



MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 15th of JULY 2024

PRESENT: Councillors: Paul Harding (Chairman), Simon Arlidge, Mike Bailey, Paul Blatchford, Maggie McCarthy, Kelly Smith, Matthew Thomson and Steve Voller (Vice-Chairman).

IN ATTENDANCE: Mrs Liz Shayler (Clerk)
WARD COUNCILLOR: None
MEMBERS OF THE PUBLIC: None

Cllr Harding welcomed everybody.

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

i) **Members of the public.**

No members of the public were present.

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

The following report was received for the period 13/06/2024 to 14/07/2024.

Incidents reported = 62 with the following selection of crimes reported: 6 abandoned 999 calls, 1 anti-social behaviour, 1 assault, 1 animal, 1 burglary, 2 concern for welfare, 1 criminal damage, 1 missing person, 1 stalking, 6 suspicious activity, 3 theft, 1 theft from a vehicle, 3 threat, 13 traffic related.

For up-to-date information residents can keep in touch via the Avon & Somerset website or follow them on social media, Facebook "Weston & Worle police" or Twitter "ASPNorthSom". 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.

iii) **Ward Councillor's report.**

Cllr Tristram sent his apologies and reported that he attended a A38/MRN councillor update briefing. The parts of the scheme mostly likely to affect his constituents is Sidcot Lane to Hillyfields, Strawberry Line to A38 active travel connections and Langford bypass active travel modifications. They expect building work to begin on the A38 in Autumn 2025 for approximately a year and acknowledged this will cause a big problem for everyone in particular the Churchill Rocks area, which is too narrow to have active travel arrangements. Cllr Tristram has asked for as much detail as possible and will pass this on when he receives it.

The meeting was convened.

101/24 To receive apologies for absence (agenda item 1)

Apologies were received from Councillors Steve Davies (who joined online) Tara Wright, Nick Manley and District Councillor Joe Tristram.

102/24 To receive members' declarations of interest on any agenda item (agenda item 2)

No interests were received.

103/24 To approve as a correct record, the minutes of the Parish Council meeting on the 17th of June 2024 (agenda item 3)

Resolved – That the minutes of the Parish Council Meeting held on the 17th of June 2024 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous)

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

104/24 To receive the Clerk's report/Exchange of information (agenda item 4)

i) Picnic on the Rec / Community Picnic

The recent community event was a great success, with lovely weather and a variety of activities and stalls from Banwell organisations. Approximately 100 people attended, and feedback was overwhelmingly positive. Many attendees expressed their enjoyment, highlighting the event's role in bringing the community together and fostering new connections.

ii) Banwell Bypass update

The current bypass environmental work / fencing has now been completed. Once the final bits of land are in North Somersets ownership (from the 16th of August) then there may be some additional works. Full Council agreed that the Contract Award report can be signed off by the Director of Place at the end of July. The papers for which will be published the Wb 22nd July.

iii) Community Payback Team.

At the request of Banwell in Bloom the team began washing the painted troughs around the village. They also removed moss, grass which had encroached on the paths and weeded around the Youth and Community centre (YCC). They started rubbing down and painting the fence at the back of the YCC which they hope to continue when they next return.

iv) Cart Wash Grit Bin

The Grit Bin was ordered in September 2023. However, when the North Somerset (NSC) systems were changed over any grit bins ordered in the autumn were cancelled. This has now been requested again. In the autumn, this Grit Bin will be emptied and relocated to the YCC as a spare. The new one will then be positioned at the cart wash.

v) Mobile Library

Unfortunately, the NSC Mobile Library has been taken off the road permanently due to the discovery of a chassis defect, which they are unable to repair and the new one is not due until end of 2025. NSC are exploring a range of alternative options. The Clerk has offered the YCC as a drop of and collection point for Library books on a Thursday afternoon which has been put forward as a possible solution. The Comms Officer will continue to create social media posts updating the community.

vi) Youth & Community Centre Trees

Trees which border the YCC and West Street have been assessed by an arboriculturist and the residents are waiting for their report Any works required will need to go through planning for which the Clerk has offered support.

