contact name's telephone number and email address.	REDACTED
Purpose for which the grant would be used and who will benefit from it (in particular in reference to Banwell residents).	To assist vulnerable people in the parish Please see attached sheet
Describe the evidence you have obtained that shows a need for the grant.	We have helped and continue to help people in the Banwell who are socially isolated.
Grant amount being requested including a breakdown of costs.	£2000 Contribution to cost of community Support Worker
Number of members in the Group	620 society members spread over 5 parishes
Total spent by the group in the year <small>(Any figures should be for the last financial year of the organisation).</small>	£36295 including £21980 mutual aid costs, £1,556 food bank costs and £12758 minibus operational costs
Total received by the group in the year	£27036 including £8575 mutual aid grants, £1302 food bank monies and £15416 minibus operations
Who has also been approached for funding for this project.	Winscombe & Sandford and Churchill Parish Councils
Main income sources – please itemise <small>(A summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited).</small>	Parish Council grants donations Churchill £5000 Winscombe and Sandford £2000 Individual Donation £5000
Current bank balance (please state date)	Lloyds £1050.65 @ 30 <sup>th</sup> September 2023
Special/other considerations	This is operated under the auspices of Churchill Minibus Society but funding is kept separate.

I declare that to the best of my knowledge the statement made in this application form, including any accompanying sheets, are true.

Signature.....Trevor Smallwood ..... Date...6 December 2023.....  
(Electronic submissions can use electronic signatures)

This form should be submitted to the Parish Council either by email: [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk) or to the Parish Office, Banwell Village Hall, Westfield Road, Banwell. BS29 6BW.

## **Older Peoples Support Service Report for November committee of Banwell Parish Council**

Churchill and Langford Minibus Society (CLMS) have for over 40 years been providing trips for the elderly for shopping and outings. It has 600 members, of which almost a quarter are resident in Banwell. During the pandemic it provided vaccination trips and medication deliveries. It has recovered well since the pandemic and for the year ending September 30<sup>th</sup> 2023, it will have provided 400 journeys carrying almost 2,800 passengers. Winscombe and Sandford passengers are well represented in those numbers. 90 of the journeys are for unscheduled journeys where we provide trips for local churches or clubs such as the Womens' Institute and Gardening clubs.

Immediately post the pandemic a grant was obtained for £30k from St Monica Trust, Quartet Community Foundation, and North Somerset Council which was used to employ Jai Logan Gallen as a community support worker. This is seen as entirely separate from the Minibus operations and funding is kept separate so not to jeopardise the funds required to purchase replacement minibuses.

Jai has been in post since May 2022 and has been seeking to help vulnerable people in the villages to ensure that they have not been neglected. A working party, of which a representative of Banwell was part, was instrumental in producing a report in the late summer this year.

The funding will run out on December 31, 2023. There is a desire to ascertain whether Jai can be retained as her post is seen as a significant local benefit, particularly to Churchill, Langford, Winscombe, Sandford, and Banwell.

The post has been reduced to make it more manageable and appropriate and will be one where Jai works 3 days during term time and 1 day during school holidays. These times to be flexible. This is a cost of around £15,000 for the year. There is currently no certainty as to how wellbeing will be delivered effectively and efficiently during the coming years by others and keeping this decision as local as possible in the short term is helpful. Churchill Parish Council have agreed to contribute £5000 for the year from April 24 to April 25, Winscombe Parish Council PC have agreed to fund £2000, and a private individual has agreed to contribute a further £5000 for that 12 months and also subsidise the situation until April 24.

Each village has a village agent allocation, but this is seen as insufficient with the agent only being allocated 10 hours each week and covering several villages. There is unlikely to be any change with this in the short term. If Banwell are willing to make some contribution, then this will at least give it some certainty until April 24 which will ensure that it continues.

Jai has helped establish a number of things during her short time. She has identified a number of individuals who she knows need help. She has helped set up monthly afternoon tea and chats at Churchill café, 'a 'Scenic Route' trip for people with poorer mobility to enjoy a different local view and café every month', a monthly lunch at St Monicas at

Sandford, a bereavement group at Sandford, and she is exploring setting up an exercise class also at St Monicas. She has an eye out for several individuals in the parish and ensures that they get help when needed. In certain cases, she gives regular lifts to people so that they can engage with local groups – eg Banwell Coffee & Chat.

She will with agreement from the organisers visit Banwell coffee and chat (or another regular community event if preferred) each month and identify those who need some help.

She also wishes to develop her relationships within the Park Homes, she had been wondering how best to do this as the Park Homes have no central meeting place, however she has come up with an idea. As a result of running trips for people who are socially isolated, Jai knows the benefits for those individuals, there is the experience of having that trip to look forward to and getting out on the day itself, in a supportive friendly group.

Following the success of these recent trips, Jai has had an idea to take these trips a stage further. It occurred to her that people chat to others on the trips but then go back to their respective homes in their respective villages and those conversations do not usually continue. However, if we found a group of people in a small neighbourhood area like the Park Homes who would all benefit from a regular trip, we could form a group, ideally including a volunteer minibus driver and group organiser (or two) and the group could decide together what kind of regular trip they would like to put on. The advantage of this approach is that although it would need a fair bit of organisation and managing initially, it would (hopefully) over time foster a new little community of people who live close to each other and would be managed by them for them. This way the relationships can continue in between the trips. The other advantage of this approach is that it uses the assets that are already available and with luck and the right people in place they can be self-sustaining, limited only by the availability of the minibuses.



## **BANWELL PARISH COUNCIL WOLVERSHILL DEVELOPMENT LIAISON GROUP TERMS OF REFERENCE**

The Wolvershill Development Liaison Group ('the Liaison Group') is a working group of Banwell Parish Council ('the Council') which facilitates communication between North Somerset Council, the Developers of the new strategic planning site of Wolvershill and the Community.

### **Membership**

The Parish Council membership shall be the Chairman, Vice-Chairman, Chairman of Planning, the Clerk, relevant North Somerset Officers and representatives from the Developers with control over the land at Wolvershill.

The Chair of the Liaison Group will be a Member of the Parish Council and shall be chosen by the Liaison Group Members at the first meeting. The Clerk will administer the meetings on behalf of the Council and Community.

### **Decisions**

The Liaison Group shall discuss elements of the Wolvershill emerging planning policy framework, input into master planning considerations and make recommendation. The Liaison Group has no budgetary or spending powers.

### **Meetings**

The Liaison Group shall meet as required. Copies of the draft notes of the meetings shall be circulated to all Members, the Wolvershill Working Group and Parish Council members within 10 workdays. Liaison Group meetings may be held virtually and are not required to be held in public. The Clerk will follow normal statutory regulations in terms of notice of Council meetings as a matter of good practise.

### **Quorum**

The quorum shall be 6 members of the Liaison Group a minimum of this being 2 Parish Councillors. If the number of members present falls below the required quorum the meeting may be adjourned unless it is felt necessary, due to urgent requirements, to continue discussions. The notes of that meeting will then be forwarded to Full Council for consideration as per usual.

### **Responsibilities**

The key objective of the Liaison Group is to facilitate engagement with Banwell Parish Council on the formulation of master planning for the proposed Wolvershill Strategic Location emerging through the North Somerset Local Plan 2039. The Local Plan 2039 is not yet adopted, and so the Wolvershill Strategic Location is not yet confirmed. Master planning is being coordinated by NSC through the preparation of planning policy and supplementary planning guidance, and detailed master planning is to be led by developers to underpin planning applications in due course.

### **Life of the Environment Liaison Group**

The Liaison Group shall continue to meet until the Wolvershill Master Plan has been formally agreed by North Somerset Council. Further sessions may be beneficial to inform ongoing detailed master planning, including potentially with individual developers as part of any pre-planning application engagement.

### **Review**

The Terms of Reference shall be reviewed by the Parish Council in May of each year.



## **BANWELL PARISH COUNCIL WOLVERSILL DEVELOPMENT WORKING GROUP TERMS OF REFERENCE**

The Wolvershill Development Working Group ('the Working Group') is a working group of Banwell Parish Council ('the Council') and is established to consider and evaluate the recommendations / suggestions from the Wolvershill Development Liaison Group in relation to the Wolvershill Master Plan.

### **Membership**

Membership will be a minimum of three Members of the Council ('Council members'), and up to 5 members of the community ('Community members') or special interest groups as invited. N.B. Numbers are flexible – the Council recognises it is important to have the right skills and interest on the working Group and, whilst membership will be generally reviewed annually at the Annual Parish Council Meeting, it is possible that community membership may increase and go above eight.

The Chair of the Working Group will be a Member of the Council and shall be chosen by the Working Group Members at the first meeting. The Clerk will administer the meetings on behalf of the Council and Community.

### **Decisions**

The Working Group shall discuss elements of the emerging planning policy framework with members of the community and recommend feedback to the Parish Council. Full Council will consider these in formulation of their official feedback to the Wolvershill Liaison Group. The Working Group has no budgetary or spending powers.

### **Meetings**

The Working Group shall meet as required. Copies of the draft notes of the meetings shall be circulated to all Members and the Parish Council within 10 workdays. Liaison Group meetings may be held virtually and are not required to be held in public. The Clerk will follow normal statutory regulations in terms of notice of Council meetings as a matter of good practise.

### **Quorum**

The quorum shall be 3 members of the Working Group a minimum of this being 2 Councillors. If the number of members present falls below the required quorum the meeting may be adjourned unless it is felt necessary, due to urgent requirements, to continue discussions. The notes of that meeting will then be forwarded to Full Council for consideration as per usual.

### **Responsibilities**

The key objective of the Working Group is to facilitate engagement with the Community on the formulation of master planning for the proposed Wolvershill Strategic Location emerging through the North Somerset Local Plan 2039.

### **Life of the Environment Working Group**

The Working Groups shall continue to meet until the Wolvershill Master Plan has been formally agreed. The Working Group shall then discuss either dissolving or continuing to support North Somerset with the development of the new Supplementary Planning Document (SPD).

