



Banwell Youth and Community Centre,  
West Street  
Banwell. BS29 6DB  
01934 820442  
8<sup>th</sup> May 2023

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 unless excluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose.

**To: The Chairman and all members of Banwell Parish Council.**

**You are summoned to attend the Annual Meeting of Banwell Parish Council, to be held at the Youth & Community Centre (YCC) on Monday 15<sup>th</sup> May 2023 at 7:30pm, when the following business will be transacted.**

**The meeting will be livestreamed on Facebook or can be joined virtually via zoom**  
<https://us02web.zoom.us/j/308292669>.

*Liz Shayler*  
Clerk to the Council

Before the meeting begins there will be a public participation session – *This session is open to the Public to present comments, observations, information, petitions or lead deputations and is the only time members of the public may participate. (Please note that the Council is unable to make formal decisions under this item)*

- i) Members of the public.
- ii) Community Beat Manager's report.
- iii) Ward Councillor's report.

## **A G E N D A**

1. To elect a Chairman of the Parish Council for 2023/24 and to receive the Chairman's Declaration of Acceptance of Office
2. To elect a Vice Chairman of the Parish Council for 2023/24 and to receive the Vice Chairman's Declaration of Acceptance of Office
3. To receive and consider an application to fill vacancies by co-option from Steve Davies.
4. To receive apologies for absence.
5. To resolve that Banwell Parish Council is eligible to use the General Power of Competence (pages 1 & 2).
6. To appoint Members to Committees and Working Groups for 2023/24 (see list of members from 2022/23 page 3)
7. To appoint members of outside bodies for 2023/2024 (see list of members from 2022/23 page 3)
8. To receive members' declarations of interest on any agenda item
9. To approve as a correct record the minutes of the Parish Council Meeting held on the 17<sup>th</sup> of April 2023 (pages 4 – 9)
10. To note the Minutes of the Parish Assembly held on the 24<sup>th</sup> of April 2023 (pages 10 - 12)

11. To review and approve all Banwell Parish Council Committee and Working Party Terms of Reference (listed on page 13)
12. To approve the following documents
  - i) Calendar of Meeting dates (page 14)
  - ii) 2023/24 Banwell Action Plan (pages 15 – 18)
  - iii) Financial Regulations and associated Risk Assessment ([banwell-parish-council-information/](#))
  - iv) Standing Orders ([banwell-parish-council-information/](#))
13. To review and approve all Banwell Parish Council Policy and Procedures (listed on pages 19 & 20)
14. To receive the Officer report/Exchange of information: Please note that the Council is unable to make any formal decision under this item (page 21).
  - i) £1000 grant received from Winscombe Parish Council
  - ii) Young Carers Service
15. To note the training and events available and agree any attendance.
  - i) FREE Introduction to Local Councils E-learning Course
  - ii) £40 ALCA Online Essential Councillor either 22<sup>nd</sup> or 31<sup>st</sup> May 6:30pm Cllr Arlidge
  - iii) £50 SLCC Creating Accessible Documents – Comms Officer
  - iv) £70 +VAT SLCC Agendas and Minutes 6<sup>th</sup> & 13<sup>th</sup> June 6:30 until 7:30pm – Comms Officer
  - v) ALCA e-learning on nimble £14 each [E-Learning Courses ALCA](#)
  - vi) Various communications training £30 [Communications Courses ALCA](#)
  - vii) Various finance training £30 [Finance Training ALCA](#)
  - viii) Various NALC training <https://www.nalc.gov.uk/our-events>
  - ix) FREE various Scribe finance training (this is our accounting package) Free [Scribe Training](#)
16. To approve the following items of expenditure: -
  - i) £673.92 for Annual Scribe Accounts subscription.
  - ii) £2,150.93 or £2,226.55 (increased fidelity) Insurance premium year three of a three-year contract (sent via email).
  - iii) £300 to sand, treat benches located outside school, Knightcott Gardens & Knightcott Motors.
  - iv) £196.91 for hand winding wheel and spacer for the lift.
  - v) £108 for replacement glass window.
17. To discuss the dates for the Community Picnic and possible summer market and agree a way forward.
18. To confirm that the Parish Council have no conflicts of interest with the external auditor BDO LLP
19. To note the Internal Auditors signed section of the Annual Return for 2022/23 (page 22 & 23)
20. To approve the Annual Governance Statements for 2022/23 (page 24)
21. To approve the Statement of Accounts for 2022/23 (pages 25 - 30)
22. To authorise bills for payment for May (page 31)
23. To note the Parish Council's end of April's net position, bank balances and bank reconciliation (pages 32 - 34)
24. To agree regular standing order, direct debit and BACs payments made from the Unity bank account (page 35)
25. To note and comment upon planning applications (pages 36 - 46).
  - i) 23/P/0608/CQA Agricultural Building to The North of The Poplars West Rolstone Road Hewish  
Prior approval for the conversion of agricultural barn into 1no. dwelling with operational development of insertion of new windows and doors
  - ii) 23/P/0639/FUH Wyndham West Street Banwell North Somerset BS29 6DE  
Proposed erection of single storey front extension (approximately 4.2m x 4.0m) with an apex roof line. New replacement UPVC double glazed windows and a new composite double glazed front door.

- iii) 23/P/0674/RM Land to South of William Daw Close Banwell North Somerset  
Erection of 26no. dwellings pursuant to outline planning permission 18/P/3334/OUT (Outline planning application for a residential development of up to 26no. dwellings and associated infrastructure with access for approval; appearance, landscaping, layout and scale reserved for subsequent **approval**) (update to appearance approved on 20/P/1690/RM)

26. Date of the next meeting –

Monday 5<sup>th</sup> of June, 7pm Planning Committee at the Youth and Community Centre (YCC)

Monday 5<sup>th</sup> of June, 7pm Youth & Community Centre Committee at the YCC

Monday 17<sup>th</sup> of June 2023, 7:30pm Meeting of the Parish Council at the YCC

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