105/24 To note the training and events available and agree any attendance (agenda item 5)

i) 6th September or 12th November SLCC Cemetery Matters – Looking at the Future £30

Resolved – To agree the cost of £65 for the Clerk and Cllr McCarthy to attend the SLCC Training.

The resolution was correctly proposed and seconded (unanimous)

ii) ALCA e-learning on nimble

iii) Breakthrough Communications Training via ALCA

iv) Various Finance Training via ALCA

v) Various 'Scribe' Finance Training

vi) Various NALC training from £30

The rest of the training was noted.

106/24 To agree the following expenditure (agenda items 6)

- i) **£270 for the annual tree survey by Atworth Arboriculturist.**

Resolved – To agree a cost of £270 for the annual tree survey by Atworth Arboriculturist.

The resolution was correctly proposed and seconded (unanimous)

- ii) **£180 for Hagg to do a kitchen shutter inspection**

Resolved – To agree the cost of £180 for Hagg to do a kitchen shutter inspection.

The resolution was correctly proposed and seconded (unanimous)

107/24 To consider the purchase of two roving North Somerset CCTV cameras for £260 each to help combat fly tipping around the parish (agenda item 7)

Resolved – To approve the cost of £520 for two roving North Somerset CCTV cameras.

The resolution was correctly proposed and seconded (unanimous)

108/24 To note the resignation of Cllr Gibbons and to fill the following roles (agenda item 8).

- i) **Churchill & Langford Minibus representative.**

The vacancy for this was noted.

- ii) **Quarterly Finance Checks**

Resolved – That Cllr Voller agrees to undertake the quarterly finance checks.

The resolution was correctly proposed and seconded (unanimous)

- iii) **Weekly Play Inspections**

Resolved – That Cllr Bailey agrees to undertake the weekly play inspections every three months once training has been undertaken.

The resolution was correctly proposed and seconded (unanimous)

Resolved – That for £220, Cllr Bailey undertake the GB Sport Play Inspection Training.

The resolution was correctly proposed and seconded (unanimous)

109/24 To note the quarterly operational play inspections and agree any actions (agenda item 9).

The operational inspections were noted. The Clerk to request the tree report from Wessex Water for the tree.

Resolved - That the trimming of the excess treads and the repainting of the cradle swing and bumble bee be contracted out.

The resolution was correctly proposed and seconded (unanimous)

Resolved - That the vegetation and moss clearance at Riverside be undertaken by the payback team after the moss has been sprayed by JK Gardening.

The resolution was correctly proposed and seconded (unanimous)

110/24 To discuss the suggested street names for the development at Mead Fields and agree a response (agenda item 10).

Resolved – To agree the names suggested by the developers, Marmead Drive, Monks Brake, Carborough Street, Brigstock Road and Roman Barn Place.

The resolution was correctly proposed and seconded (unanimous)

111/24 To note the felling license application for White Lodge, Castle Hill (agenda item 11).

The felling license application was noted.

112/24 To agree the War Memorial Policy (agenda item 12).

Resolved – To approve the updated War Memorial Policy.

The resolution was correctly proposed and seconded (unanimous)

113/24 To note the internal financial control checks undertaken in May and agree any recommendations (agenda item 13).

The internal financial control checks were noted and there were no recommendations.

114/24 To note the Parish Council's end of June's net position, reserves, bank balances and bank reconciliation (agenda item 14)

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

115/24 To authorise bills for payment for July (agenda item 14).

The Clerk tabled an amended bills for payment schedule.

Resolved – To authorise the bills for payment for June of £8,457.27. Cllr Harding and Cllr Bailey to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

116/24 Dates of the next meetings (agenda item 15)

Monday 5th of August 2024, 7pm Planning Committee at the Youth & Community Centre (YCC).

Monday 5th of August 2024, TBD Youth & Community Centre Committee at the YCC.

Monday 19th of August 2024, 7:30pm Parish Council Meeting at the YCC.