### **Review**

The Terms of Reference shall be reviewed by the Parish Council in May of each year.

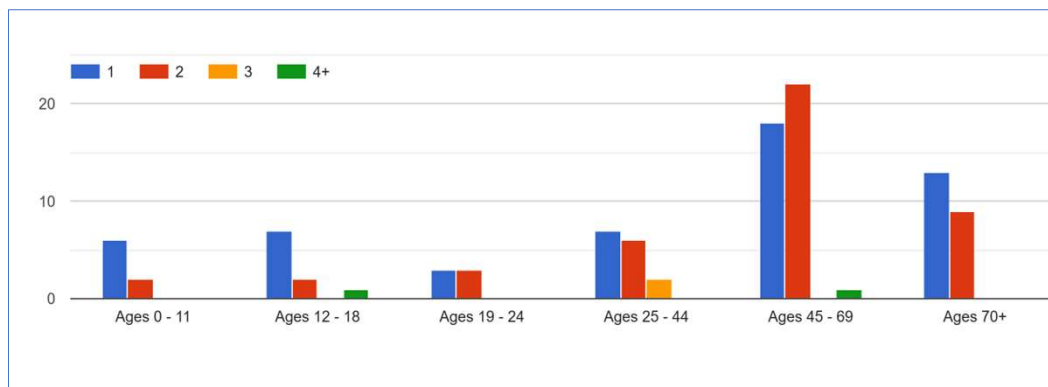


# Banwell Parish Council

65 responses  
Completed 31<sup>st</sup> August 2023

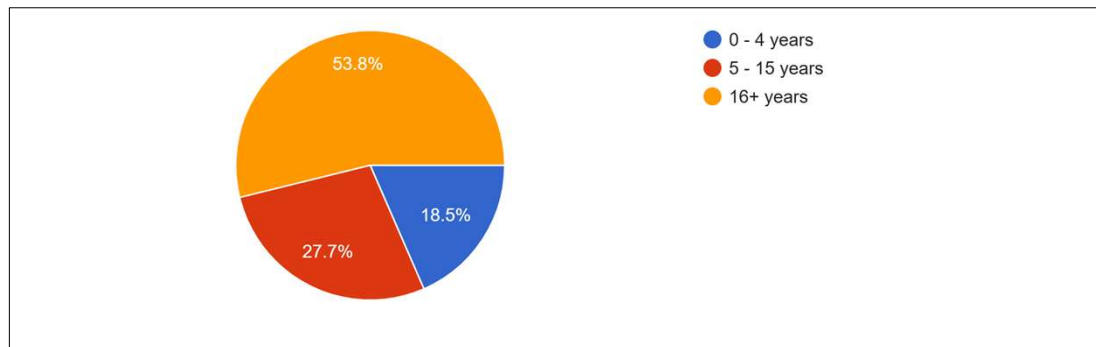
1

Ages of people in your home, please indicate the number in the following age bands:



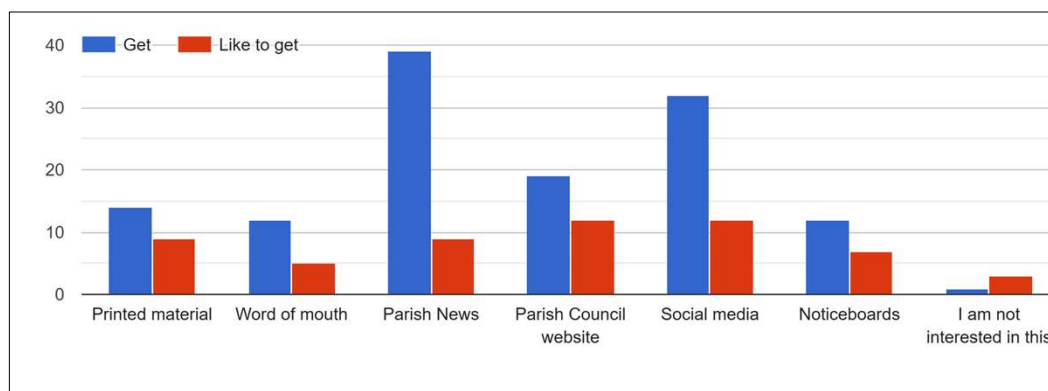
2

## How long have you lived in Banwell?



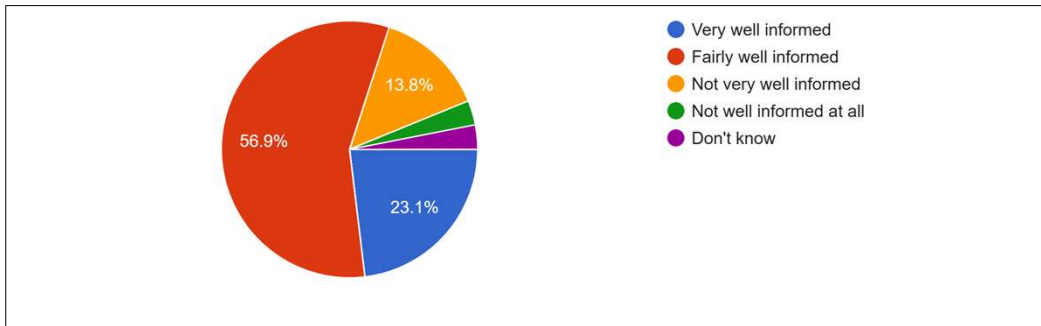
3

## How do you normally get / like to get information about the Parish Council? (Select all that apply)



4

Overall, how well informed do you think the Parish Council keeps residents about the services, facilities and benefits it provides?



5

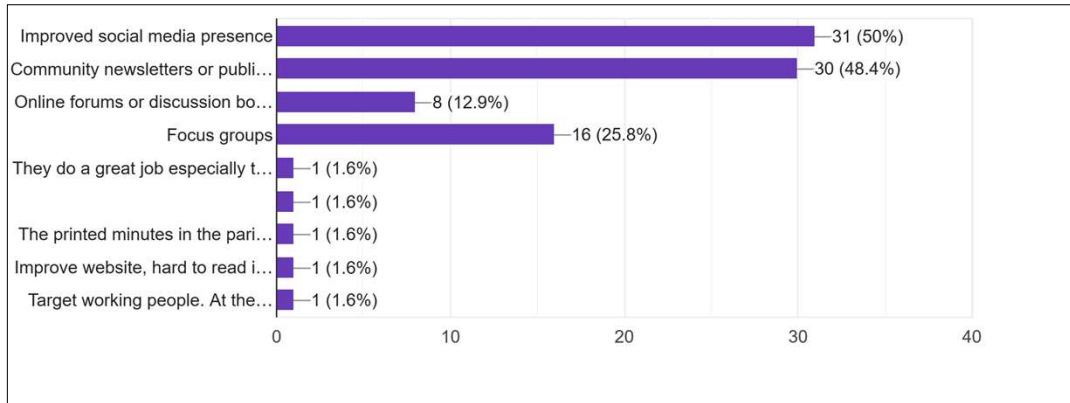
If you've answered 'Not very well informed/Not well informed at all', please explain why you think the Parish Council doesn't keep residents well informed.

Feedback comments from residents:

- We read the Parish news, which is the only way we find out about things. If its all in there we are well informed
- Who to contact about problems in Banwell (overgrown trees, walls falling down etc)
- Alot of things arent well advertised enough.
- I don't often see news published online without going to the website, and I don't know of anywhere else when this information is available.
- It may be my own fault but unless it is about the bypass I don't see much
- You want me to say why I am not well informed? I don't know where to find the info!
- I dont always look at websites and social media for info on what's happening in Banwell.
- I don't really hear anything about the parish council and what it is doing
- Rely on other Banwell residents
- Never hear anything that is happening

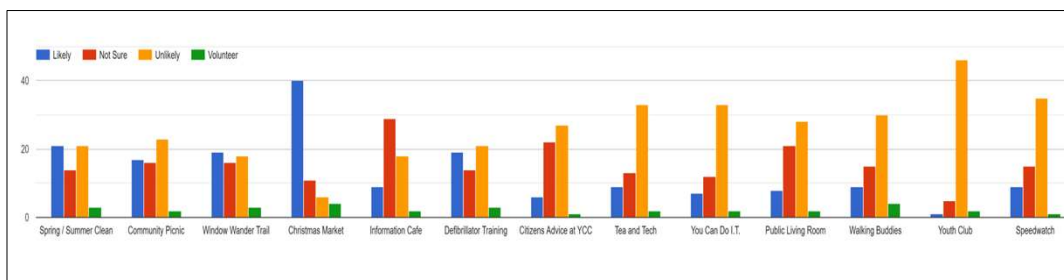
6

## How do you think the Parish Council can enhance community engagement and communication?



7

## Please indicate how likely you would be to take part attend or volunteer at the following.



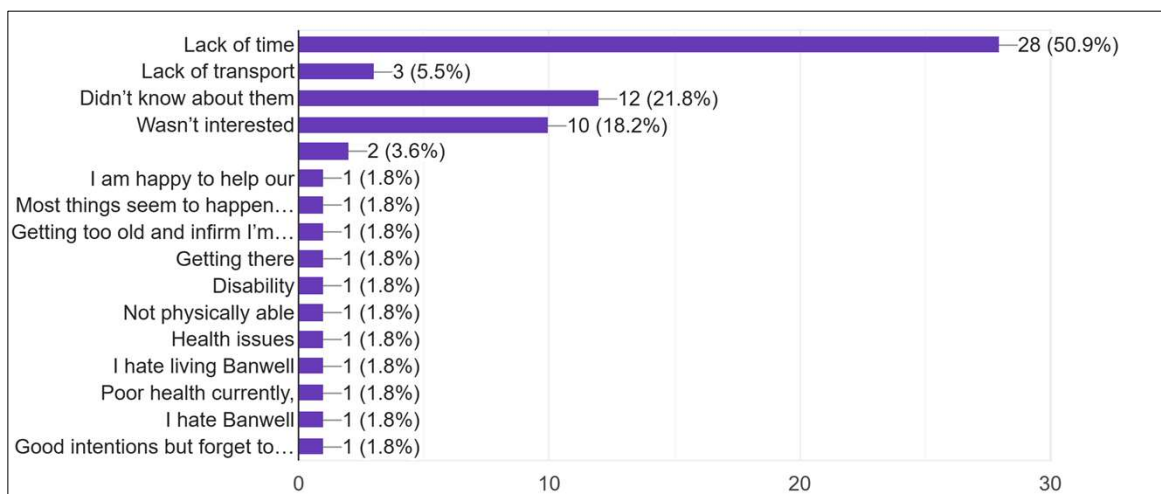
8

## If you have attended any of the events /services above we would welcome any feedback



9

## If you do not attend / volunteer at any of the events / activities above, why? (Select all that apply)



10

## What other events / activities would interest you?

Open gardens, wildlife events, local history, art and craft demonstrations, bric-a-brac - walk around the village where people can sell unwanted items

focus groups

summer fete

Village Market. Car Boot.