The Chairman closed the meeting at 20:00

.....Chairman

.....Date

Bills for Payment - 14th June to the 15th July 2024
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
Already Paid				Awaiting invoice		The Parish Council
DD	YU	Streetlight Power	£ 176.34		083/24	
DD	Mainstream	Phone and Broadband	£ 57.14		083/24	
DD	EDF	YCC Electricity	£ 22.52		083/24	
To Pay						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		083/24	
BACS	J K Gardening	Extra grass cutting at Castle, Wolverhill x 2 boxes Knightcott Rd, Knightcott Garage.	£145.00		Admin	
BACS	J K Gardening	Strim - Littlefields to High St. TOTAL £1273.34	£85.00		208/23	
BACS	Ambience Landscape	Dog Bin emptying	£ 648.07		083/24	
BACS	Insight Cleaning	YCC Cleaning	£ 248.00		083/24	
BACS	YMCA	Youth Club Sessions	£ 540.00		083/24	
BACS	Ward Tree Surgeons	Clear Window in Car Park and clear brash and Logs	£ 384.00		H & S	
BACS	SLCC	2x Officer Training	£ 120.00		092/24 (ii & iii)	
BACS	The Gatehouse	Soup & Roll to (end of funding)	£ 130.00		189/23 (i)	
BACS	The Gatehouse	Soup & Roll TOTAL £750.00	£ 620.00		189/23 (i)	
BACS	ALCA	Breakthrough Communications Course	£ 30.00	092/24 (i)		
BACS	Banwell Parish News	Advert	£ 36.00	240/19		
DD	ICO	Data Protection Fee	£ 35.00	083/24		
DD	Lloyds Bank PLC	Multipay charge & costs (zoom, Microsoft License, ID card Holders).	£ 245.30	various & 083/24		
BACS	Officer overtime +	Overtime, expenses (rolls, milk, ham)	£ 152.41	189/23(i) & Admin		
SO	Officer Salaries	Officer Salaries	£ 2,744.25	083/24		
DD	Nest	Pension contributions	£ 190.37	083/24		
BACS	HMRC	PAYE and NI	£ 795.03	083/24		
DD	North Somerset	YCC Waste Collection	£ 9.50	083/24		
			Totals			
			£ 8,457.27			

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



Minutes of the meeting of the Planning Committee held at Banwell Youth & Community Centre, 7pm on Monday 5th of August 2024.

PRESENT: Councillors Nick Manley (Chairman), Simon Arlidge, Paul Blatchford, Paul Harding & Matthew Thomson.

IN ATTENDANCE: Liz Shayler (Clerk)

Cllr Manley welcomed everybody.

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

Members of the public.

No members of the public were present.

The meeting was convened.

39/24 To receive apologies for absence (agenda item 1)

No apologies were received.

40/24 To receive declarations of interest (agenda Item 2)

Cllr Thomson declared an interest in 4(ii) due to proximity of this to his in laws property.

41/24 To approve as a correct record the minutes of the Planning Committee Meeting held on the 3rd of June 2024 (agenda item 3)

Resolved – That the minutes of the Planning Committee Meeting held on the 3rd of June 2024 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous)

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

42/24 To note and comment upon planning applications (agenda item 4).

(i) **4//P/0967/OUT Land South of Knightcott Road, Banwell.**

Outline planning application for residential development of up to 27 dwellings including footpath diversion, with all matter reserved for subsequent approval.

Resolved: to recommend refusal of this application for the following reasons.

- **Contravention of NSC Policy CS32:** The proposed development fails to "respect and enhance local character," contribute to "place making," reinforce "local distinctiveness," and integrate well into the existing village, as required by NSC policy CS32. It does not make a positive contribution to the local environment and landscape setting.
- **Inconsistency with Landscape Quality Assessment:** The appellant's assertion that the landscape's quality is "medium to poor" contradicts the North Somerset Council's Landscape Character Assessment SPD (2018), which classifies the landscape areas (J2: River Yeo Rolling Valley Farmland and E1: Mendips Ridges and Combes) as 'Good'—the highest category. Furthermore, a planning inspector in a 2016 appeal decision (Appeal Decision APP/D0121/W/15/3138816) highlighted the area's visual qualities and significant landscape attributes, describing it as an area of 'visual tranquillity.'
- **Impact on Green Gateway and Character:** The The proposed development would transform a significant open field area between Banwell and Knightcott into urban space, leading to considerable expansion into the countryside west of Banwell. This would result in the development of nearly every field south of Knightcott Road, creating a ribbon development and eliminating the existing green gateway into Banwell village. These fields are vital for maintaining the distinct and separate identities and character of Banwell and

Knightcott. The proposal would significantly harm the area's character and appearance, eroding Knightcott's identity as a hamlet and giving the impression of an enlarged and merged settlement to users of Knightcott Road. This change would also be visible from various public paths and roads around the site.