An ask the councillors panel evening

Bring back the carnival

Advice o. How to move away or deal with vile antisocial neighbours

More activities for older people

Council Forums, invitations to public meetings

Community transport

Film shows

11

## What other events / activities would interest you?

Educating residents about how nasty it is to live near people who love to engage in antisocial behaviour such as burning household waste in BONFIRES and burning treated wood in wood burners..

How to reduce our light pollution (we pay to light up the sky) and stop cars going unsafely through the village

Visiting and supporting the elderly

Fun run carnival

More fun activities for all ages!

Community social events like a village walk, quiz or barbecue

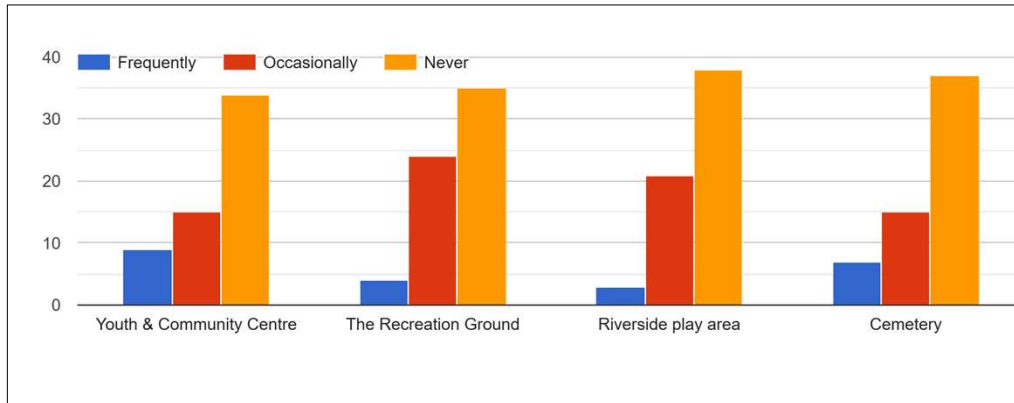
I would like to see something for all the people working from home in banwell. It can be quite isolating and would be nice to have a network to grab a coffee / go out for a walk / go to the village pub at lunchtime / after work. The sort of things you would do if you are office based. The current events cater for mainly families / the elderly. There is a whole gap for home workers

Scarecrow trail,

Events targeted towards young adults specifically those that have moved back home after uni and those working at home

12

How often do you or anyone in your household use each of these facilities? Please tick one box for each place.



13

Can you think of any ways we could improve the facilities above e.g. make them more sustainable, hold more events etc...

Any basketball teachers willing to give sessions for youth?

i'd like to see more fitness classes there. The campus used to have alot of fitness classes e.g aerobics, pilates and there were classes in the school gym but they have all stopped coming. Perhaps the promotion of the facilities at good rates?

Please improve the recycling collection and waste collection on high street, they use any opportunity to not bother. Also an event on antisocial neighbour activity might make some people think about their actions

social media is really good

Outdoor fair in the Rec ground. Like an old fashioned village fete

Notice board in car park, definitely hold more events

Make them more environment friendly e.g. solar panels, community orchard

Update website regularly

Solar? I have an electric car so would like a charging point somewhere

No

More inclusive to different age groups

Again most things are geared up for families / elderly would be good to have something for adults who work which is not entirely focused on the pubs / alcohol

14

## Insights

Respondents reported that the **Parish News** is the primary source of information, followed by **social media and the website**. Noticeboards, printed material follow, with word of mouth last. Respondents would like to get information from social media and the website followed by printed materials, parish news and noticeboards.

Of the 20% who reported they didn't think the Parish Council keeps them well informed about the services, activities and benefits, the theme is that they **aren't sure where to get information from**.

On how we should enhance engagement and comms, 50% of the respondents reported that **social media presence should be improved**, and that we should **deliver community newsletters or publications (48.4%)**. **Focus groups** were mentioned by 16 respondents (26%), **online forums or discussion boards** by 13%.

The Christmas Market showed a high number of respondents likely to attend (40), The Village cleans also received high likely attendance numbers (20) and 19 respondents reported that they would likely attend defib training.

The IT events, walking buddies and Public Living Room showed high levels of respondents **unlikely to attend**. There are a number of events and activities where respondents were unsure whether they would attend.

**Volunteering numbers** were **very low** across the board, with Walking buddies and Christmas market with slightly higher numbers vs. the others.

When respondents do attend the events/activities, the **feedback is very good**.

Time was the main reason (51%), for respondents not to attend or volunteer at events or activities. Other reasons given are not knowing about them (22%) and no interest (20%)

Of the events that would be of interest, 4/20 mentioned things already available, 3/20 mentioned activities for all ages/people working from home/young adults.

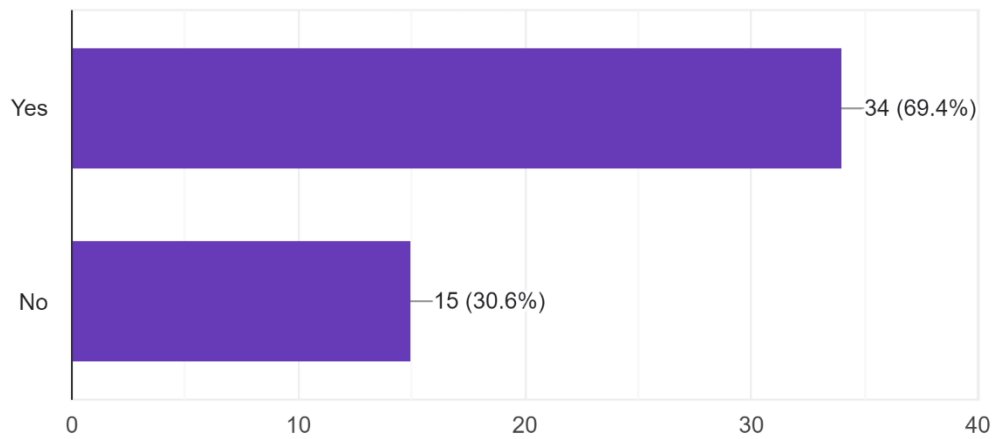
Improving the facilities focused on **environmental updates** (2 mentions); **activities geared to broader age groups** (3 mentions) were themes stated as to how facilities could be improved



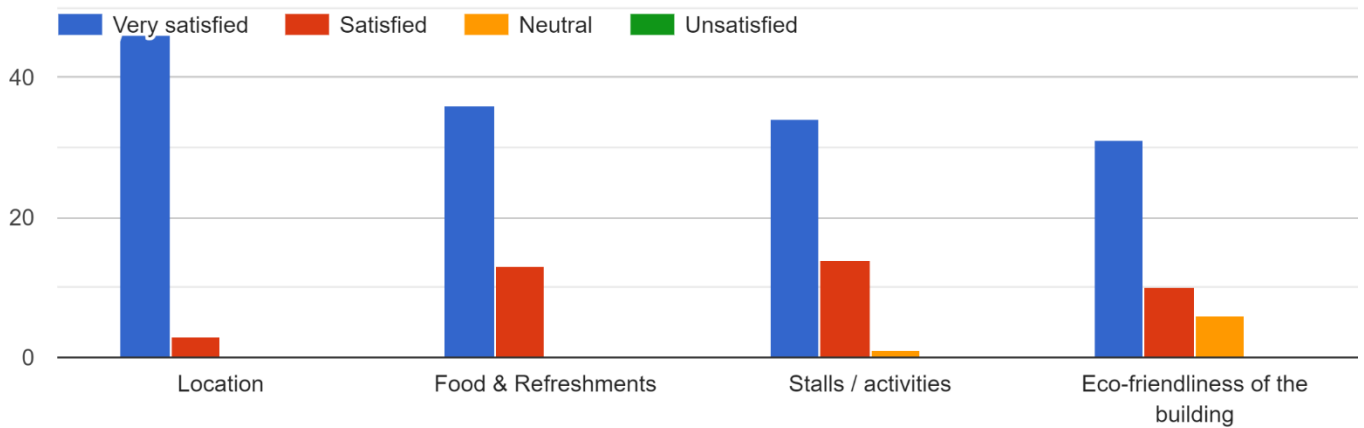
# Community Business Market Event Feedback Form results

Have you attended one of our markets before

49 responses

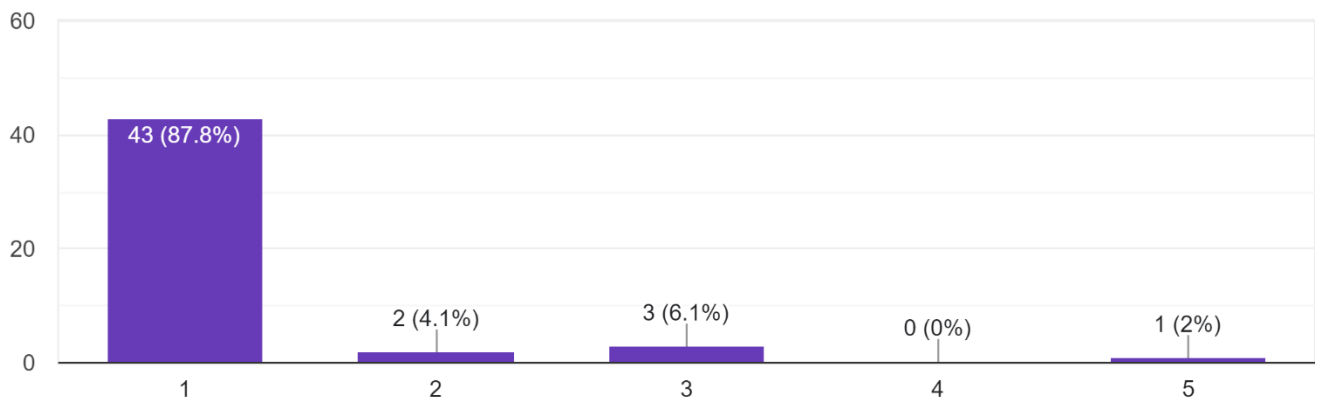


How do you feel about the following



How likely are you to recommend this event to others

49 responses



## Please let us know how we can improve this event

20 responses

I really don't think you can improve it. It has everything you need to hold an event. Very good here.

You can't

Lovely atmosphere. No need for improvement.

Friendly local community event. Always a joy to visit.

You can't improve it. It is very good. Enjoyed myself.

No improvement needed. Well planned and managed. Thank you.

Best craft fayre. Well-advertised & car parking is a big plus. Don't change anything. :-)

Great event, thank you.

More diverse stalls.

Enjoyed variety of stalls.

Fresh produce stalls (clerk)

More events

Twice a year suggest summer holidays.

Twice a year - mid summer.

Stall holder - attended last Christmas & summer. Xmas more successful.

Specific hours for Santa (clerk).

It has been great. Maybe shorter. Lots of people in the morning.

Timing either 9:30 til 1 or 1 til 4 as people seem to not come over lunch.

Close at 3pm

Change times to 10 - 2pm maybe.

Start at 10 as people expect.

Well-advertised

Advertise more widely.

Very cold in community centre kitchen area.

Very cold in community centre and it would be nice to have savoury food.

More lemon cake.

Hand safety rail on outside doors for disabled.



# BANWELL PARISH COUNCIL



## Banwell Parish Council: Strategic Plan 2024 – 2029

### THE PARISH COUNCIL AIMS

- **Facilities & Amenities:** To continually promote the best interests of all members of the local community by providing facilities and amenities in the parish not provided by the Unitary Authority.
- **Direct Services:** Where the Parish Council provides direct services, it will do so ethically and endeavor to maintain high professional standards and a quality service. It feels that such quality is the expectation of the parishioners and will not compromise these standards.
- **Communication:** The Parish Council aims to be a "Listening Council" and encourages you to let us know your opinions, comments and concerns. Where needed, we will act promptly to pass onto other local authorities or bodies, concerns which we cannot deal with ourselves. Problems within the powers of the Parish Council will be passed to the relevant committees.
- **Climate Emergency:** The Parish Council has declared a climate emergency. It will operate and promote positive measures impacting the environment while reducing and eliminating adverse impacts. It will use appropriate policy (principles of action) and planned activities (actions or events) to:
  - Act sustainably including adopting a reduce, reuse, recycle strategy.
  - Promote biodiversity.
  - Protect and enhance wildlife and the environment.

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2. Direct Services .....	6
3. Communication .....	7
4. Climate emergency .....	7

## **Executive Summary**

The nature of local government has changed significantly over the last decade and it is likely that parish councils will continue to take on more responsibilities in the future.

In 2010, a Parish Plan was published which had been derived from a complete survey delivered to every household in the Parish. This survey and subsequently the plan, identified what the parishioners valued about their Parish and identified concerns and suggestions to be addressed. Most of these aims have been successfully implemented or will be realised shortly but other issues still remain pertinent to his day.

This plan sets out the priorities the Council has set itself for the next five years (2024–2029), in order to ensure that it is best placed to meet those challenges. The aim of the Plan is to give the community an understanding of what the Parish Council is working on and what it aims to achieve. It is intended to be a working document which the Council will update regularly.

## **Profile of the Parish**

The rural village of Banwell is located 5 miles east of the seaside town of Weston-super-Mare. It lies at the west end of the northern side of the Mendip Hills, an Mendip Hills National Landscape (formally Area of Outstanding Natural Beauty). The village is surrounded by hills on one side and moors on the other. The medieval core of the village is the centre point for the Conservation Area.

The core of the village grew up around a natural spring at the centre of the village that produces up to 7 million gallons a day in the winter season and is the source of the River Banwell. This spring powered mills from at least Domesday up until the 1920s when the spring was capped, and the water used for the ever-expanding Weston-super-Mare. At this time the village also lost the pond that made an excellent setting for the mainly 15th century parish church.

The village today is a product of building, rebuilding and adaptation over many centuries. Besides the main village it consists of the hamlets of Wint Hill, Yarborough, Whitley Head, Hill End, Knightcott, Wolverhill, Way Wick, Rolstone, Towerhead and part of West Wick.

Banwell thrived from the mid-19th century with many shops and businesses. Many families of the gentry resided here which brought trade and employment but with the rise of Weston-super-Mare and the ongoing traffic problems (due to the busy A371 which bisects the village and is narrow at the centre of the village) Banwell has declined so that at the turn of the 21st century we were down to eight shops from the 26 or so of the 1940/50s.

About 20% of the Village is part of the Mendip Hills National Landscape and contains three Sites of Special Scientific Interest (Bone Caves, North End of Banwell Woods and south of the Puxton Moors). Within the village and its surroundings there is archaeological evidence of prehistoric, Roman, medieval, and post-medieval activity with a Roman Settlement, Roman Villa, Iron Age Fort and 31 listed buildings including St Andrews Church (Grade I), Banwell Castle, the Abbey & Cloisters (Grade II\*).

Nationally significant caves were found at the western end of Banwell Hill. The Stalactite Cave was found by mineral miners in 1757 and The Bone Cave containing large quantities of prehistoric animal bones was found in 1824.

Banwell is a medium sized parish with a population of 3,251 (2021 census). A figure which is expected to increase dramatically with North Somersets emerging local plan (2028 – 2038) with the largest development of up to 2800 properties expected at Wolverhill.

Compared to North Somerset, the Parish has a higher percentage of residents aged 70+, which accounts for nearly one quarter of its population. Equally, there is a high proportion of adults aged between 50 and 70 years. By implication the proportion of younger adults (aged 20 to 50 years) is lower than the North Somerset average.

Banwell is one of only two villages in North Somerset which ranks within 20% of the most deprived areas in the Country for income affecting children (14.9%) and barriers to housing & services (11.29%).

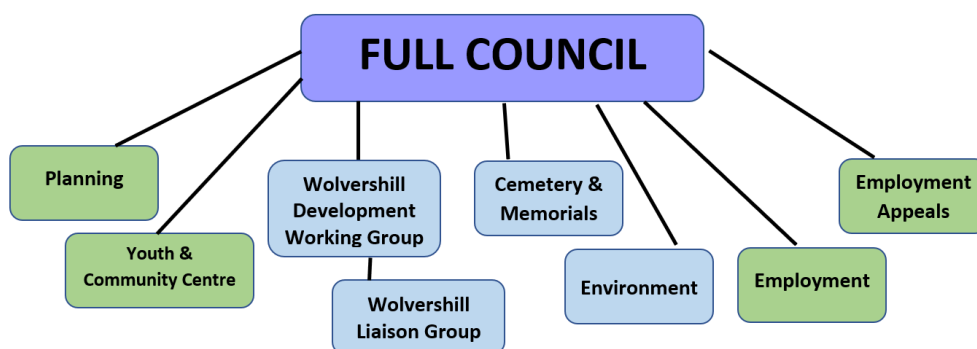
## How Banwell Parish Council works

The Parish Council consists of up to 12 representatives who are democratically elected every four years (or co-opted to fill vacancies). The last full election was 2023. From the 12 councillors a chairman and vice-chairman are elected annually.

Currently the Council qualifies for the 'General Power of Competence (GPC)', which gives Parish Councils more 'power to act' – this enables the smooth running of the Council and can bring new opportunities for the Parish area in terms of providing cost-effective services and facilities to meet the needs of local people.

The Parish Council makes decisions through main council and the committees which have delegated authority.

### Committee Structure



GREEN – Committee of the Council (with delegated powers)

BLUE – Working Group (advisory)

The Council works to its Standing Orders and Financial Regulations, which lay down the rules by which we operate and conduct our business. We also expect Parish Councillors to adhere to the Council's Code of Conduct. Committees and working groups work to terms of reference agreed by full council.

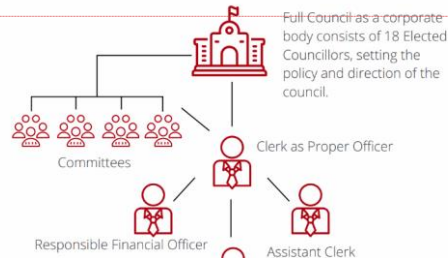
The Parish Council is funded predominately through raising a precept on the council tax charge but also by generating income through services delivered (such as hire of the YCC) and grants.

The 2023/2024 Council budget set a precept of £122,646.03 which equates to a council tax charge of £85.95 p.a. per council tax band D household. For 2024/2025 The Parish Council anticipates the council tax charge to remain the same at £85.95 p.a. per council tax band D. Supporting the Parish Council and its Committees are officers who allow the Parish Council to deliver services and to ensure that all decisions are made appropriately.

The structure is headed by the Clerk, who is also the Council's statutory Responsible Financial Officer. The Clerk in turn is supported by the Communications, Marketing and Grant Funding Officer and an Assistant Clerk.