- **Elevation Concerns Above 30m Contour Line:** The aforementioned 2016 appeal decision raised concerns regarding the placement of dwellings above the 30m contour line, highlighting their prominent visibility and adverse impact upon the landscape. The development includes placing 19 out of 27 houses above the 30-meter contour line, which would significantly disrupt the existing landscape quality and scenic views. This prominent visibility would adversely impact the relationship between the Mendips National Landscape and the surrounding countryside.
- **Loss of Public Footpath:** The development would result in the realignment of a valued public footpath, currently enjoyed for its recreational benefits, replacing part of it with a permissive path. This raises concerns about maintenance responsibilities and the long-term future of this popular public amenity.
- **Inadequate Consideration for Bat Population:** Insufficient information has been provided regarding the development's impact on the Special Area of Conservation Bat Population and the proposed mitigation measures.

Conclusion: Despite the known housing supply issues, the proposed development represents an inappropriate scale and form that does not align with the rural landscape character and quality of the area. It would lead to a substantial urban extension of the village, compromising Knightcott's identity as a distinct hamlet. The positioning and placement of the dwellings, above the 30m contour line, would harm the rural setting of the Mendips National Landscape. The adverse effects on the landscape's character and appearance, along with the scenic beauty of the Mendips National Landscape, demonstrably outweigh any potential benefits. Therefore, we strongly recommend refusal of this proposal.

The resolution was correctly proposed and seconded (unanimous)

(ii) **24/P/1086/FUL Land South of Lower Laurel Farm, Summer Lane, Banwell.**

Erection of a single story 6-bedroom dwelling to be used as a holiday let.

Resolved: to note this application but if North Somerset Council are minded to approve the application to request a condition on the consent preventing the dwelling from being turned into a residential dwelling.

The resolution was correctly proposed and seconded (unanimous)

(iii) **24/P/1276/FUH Cannaways Farm, Silver Moor Lane, Banwell BS29 6LQ.**

Proposed demolition of existing stable/store outbuilding (Labelled H on all plans) and erection of a replacement outbuilding to the north of the site.

Resolved: to note this application.

The resolution was correctly proposed and seconded (unanimous)

(iv) **24/P/1301/FUH 2 Waits Close Banwell BS29 6HH.**

Proposed erection of a single storey rear extension.

Resolved: to not object to this application.

The resolution was correctly proposed and seconded (unanimous)

(v) **4/P/1390/FUH 5 Hill Path Banwell BS29 6AB.**

Proposed erection of a first-floor rear extension.

Resolved: to not object to this application.

The resolution was correctly proposed and seconded (unanimous)

(vi) **24/P/1414/FUH 22 Littlefields Avenue Banwell BS29 6BQ.**

Proposed conversion of existing detached garage & erection of single storey link-extension at rear.

Resolved: to not object to this application.

The resolution was correctly proposed and seconded (unanimous

43/24 To note the following planning applications (agenda item 5).

(i) **24/P/1178/TPO Eversleigh House East Street Banwell BS29 6BW**

T1 - Hornbeam - Remove 2 dead limbs as suggested in tree report attached. Crown reduce to one point above previous points.

(ii) **24/P/1208/AOC Land South of Churchland Way and Wolvershill Road Mead Fields Banwell.**

Request to discharge condition number 6 (Noise Assessment) on application 23/P/0565/FUL

(iii) **24/P/1238/H2PA 103 High Street Banwell BS29 6AG**

Application to determine if prior approval is required for a proposal to construct a first-floor extension (additional storey) to existing dwellinghouse, to a maximum height of 9.2metres

(iv) **24/P/1302/TRCA 3 High Street Banwell BS29 6AA**

Leylandii (T1) Fell. Leylandii (T2) Fell. Leylandii (T3) Fell. Leylandii (T4) Fell. Ash (T5) Fell. Ash (T6) Fell. Ash (T7) Fell

(v) **24/P/1340/TRCA Banwell House Wolvershill Road Banwell BS29 6DG**

All foliage to be removed from BT telecoms pole

(vi) **24/P/1427/TPO Saxon Copse Banwell Ochre Woods, Towerhead Road Banwell**

T1- Hazel - Coppice then control height in future. T2 - Field Maple - Fell and re-plant Hazel/ Hawthorn lower down the bank to maintain hedge for boundary and wildlife. T3- Field Maple and Sycamore growing together - fell and re-plant as 2. T4 - Standing dead wood fell. T5 - Lime - crown lifting, remove lower two limbs/branches that prevents morning light to pond.

(vii) **24/P/1498/AOC Land at Parklands Churchland Way. North Somerset**

Request to discharge condition number 11 (Remediation Scheme) on application 23/P/0565/FUL

The application above were noted.

44/24 To note planning decisions – (agenda item 6)

(i) **23/P/P/1073/AOC Land to The Rear of The Ship Hotel West Street Banwell North Somerset**

Discharge of Condition number 7 (Construction Method Statement) of application 19/P/2635/FUL. **WITHDRAWN**

(ii) **23/P/2587/FUL Land to The Rear of The Ship Hotel West Street Banwell**

Erection of 2no. dwellings with access and parking. **APPROVE**

(iii) **23/P/2563/FUL Gobbles Farm Wolvershill Road Banwell BS29 6LA**

Change of use of existing agricultural building to commercial (Use Class B8) storage use and erection of a new commercial building for (Use Class B8) storage units with creation of associated hardstanding and parking. **APPROVE**

(iv) **24/P/0218/AOC Rolstone Farm Business Park West Rolstone Road Hewish**

Discharge of Condition numbers 18 (Flood Resilient Construction), 19 (Flood Warning Evacuation Plan), 20 (Drainage Details) and 21 (Prevention of Pollution) on application 21/P/0094/FUL. **APPROVE (discharge condition) (RDC)**

(v) **24/P/0443/FUH Woodfield 10 Dark Lane Banwell BS29 6BP**

Proposed erection of a single storey side extension and installation of 1no. window to the West elevation. **APPROVE**

(vi) **24/P/0561/AOC Phase 4A Parklands Weston-super-Mare**

Request to discharge condition numbers 7 (Phasing), 10 (Construction Management), 14 (Construction Water Run Off), 15 (Foul Water Drainage), 22 (Landscaping), 24 (Landscape management plan), 25 (Tree Protection design), 28 (Biodiversity), 29 (Dark Vegetated Corridor Scheme), 30 (External Lighting), 31 (Biodiversity and Nature Conservation Management Plan), 34 (Fencing), 37 (Nature and Contamination Assessment), 46 (Street Lighting), 48 (Finished Levels), 49 (Material Samples), 50 (Surface Materials Samples), 54 (Boundary Enclosures) and 57 (Waste Control) on application 12/P/1266/OT2. **APPROVE (discharge condition) (RDC)**

(vii) **24/P/0678/FUH 86 High Street Banwell BS29 6AQ**

Demolition of the existing rear steps and proposed erection of a single storey rear extension. **APPROVE**

- (viii) **24/P/0782/AOC Land to The West and North of Cowleaze Path**
Request to discharge condition numbers 9 (LEMP) and 23 (Road Safety Audit) on application 23/P/0565/FUL. **APPROVE (discharge condition) (RDC)**
- (ix) **24/P/0867/AOC Land to South of William Daw Close Banwell.**
Request to discharge condition numbers 8 (Construction Method Statement), 9 (CEMP), 10 (LEMP), 15 (Bin Set Down Plan) and 17 (WSI) on application 21/P/1164/FUL. **APPROVE (discharge condition) (RDC)**
- (x) **24/P/0984/NMA 6 High Street Banwell BS29 6AA**
Nonmaterial amendment to application 23/P/1667/FUH (Proposed demolition of existing porch and rear extension. Erection of a single storey rear extension and installation of patio doors to the rear elevation at the first floor.) to allow for the retention of the existing porch and small part of rear extension, change of fenestration on the rear extension and update of internal layouts. **APPROVE**
- (xi) **24/P/1208/AOC Land South of Churchland Way & Wolvershill Rd, Mead Fields, Banwell.**
Request to discharge condition number 6 (Noise Assessment) on application 23/P/0565/FUL. **APPROVE (discharge condition) (RDC).**

The Clerk tabled the following decision which had been received since the agenda had been published.