In receipt of the precept charge per household, the Council provides a wide range of locally managed services, which include:

- Banwell Youth & Community Centre
- Riverside Green and the Recreation Ground which include play equipment and multi-use games area.
- Youth provision
- Maintaining a cemetery
- Providing various community events such as Window Trails, Remembrance Service and Christmas Market,
- Providing various community initiatives such as outreach Citizens Advice, Food Bank, Digital Inclusion Sessions, public living room with soup and a roll and walking buddies
- War memorial, Flag Poles, other memorials, benches and bus shelters.
- Landscaping improvement projects
- Litter picking through the centre of the village with annual spring / summer clean days.



**Commented [LS1]:** This is due to be changed to show our structure once decided by employment committee.

## Parish Council Objectives

### 1. Facilities & Amenities

**To continually promote the best interests of all members of the local community by providing facilities and amenities in the parish not provided by the Unitary Authority.**

Continue to develop improve & enhance local facilities & amenities.

- In conjunction with the North Somerset Council's Local Plan and Bypass Teams to support improvements through the centre of the village (e.g. further information boards and streetlight mounted Christmas lights).
- To continue to investigate a Cemetery extension within the Parish boundaries.

#### Wellbeing

- To continue to ensure all open spaces are well cared for and enhanced (for example resurfacing of lines in the MUGA, all weather path, outdoor gym equipment & additional toddler equipment at the Rec).
- To run events and activities to support mental & physical wellbeing across all sections of the community (e.g. public living room, digital inclusion sessions, Men's Shed).
- Promote positive planning and influencing local development (e.g. proactively engaging with major planning applications, promoting the Parish in the Local Plan development).
- Seeking to safeguard the separate identities of Banwell and the new Village and their environs (e.g. protecting green corridors / strategic gap to prevent coalescence, promoting / creating distinctive characteristics and features of the individual villages).

- Creation of Parish wide emergency plan

#### Inclusivity

- Ensure the type and frequency of Parish Council events reflects a wide range of community interests.
- Promote and support local voluntary groups and events held.
- Ensure that the Parish Council continues to provide diverse and inclusive facilities.
- Encourage the use of the YCC for community services / activities (e.g. clinics, information café's, counselling, Citizens Advice, local clubs)

## 2. Direct Services

**Where the Parish Council provides direct services, it will do so ethically and endeavours to maintain high professional standards and a quality service. It feels that such quality is the expectation of the parishioners and will not compromise these standards.**

Improve the organisational management and efficiency of the Parish Council, for example by:

- Reviewing the staffing structure and objectives to ensure they reflect changing legislative and community needs.
- Continuing to provide induction and training programme for new staff and council members.
- To apply for the quality local council award.

Develop and implement a fixed assets strategy including, for example:

- Developing a fixed assets map to include contract information for public rights of way around the Parish.
- Developing a formal fixed assets maintenance programme
- Evaluating the Youth & Community Centre as a community and office space in the short, medium and long term.
- To seek provision of a Community Centre which includes a Parish Council presence in the new Wolverhill Development.
- Continue to evaluate cost v benefit analyses associated with the provision of playgrounds and open spaces.

Improve our forward-planning, for example by:

- Developing succession planning for and flexibility in staff and members.
- Developing succession planning for and flexibility for Chairman and Vice-Chairman of the full council and its committees.
- To identify Parish Council projects.
- Considering future opportunities and challenges, including anticipated increases in powers and responsibilities.

Improving our financial control, for example by:

- Reviewing internal controls quarterly as well as the annual independent inspections.
- Reviewing the investment strategy and undertaking ongoing management of investments.
- Reviewing supplier performance to ensure continued value-for-money.

Pursue all possible appropriate forms of alternative revenue and funding, including maximising Section 106 or Community Infrastructure Levy monies available,

- Advancing project planning to facilitate timely release of funds.



### 3. Communication

The Parish Council aims to be a "Listening Council" and encourages you to let us know your opinions, comments and concerns. Where needed, we will act promptly to pass onto other local authorities or bodies, concerns which we cannot deal with ourselves, problems within the powers of the Parish Council will be passed to the relevant committees.

Understanding our community

- Conduct Parish surveys and consultation exercises with residents and community groups, to better understand their needs and aspirations.

Engaging with our community

- To support a thriving Banwell Business community (e.g. create and maintain a database of business contacts, annual Christmas market).
- Identify new opportunities for community engagement, for example by establishing a Youth Forum or similar.
- Improve the accessibility, relevance, ease of use and immediacy of our communication channels, including social media.

Involving our community

- Work with North Somerset & the Wolvershill Developers to create a Wolvershill Master Plan.
- Increase involvement of the community in Parish Council activities, (e.g. supporting and encouraging local organisations to adopt and run community events, working with local sports groups, clubs and societies to improve the quality of facilities and activities available, increasing public input into the volunteer of the year award).
- To review the creation of neighbourhood plan after the local plan has been adopted.

### 4. Climate emergency

The Parish Council has declared a climate emergency. It will operate and promote positive measures impacting the environment while reducing and eliminating adverse impacts. It will use appropriate policy (principles of action) and planned activities (actions or events) to:

Act sustainably including adopting a reduce, reuse, recycle strategy.

- Promote and provide opportunities for the reduction of waste and increase of recycling (e.g. 'paperless' office, upgrading litter bins to recycling bins, monthly litter picks linked with spring / summer clean, promoting the use of more sustainable materials, Recycling bins at community events, continue to support teracycle at the YCC, community composting)
- New / increased allotment provision in the new Wolvershill development.
- Raise environmental awareness amongst employees and the community, for example by: environmental communications via social media and the enewsletter.
- Review & reduce energy costs and associated emissions Parish Council wide (e.g. installing solar panels at YCC, promote and support a Community Energy Scheme).

Protect and enhance wildlife and the environment and promote biodiversity.

- Protect green spaces and promote and instigate environmental enhancement schemes (e.g. new tree & shrub planting, environmental and habitat management)
- Develop a green space works programme.

- Environmental communications relating to wildlife and biodiversity.
- To investigate ways of enhancing the quarry by improving biodiversity
- To investigate the creation of a Community Orchard

#### Environment and the decision-making process

- To work with North Somerset's Local Plan team to make it as green as possible (e.g. support the introduction of safe walking and cycle routes, the creation of a strategic green gap between the Bypass and Banwell Village.
- Ensuring money is invested wisely by researching the eco status of banks used / use of green utilities.
- Research funding possibilities for climate projects.
- To create a "Sustainable Banwell" Facebook page.
- To continue climate communications plan and regularly update with latest news and advice for residents (e.g. promotion of citizen science schemes including river monitoring with Bristol Avon River Trust, BioBlitz and U.W.E bat monitoring projects and any green homes grants).
- Compile and maintain an Environmental Policy Statement. The statement should represent a high level, but comprehensive, commitment to minimising environmental impacts of day-to-day Parish Council Operations within its own estate.
- Planning Committee to consider green measures in all recommendations when supporting a planning application.

**Bridget.C.Bowen**  
**Chartered Accountant**

Bridget.C.Bowen FCA  
86 High Street  
Weston  
Bath BA1 4DD

Tel: 07465 416597  
Email:  
[bridget.c.bowen@outlook.com](mailto:bridget.c.bowen@outlook.com)

Liz Shayler  
Clerk to Banwell Parish Council  
Youth and Community Centre  
West Street  
Banwell  
North Somerset  
BS29 6DB

5 December 2023

Dear Councillors

**Banwell Parish Council**

**Internal audit services**

The purpose of this letter is to set out the basis on which I am to act for Banwell Parish Council as internal auditor and to clarify our respective responsibilities.

The scope of my services is set out below. Should the Council require me to undertake additional internal audit work in relation to the Council's obligations under relevant law and proper practices, this will be by separate agreement.

I am bound by the ethical guidelines of the Institute of Chartered Accountants of England and Wales and accept instructions to act for the Council on the basis that I will act in accordance with those ethical guidelines. I confirm that I am independent of the Council.

**Scope of the internal audit**

The internal audit work I undertake will be planned and carried out to enable me to give to my opinion on the control objectives set out in the Annual Internal Auditor's Report.

I will comply with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)'
- The Accounts and Audit (England) Regulations 2015 (as amended).

**BCB**



I will undertake specific areas of work by in order to reach my opinion as set out in my initial quote.

I will provide an advice service on standard financial matters throughout the year.

### **Your responsibilities as Councillors**

It is the Council's responsibility to

- maintain the books and records of the Council;
- prepare the annual accounting statements in the required format as set out in the Annual Governance and Accountability Return;
- maintain an adequate system of internal control, including measures designed to prevent and detect fraud and corruption;
- review annually the effectiveness of the system of internal control;
- carry out an assessment of the risks facing the Council and take appropriate steps to manage those risks, including the introduction of internal controls as required;
- maintain throughout the year an adequate and effective system of internal audit of the accounting records and control systems;
- take appropriate action on all matters raised in reports from internal audit.

### **My responsibilities as internal auditor**

It is my responsibility as the Council's internal auditor to

- act independently;
- on the basis of an assessment of risk, carry out a selective assessment of the Council's compliance with relevant procedures and controls expected to be in operation during the financial year being audited; and
- to give an opinion on the control objectives as set out in the Annual Internal Auditor's Report.

### **Access to information, members and officers**

The Council undertakes to:

- provide such information as I may reasonably require to complete my audit, subject to reasonable notice;
- provide me with access to records, officers or Councillors as may be appropriate and necessary for me to undertake my work.

Where I have requested information but have been unable to obtain such information I will notify the Council in writing of the information I have not received.

## **Fees**

I will invoice the Council for my work after each visit. Fees will be in accordance with my quotation as accepted by the Council. The invoices will be based on the proportion of work undertaken at each visit. Invoices are payable within 30 days.

## **Complaints Procedure**

If during the course of our relationship you have any concerns about our service you can raise these with me in the first instance. If you raise any concerns which I cannot address to your satisfaction you have the right to take that issue up with ICAEW via their website:

<https://www.icaew.com/en/about-icaew/act-in-the-public-interest/complaints-process/make-a-complaint>

## **Professional Indemnity Insurance**

I confirm that I hold professional indemnity insurance with Direct Line of The Wharf, Neville Street, Leeds LS1 4AZ. The territorial coverage is worldwide excluding professional business carried out from an office in the United States of America or Canada and excludes any action for a claim bought in any court in the United States of America or Canada.

## **Data Protection**

I am committed to ensuring the protection of the privacy and security of any personal data which we process. I am registered with the Information Commission Officer as a Data Controller.

Your attention is drawn the privacy notice attached. By signing this letter, you confirm that you have read and understood the privacy notice attached.

## **Agreement of terms**

I would be grateful if the Council could confirm its agreement to these terms by authorising an officer or member of the Council to sign a copy of this letter and return it to me.

The Council should retain a copy of the signed letter for its own records.

Yours faithfully



Bridget Bowen FCA

**BCB**



**Banwell Parish Council**

**Bridget.C.Bowen FCA**

**Internal audit services**

I confirm on behalf of the Council that it has read and understood the contents of this letter and agree that they accurately reflect the services that the Council has instructed you to provide.

Signed ..... Dated .....

Print name .....

**On behalf of Banwell Parish Council**



**Bills for Payment - 21st November to the 12th December 2023**  
**Banwell Parish Council**

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
<b>Already Paid</b>						The Parish Council
DD	YU	Streetlight Power	<b>£233.98</b>	There are 2 MPAN numbers	095/23	
DD	YU	Streetlight Power	<b>£9.19</b>		095/23	
DD	Mainstream	Phone and Broadband	<b>£7.36</b>		095/23	
DD	EDF	YCC Electricity	<b>£139.18</b>		095/23	
<b>To Pay</b>						
BACS	J K Gardening	Grass cutting & Village Orderly contract	<b>£1,043.34</b>		095/23	
BACS	J K Gardening	Env Fee (Harris)	<b>£40.00</b>		Env Fee	
BACS	Ambience Landscape	Dog Bin emptying	<b>£629.20</b>		095/23	
BACS	Insight Cleaning	YCC Cleaning	<b>£216.00</b>		095/23	
BACS	YMCA	Youth Club Sessions	<b>£540.00</b>		095/23	
BACS	Webglu	Quartely website charge	<b>£243.60</b>		095/23	
BACS	Weston Rail Services	Quartely Streetlighting Maintenece charge	<b>£1,050.00</b>		095/23	
BACS	NALC	Local Award Scheme	<b>£60.00</b>		173/23 (iv)	
BACS	Citizens Advice	Annual Outreach charge	<b>£3,616.00</b>		Agenda Item	
BACS	Dani Wolfgang- James	Locum Comms Officer	<b>£473.60</b>		E31/23	
BACS	GB Sport	Annual Independent inspection	<b>£306.00</b>		173/23 (i)	
BACS	Deltron Lifts	Repair to lift	<b>£353.09</b>		H & S	
BACS	SPFA	Annual Somerset Playing Fields Subscription	<b>£15.00</b>		188/23	
BACS	SLCC	Annual Subscription to Society of Local Council Clerks	<b>£288.00</b>		Agenda Item	
BACS	Neil Merrick	Expenses (gutter, slow cookers)	<b>£122.62</b>		H & S and Grant	
DD	Loyds Bank PLC	Multipay charge & costs (zoom, training x 2, food bank, YC items, refreshments, cooking items).	<b>£494.33</b>		095/23	
BACS	Liz Shayler	Overtime and expenses (Christmas trees & Rolls)	<b>£201.82</b>		Admin & Grant	
SO	Liz Shayler	Clerks Salary	<b>£1,979.19</b>		095/23	
DD	Nest	Pension contibutions	<b>£190.77</b>		095/23	
DD	TV Licensing	YCC TV Licence	<b>£159.00</b>		Agenda Item	
BACS	HMRC	PAYE and NI	<b>£786.38</b>		095/23	
DD	North Somerset	YCC Waste Collection	<b>£9.50</b>		095/23	
			<b>Totals</b>			
			<b>£13,207.15</b>			

The Parish Council have resolved to use the General Power of Competence as of the 15th May 2023

**Banwell Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name****Cemetery & Memorials**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
101	Cem Grass Cutting				1,950.00	1,300.00	650.00
102	Cem paths / trees / garder				300.00	326.50	-26.50
103	Cem making up graves				200.00		200.00
104	Cemetery / Memorial Main				5,000.00		5,000.00
105	Env Fee				2,045.00	320.00	1,725.00
106	Cemetery software				450.00	450.00	
					<b>9,945.00</b>	<b>£2,396.50</b>	<b>7,548.50</b>

**Cemetery Income**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
110	Cemetery Income			5,407.41			5,407.41
111	Cemetery Bank interest			75.26			75.26
					<b>£5,482.67</b>		<b>5,482.67</b>

**Clerk & Administration**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
201	Salary & NI				37,400.00	26,636.56	10,763.44	
202	Clerk pension				800.00	1,874.02	-1,074.02	
203	Advertising			28.50	500.00	401.62	126.88	
204	Insurance				2,100.00	2,226.55	-126.55	
205	Subscriptions inc ALCA &				2,300.00	2,466.81	-166.81	
206	Audit Fee				950.00	1,130.00	-180.00	
207	Legal Costs				600.00	104.00	496.00	
208	Training Officers				650.00	330.00	320.00	
209	Training Councillor				400.00	232.68	167.32	
210	Grants & Donations				5,000.00	200.00	4,800.00	
211	Chairmans Allowance				300.00	374.07	-74.07	
213	Bank Charges				200.00	94.55	105.45	
215	Risk Assessments				150.00	180.00	-30.00	
216	Locum					367.04	-367.04	
709	Office Equipment inc Web				2,500.00	2,378.27	121.73	
					<b>£28.50</b>	<b>53,850.00</b>	<b>£38,996.17</b>	<b>14,882.33</b>

**Earmarked Reserves**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
214	Food bank			1,352.00		544.91	807.09	
218	Jubilee & Coronation				500.00		500.00	
504	CIL					1,249.00	-1,249.00	
505	CIL 2023/24			5,598.67			5,598.67	
809	Social Prescribing Commu							
815	Refreshments			12.01		118.07	-106.06	
816	Living Room			500.00			500.00	
					<b>£7,462.68</b>	<b>500.00</b>	<b>£1,911.98</b>	<b>6,050.70</b>

**Environment**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>		
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>		
301	Allotment		1,647.88	1,647.88	1,647.88	1,647.88			
302	Env Grass Cutting				2,045.00	1,263.81	781.19		
303	Env Hedge / Fence / Tree				300.00	90.00	210.00		
304	Village Orderly		435.81	435.81	4,710.00	3,140.00	1,570.00		
305	Dog Bins				6,568.00	4,097.98	2,470.02		
306	Env Maintenance / Inspec				2,000.00	1,493.85	506.15		
307	Env Projects				3,000.00	1,989.92	1,010.08		
308	Env Grant		7,149.00				-7,149.00		
309	Riverside Project				48,280.52	40,233.76	8,046.76		
					<b>9,232.69</b>	<b>£2,083.69</b>	<b>68,551.40</b>	<b>£53,957.20</b>	<b>7,445.20</b>

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)



**Banwell Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name**

<u>Highways</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
401	Street light power				4,000.00	1,692.19	2,307.81
402	Street light maintenance				3,500.00	1,750.00	1,750.00
403	Street light upgrade				1,400.00		1,400.00
404	Highways related projects				3,000.00		3,000.00
					<b>11,900.00</b>	<b>£3,442.19</b>	<b>8,457.81</b>

<u>Income</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
501	Misc Income		100.00	387.98			287.98
502	Annual Precept		122,646.03	122,646.03			
503	VAT						
					<b>122,746.03</b>	<b>£123,034.01</b>	<b>287.98</b>

<u>Recreation Ground</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
601	Rec Grass Cutting				2,250.00	1,454.25	795.75
602	Rec Maintenance				2,000.00	1,539.72	460.28
603	Rec Tree & Fence Work				300.00	90.00	210.00
604	Rec Inspections				400.00	67.00	333.00
605	Rec Play Equipment & Be				2,512.80		2,512.80
					<b>7,462.80</b>	<b>£3,150.97</b>	<b>4,311.83</b>

<u>Youth &amp; Community Centre</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>		
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>		
701	YCC upgrade				25,000.00		25,000.00		
702	YCC repairs & maintenanc				3,000.00	1,780.91	1,219.09		
703	YCC CCTV				200.00	67.80	132.20		
704	YCC Electricity				2,000.00	826.25	1,173.75		
705	YCC Gas				2,000.00	607.26	1,392.74		
706	YCC water				600.00	114.03	485.97		
707	YCC waste		114.00		620.00	790.17	-56.17		
708	YCC cleaning & supplies		26.67		2,700.00	1,741.21	985.46		
710	YCC phone & wifi				1,000.00	361.94	638.06		
711	YCC Grass cutting				1,125.00	727.13	397.87		
712	YCC hedge, fence & tree \				500.00	1,166.00	-666.00		
713	YCC grants & donations	1,000.00	1,000.00						
714	YCC income	500.00	633.50				133.50		
715	YCC Booking software			350.00	417.60		-67.60		
716	YCC Music Licence				542.97		-542.97		
					<b>1,500.00</b>	<b>£1,774.17</b>	<b>39,095.00</b>	<b>£9,143.27</b>	<b>30,225.90</b>

<u>Youth Club</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>		
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>		
801	YC sessions				9,000.00	3,283.54	5,716.46		
802	YC budget				400.00	251.26	148.74		
803	YC extraordinary activities				2,000.00		2,000.00		
804	YC Printer								
805	YC subscriptions	550.00	375.70				-174.30		
806	Tuck Shop	100.00	311.10	100.00	339.28		-28.18		
807	Youth Forum			200.00			200.00		
					<b>650.00</b>	<b>£686.80</b>	<b>11,700.00</b>	<b>£3,874.08</b>	<b>7,862.72</b>