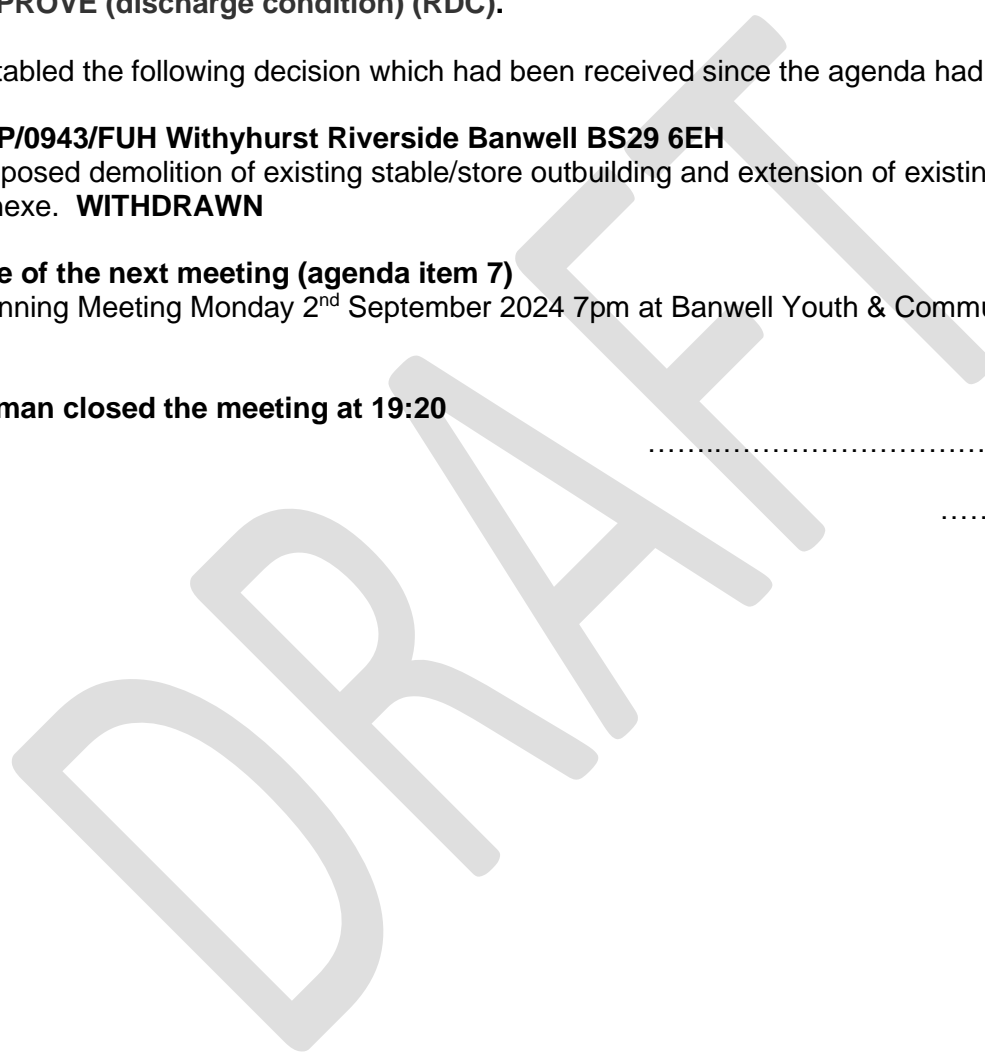
- (xii) **24/P/0943/FUH Withyhurst Riverside Banwell BS29 6EH**
Proposed demolition of existing stable/store outbuilding and extension of existing residential annexe. **WITHDRAWN**

45/24 Date of the next meeting (agenda item 7)
Planning Meeting Monday 2nd September 2024 7pm at Banwell Youth & Community Centre.