<b>NET TOTAL</b>	<b>134,128.72</b>	<b>£140,552.52</b>	<b>203,004.20</b>	<b>£116,872.36</b>	<b>92,555.64</b>
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Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Banwell Parish Council**  
**Reserves Balance**  
**2023-2024**

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Cemetery Reserves	96,254.64			5,482.67	101,737.31
Mental Health Grant	1,161.75				1,161.75
Food Bank	1,765.96		544.91	1,352.00	2,573.05
New Banwell Solar	6,547.54				6,547.54
CIL	66,235.16		1,249.00		64,986.16
Refreshments	112.11		118.07	12.01	6.05
CIL 2023/24				5,598.67	5,598.67
Community Living Room				500.00	500.00
<b>Total Earmarked</b>	<b>172,077.16</b>		<b>1,911.98</b>	<b>12,945.35</b>	<b>183,110.53</b>
<b>TOTAL RESERVE</b>	<b>172,077.16</b>		<b>1,911.98</b>	<b>12,945.35</b>	<b>183,110.53</b>
<b>GENERAL FUND</b>					82,225.89
<b>TOTAL FUNDS</b>					265,336.42

## Banwell Parish Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 30/11/2023</b>		
	Cash in Hand 01/04/2023		235,064.81
	<b>ADD</b>		
	Receipts 01/04/2023 - 30/11/2023		159,958.87
			395,023.68
	<b>SUBTRACT</b>		
	Payments 01/04/2023 - 30/11/2023		129,687.26
<b>A</b>	<b>Cash in Hand 30/11/2023</b> (per Cash Book)		<b>265,336.42</b>
	Cash in hand per Bank Statements		
	Petty Cash	30/11/2023	0.00
	Charity Bank	30/11/2023	85,000.00
	Lloyds Credit Card	30/11/2023	0.00
	Unity Trust Bank (20398572)	30/11/2023	110,468.28
	PC Reserve Saver account (81413	30/11/2023	45,190.24
	Cemetery Reserve Account (59678	30/11/2023	16,157.31
	Natwest Current account (5335765	30/11/2023	8,520.59
			<b>265,336.42</b>
	Less unrepresented payments		
			265,336.42
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>265,336.42</b>
	<b>A = B Checks out OK</b>		

Department	Budget 2022 / 23	Actual 2022/23	Budget 2023 / 2024	Spend 01.04.23 - 30.11.23	Anticipated Spend 2023 - 24	Comments	Draft Budget 2024 / 25	Precept	Reserves
<b>Cemetery &amp; Memorials</b>									
Grass cutting	£ 1,950.00	£ 1,950.50	£ 1,950.00	£ 1,300.00	£ 1,950.00		£ 1,950.00	£ 1,950.00	£ -
Paths / Trees & Garden	£ 200.00	£ 120.00	£ 300.00	£ 326.50	£ 326.50		£ 300.00	£ 300.00	£ -
Making up graves	£ 200.00	£ -	£ 200.00	£ -	£ -	From fees	£ 200.00	£ -	£ 200.00
Cemetery / Memorial work contingency	£ 5,000.00	£ -	£ 5,000.00	£ -	£ 1,175.00	War memorial due clean apply for grant	£ 5,000.00	£ 2,000.00	£ 3,000.00
Cemetery software	£ 380.00	£ 375.00	£ 450.00	£ 450.00	£ 450.00		£ 450.00	£ 450.00	£ -
<b>TOTAL</b>	<b>£ 7,730.00</b>	<b>£ 2,445.50</b>	<b>£ 7,900.00</b>	<b>£ 2,076.50</b>	<b>£ 3,901.50</b>		<b>£ 7,900.00</b>	<b>£ 4,700.00</b>	<b>£ 3,200.00</b>

<b>Clerk and Administration</b>									
Salary & NI	£ 34,500.00	£ 39,220.40	£ 37,400.00	£ 26,636.56	£ 35,000.00	Locum separate. Poss 2% inc, opt spinal point	£ 40,000.00	£ 40,000.00	£ -
Pension provision	£ 800.00	£ 903.00	£ 800.00	£ 1,874.02	£ 2,400.00	Only 40% is employer. Changed way shown on budget	£ 2,400.00	£ 2,400.00	£ -
Locum	£ -	£ -	£ -	£ 367.04	£ 2,000.00		£ -	£ -	£ -
Advertising inc printing	£ 500.00	£ 472.00	£ 500.00	£ 401.62	£ 600.00		£ 650.00	£ 650.00	£ -
Insurance	£ 1,933.12	£ 2,027.29	£ 2,100.00	£ 2,226.55	£ 2,226.55	3rd year of new 3yr plan	£ 2,300.00	£ 2,300.00	£ -
Subscriptions	£ 1,800.00	£ 2,410.19	£ 2,300.00	£ 2,466.81	£ 2,700.00	ALCA / SLCC / SPF / ICO	£ 3,000.00	£ 3,000.00	£ -
Audit fees	£ 950.00	£ 650.00	£ 950.00	£ 1,130.00	£ 1,505.00		£ 1,500.00	£ 1,500.00	£ -
Legal costs	£ 600.00	£ -	£ 600.00	£ -	£ 600.00		£ 600.00	£ 600.00	£ -
Training Officers	£ 650.00	£ 804.00	£ 650.00	£ 330.00	£ 650.00	ILCA / New Officer(s)	£ 600.00	£ 600.00	£ -
Training Cllrs	£ 600.00	£ 272.44	£ 400.00	£ 232.68	£ 310.00		£ 400.00	£ 400.00	£ -
Grants and Donations	£ 4,000.00	£ 5,477.00	£ 5,000.00	£ 200.00	£ 6,800.00	inc CAB & minibus society	£ 7,000.00	£ 7,000.00	£ -
Chairman's Allowance	£ 250.00	£ 177.04	£ 300.00	£ 374.07	£ 400.00		£ 400.00	£ 400.00	£ -
Jubilee / Coronation	£ 600.00	£ -	£ 500.00	£ 250.31	£ 250.31		£ -	£ -	£ -
Bank Charges	£ 200.00	£ 163.05	£ 200.00	£ 94.55	£ 190.00		£ 200.00	£ 200.00	
Food Bank	£ 500.00	£ 1,374.15	£ 1,765.96	£ 544.91	£ 1,000.00	EMR	£ 2,000.00	£ -	£ 2,000.00
Risk Assessments	£ 150.00	£ -	£ 150.00	£ 180.00	£ 180.00		£ 180.00	£ 180.00	£ -
Election Charges	£ -	£ -	£ 2,246.00	£ 92.00	£ 92.00		£ -	£ -	£ -
<b>TOTAL</b>	<b>£ 48,033.12</b>	<b>£ 53,950.56</b>	<b>£ 55,861.96</b>	<b>£ 37,401.12</b>	<b>£ 56,903.86</b>		<b>£ 61,230.00</b>	<b>£ 59,230.00</b>	<b>£ 2,000.00</b>

<b>Environment</b>									
Grass Cutting	£ 1,650.00	£ 1,155.44	£ 2,045.00	£ 1,263.81	£ 1,846.00	New contract	£ 2,045.00	£ 2,045.00	£ -
Fence and Tree Work	£ 300.00	£ 578.00	£ 300.00	£ 90.00	£ 200.00		£ 310.00	£ 310.00	£ -
Village Orderly	£ 4,710.00	£ 4,710.00	£ 4,710.00	£ 3,140.00	£ 4,710.00		£ 4,710.00	£ 4,710.00	£ -
Dog Bins	£ 4,800.00	£ 6,258.94	£ 6,568.00	£ 4,097.98	£ 6,398.64	price increase & add bins	£ 8,565.00	£ 8,565.00	£ -
Riverside & Defib	£ 2,500.00	£ 377.00	£ 2,000.00	£ 1,493.85	£ 2,500.00		£ 2,000.00	£ 2,000.00	£ -
Environmental projects	£ 3,000.00	£ 1,254.87	£ 3,000.00	£ 1,989.92	£ 2,500.00	Add FP & Quarry	£ 5,000.00	£ 5,000.00	£ -
Environmental Grant	£ 1,000.00	£ 16,453.11	£ 1,000.00	£ -	£ 1,000.00		£ 1,000.00	£ 1,000.00	£ -
Riverside project	£ 10,000.00	£ 784.00	£ 48,280.52	£ 40,233.76	£ 40,233.76		£ -	£ -	£ -
<b>TOTAL</b>	<b>£ 27,960.00</b>	<b>£ 31,571.36</b>	<b>£ 67,903.52</b>	<b>£ 52,309.32</b>	<b>£ 59,388.40</b>		<b>£ 23,630.00</b>	<b>£ 23,630.00</b>	<b>£ -</b>

<b>Highways</b>									
Power	£ 1,800.00	£ 4,263.94	£ 4,000.00	£ 1,692.19	£ 3,000.00	New Contract renew March	£ 3,000.00	£ 3,000.00	£ -
Maintenance	£ 3,500.00	£ 4,375.00	£ 3,500.00	£ 1,750.00	£ 3,500.00	Lighting contract 3yrs fixed 3rd year	£ 3,500.00	£ 3,500.00	£ -
Upgrades	£ 8,250.00	£ 8,030.00	£ -	£ -	£ -	All upgraded	£ -	£ -	£ -
6 yr inspect / single phase upgrade	£ 1,400.00	£ 840.00	£ 1,400.00	£ -	£ -	Upgrade to 3 phase Elec	£ -	£ -	£ -

Highways related projects	£ 1,000.00	£ 1,021.90	£ 3,000.00	£ -	£ 3,000.00	Xmas Lights, VAS, crossing	£ 8,000.00	£ 5,000.00	£ 3,000.00
<b>TOTAL</b>	<b>£ 15,950.00</b>	<b>£ 18,530.84</b>	<b>£ 11,900.00</b>	<b>£ 3,442.19</b>	<b>£ 9,500.00</b>		<b>£ 14,500.00</b>	<b>£ 11,500.00</b>	<b>£ 3,000.00</b>

### Recreation Ground

Rec Grass Cutting	£ 1,700.00	£ 1,701.00	£ 2,250.00	£ 1,454.25	£ 2,158.50	New contract	£ 2,250.00	£ 2,250.00	£ -
Rec Maintenance	£ 2,000.00	£ 631.45	£ 2,000.00	£ 1,539.72	£ 2,500.00	Poss MUGA	£ 8,600.00	£ 8,600.00	£ -
Rec Trees and Fence Work	£ 300.00	£ 1,585.00	£ 300.00	£ 90.00	£ 250.00		£ 300.00	£ 300.00	£ -
Inspections	£ 350.00	£ 296.00	£ 400.00	£ 67.00	£ 350.00		£ 400.00	£ 400.00	£ -
Play Equipment & Path	£ 20,000.00	£ 24,813.65	£ 54,000.00	£ -	£ 50,000.00	toddler equip	£ 5,000.00	£ 5,000.00	£ -
<b>TOTAL</b>	<b>£ 24,350.00</b>	<b>£ 29,027.10</b>	<b>£ 58,950.00</b>	<b>£ 3,150.97</b>	<b>£ 55,258.50</b>		<b>£ 16,550.00</b>	<b>£ 16,550.00</b>	<b>£ -</b>

### YCC

YCC upgrade	£ 12,000.00	£ -	£ 25,000.00	£ -	£ 13,000.00		£ 2,000.00	£ 2,000.00	£ -
Repairs & Maintenance	£ 3,000.00	£ 2,841.79	£ 3,000.00	£ 1,780.91	£ 2,200.00	lift repair	£ 2,900.00	£ 2,900.00	£ -
CCTV	£ 1,000.00	£ 210.00	£ 200.00	£ 67.80	£ 212.80	begin 2/3 cycle of replacement	£ 800.00	£ 800.00	£ -
Electricity	£ 1,000.00	£ 1,069.99	£ 2,000.00	£ 826.25	£ 1,500.00	New contract, 3 yrs renew 2025	£ 1,800.00	£ 1,800.00	£ -
Gas	£ 1,000.00	£ 1,188.29	£ 2,000.00	£ 607.26	£ 1,200.00		£ 1,000.00	£ 1,000.00	£ -
Water	£ 600.00	£ 299.31	£ 600.00	£ 114.03	£ 400.00		£ 600.00	£ 600.00	£ -
Waste Collection	£ 500.00	£ 643.95	£ 620.00	£ 790.17	£ 830.00	new contract	£ 300.00	£ 300.00	£ -
Cleaning & supplies	£ 2,700.00	£ 3,007.31	£ 2,700.00	£ 1,741.21	£ 2,700.00		£ 2,700.00	£ 2,700.00	£ -
Office Equip inc software	£ 3,000.00	£ 1,757.53	£ 2,500.00	£ 2,378.27	£ 2,500.00	New officer laptop	£ 2,500.00	£ 2,500.00	£ -
Phone internet	£ 720.00	£ 746.15	£ 1,000.00	£ 361.94	£ 600.00	new contract due March 2024 & fibre	£ 700.00	£ 700.00	£ -
Grass cutting	£ 900.00	£ 850.56	£ 1,125.00	£ 727.13	£ 1,079.26	New contract	£ 1,125.00	£ 1,125.00	£ -
fence / hedge	£ 500.00	£ 545.00	£ 500.00	£ 1,166.00	£ 1,370.00		£ 500.00	£ 500.00	£ -
Booking software	£ 348.00	£ 348.00	£ 350.00	£ 417.60	£ 417.60		£ 430.00	£ 430.00	£ -
Music Licence	Budgetted as part of YCC office equip	£ 491.75	Budgetted as part of YCC office equip	£ 542.97	£ 542.97		£ 600.00	£ 600.00	£ -
YCC events refreshments	Budgetted as grant	£ 59.89	£ 112.11	£ 118.07	£ 118.07	currently paid for by fund raising	£ 120.00	£ 120.00	£ -
Grants & Donations	-£ 1,000.00	-£ 1,000.00	-£ 1,000.00	-£ 1,000.00	-£ 1,000.00	Grant from Winscombe for YCC if awarded	-£ 1,000.00	-£ 1,000.00	£ -
Income	-£ 1,400.00	-£ 1,400.00	-£ 500.00	-£ 633.50	-£ 700.00		-£ 500.00	-£ 500.00	£ -
<b>TOTAL</b>	<b>£ 24,868.00</b>	<b>£ 11,659.52</b>	<b>£ 40,207.11</b>	<b>£ 10,006.11</b>	<b>£ 26,970.70</b>		<b>£ 16,575.00</b>	<b>£ 16,575.00</b>	<b>£ -</b>

### Youth

Youth Club staffing	£ 10,000.00	£ 5,535.00	£ 9,000.00	£ 3,283.54	£ 5,100.00	Currently 1 day poss inc & Shol	£ 8,000.00	£ 8,000.00	£ -
Youth Club budget inc tuck	£ 500.00	£ -	£ 500.00	£ 251.26	£ 500.00	carried over, tuck self financing	£ 500.00	£ -	£ 500.00
Extraordinary activities inc Residential	£ 1,800.00	£ 21.36	£ 2,000.00	£ 200.00	£ 200.00	S106, sept 24 residential & Sh	£ 3,000.00	£ 1,800.00	£ 1,200.00
Subs	-£ 400.00	-£ 711.10	-£ 650.00	-£ 375.70	-£ 650.00	£1 per person	-£ 600.00	-£ 600.00	£ -
Youth Council / forum	£ 200.00	£ -	£ 200.00	£ -	£ -	carried budgetted '21	£ 200.00	£ -	£ 200.00
<b>TOTAL</b>	<b>£ 12,100.00</b>	<b>£ 4,845.26</b>	<b>£ 11,050.00</b>	<b>£ 3,359.10</b>	<b>£ 5,150.00</b>		<b>£ 11,100.00</b>	<b>£ 9,200.00</b>	<b>£ 1,900.00</b>

<b>Grand Total</b>	<b>£ 160,991.12</b>	<b>£ 152,030.14</b>	<b>£ 253,772.59</b>	<b>£ 111,745.31</b>	<b>£ 217,072.96</b>		<b>£ 151,485.00</b>	<b>£141,385.00</b>	<b>£10,100</b>
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INCOME									
Village Orderly Grant	£ 435.81	£ 435.81	£ 435.81	£ 435.81	£ 435.81	Concern this will not exist.	£ 435.81	£ 435.81	£ -
Misc income	£ 100.00	£ 446.19	£ 100.00	£ 387.98	£ 400.00		£ 200.00	£ 200.00	£ -
CIL	£ -	£ 5,853.76	£ 66,235.16	£ 1,249.00	£ 50,000.00	Outstanding CIL	£ -	£ -	£ -
Solar panel grant from New Solar Banwell	£ 7,149.00	£ 7,149.00	£ 6,547.54	£ -	£ 13,000.00		£ 7,149.00	£ 7,149.00	£ -
Food Bank Donations	£ -	£ 1,524.54	£ 1,765.96	£ 1,352.00	£ 1,352.00		£ -	£ -	£ -
Social Prescribing	£ 3,986.00	£ 2,824.25	£ 1,161.75	£ -	£ 1,100.00		£ -	£ -	£ -
Community Hub	£ 2,714.98	£ 2,103.00	£ -	£ -	£ -		£ -	£ -	£ -
Griffiths Happy to chat	£ 700.00	£ 700.00	£ -	£ -	£ -		£ -	£ -	£ -
Griffiths LED lights	£ 1,000.00	£ 1,000.00	£ -	£ -	£ -		£ -	£ -	£ -
Somerset Community	£ 2,500.00	£ 2,500.00	£ -	£ -	£ -		£ -	£ -	£ -
Public Living Room	£ 800.00	£ 800.00	£ -	£ 500.00	£ 500.00	Voluntary contributions	£ -	£ -	£ -
Rec section 106	£ 21,727.03	£ 21,727.23	£ -	£ -	£ -		£ -	£ -	£ -
Play Innovator Fund	£ 19,644.38	£ 19,644.38	£ -	£ -	£ -		£ -	£ -	£ -
Solar panel grant from NSC	£ -	£ -	£ -	£ 10,000.00	£ 10,000.00		£ -	£ -	£ -
<b>INCOME</b>	<b>£ 60,757.20</b>	<b>£ 66,708.16</b>	<b>£ 76,246.22</b>	<b>£ 13,924.79</b>	<b>£ 76,787.81</b>		<b>£ 7,784.81</b>	<b>£ 7,784.81</b>	<b>£ -</b>

						Budget - income	Precept request	Reserves to be used
	<b>£ 100,233.92</b>	<b>£ 85,321.98</b>	<b>£ 177,526.37</b>	<b>£ 97,820.52</b>	<b>£ 140,285.15</b>	<b>£ 143,700.19</b>	<b>£ 133,600.19</b>	<b>£ 10,100.00</b>

Cemetery income	£ 3,000.00	£ 3,666.00	£ 3,500.00	£ 5,482.67	£ 6,000.00	Not part of budget as earmarked	£3,500	0	
Section 137 Contributions	In May 2023 Banwell Parish Council resolved to adopt the General Power of Competence.								

<b>GENERAL RESERVES (ESTIMATED AT 30.04.24)</b>	<b>£ 42,000.00</b>	(32% of precept)	<b>£ 66,800.10</b>	(50% of precept)
<b>EARMARKED RESERVES (ESTIMATED 30.04.24)</b>	<b>£ 16,000.00</b>			
<b>CEMETERY EXTENSION RESERVE ON 30.11.23</b>	<b>£ 101,157.31</b>			
<b>CEMETERY EXTENSION RESERVE (ESTIMATED AT 30.04.24)</b>	<b>£ 102,000.00</b>			

Band D £85.97  
0% increase