The Chairman closed the meeting at 19:20

.....Chairman

.....Date





Banwell Parish Council

MINUTES OF A MEETING OF THE YOUTH & COMMUNITY CENTRE (YCC) COMMITTEE HELD AT THE YCC, WEST STREET, BANWELL AT 7:30pm ON MONDAY 5th of AUGUST 2024

Present: Cllrs Nick Manley (Chairman), Paul Harding and Matthew Thomson.

In attendance: Liz Shayler (Clerk) and Cllr Steve Davies.

21/24 To elect a Chairman of the Youth & Community Centre (YCC) Committee for 2024/25 (agenda item 1)

Resolved – That Cllr Manley be elected as Chairman of the YCC Committee for 2024/25

The resolution was correctly proposed and seconded (unanimous).

22/24 To elect a Vice Chairman of the Youth & Community Centre (YCC) Committee for 2024/25 (agenda item 2)

Resolved – That Cllr Thomson be elected as Vice Chairman of the YCC Committee for 2024/25

The resolution was correctly proposed and seconded (unanimous).

23/24 To receive apologies for absence: (agenda Item 3)

Apologies were received from Cllrs Maggie McCarthy & Tara Wright.

24/24 To receive members' declarations of interest on any agenda item (agenda Item 4).

There were no declarations of interest received.

25/24 To approve, as a correct record, the minutes of the Youth & Community Centre Committee (YCC) minutes from the 8th of May 2024 (agenda Item 5)

Resolved: To approve, as a correct record, the minutes of the YCC Committee meeting from the 8th of May 2024.

The resolution was correctly proposed and seconded (unanimous)

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

26/24 To note the following reports from the following (agenda Item 6)

- i) **YMCA Dulverton on the current Youth Club provision.**
- ii) **Chairmans unannounced visit report**

The reports above were noted.

27/24 To complete the YMCA Dulverton appraisal process (agenda Item 7)

Resolved: The appraisal process was completed resulting in a satisfactory outcome (see attached sheet).

The resolution was correctly proposed and seconded (unanimous).

28/24 To discuss the renewing of the Youth Club contract with YMCA Dulverton and agree a way forward (agenda Item 8)

Resolved: To agree the following recommendations from the Clerk.

- To renew the contract for a period of a year with a continuation of a further three years with quarterly appraisals.
- If YMCA Dulverton are unable to provide additional staffing for the Summer Holidays begin investigating alternative contractors in January 2025.
- To Introduce new programs based on feedback from the youth and community to ensure that the offerings remain relevant and engaging.
- A joint social media campaign every September to encourage attendance

The resolution was correctly proposed and seconded (unanimous).

29/24 To receive the Officer's report/Exchange of information (agenda Item 9)

i) North Somerset – Stay and Play Sessions

Due to staff shortages these sessions haven't occurred since the beginning of February. Unfortunately, it is unlikely that unless there is further staff recruitment that the sessions will commence in September. Cllr Tristram has taken this up with Cllr Bell.

ii) Community Payback Team

Unfortunately, the team cancelled on July 16th due to the illness of the team leader. We are waiting for his return to work so that they can reschedule all the missed parishes. Any suggestions for works are welcome.

iii) YCC Works

The entrance porch has been completed and looks significantly better. It was suggested that it should be painted annually. Despite the previous tap splash preventers splitting very quickly, it was decided to trial a different type. While they are not color-coded, the hot tap mixes with cold water before it leaves the tap and doesn't get above 43 degrees, making this acceptable. These preventers were cheaper than the alternative ones that had failed and, so far, have not split. They will continue to be monitored.

iv) Cooking Sessions

Whilst the Parish Council run sessions ended in May then for the last few months a volunteer food technician from the community has been coming monthly to take self-financing cookery sessions which culminate in the attendees all having lunch together.

v) Free Health Events for Cardiovascular Disease prevention

We have been offered an opportunity of tests and advice to residents as part of a three-hour session. The service is delivered by a team of clinical staff. Offering CVD risk consultation, blood pressure checks and if required a diabetes and cholesterol check, people are offered free lifestyle advice and support.

30/24 To agree the following expenditure (agenda Item 10).

- £306.25 + VAT for annual CSG sewage pump service.**
- £256.43 + VAT for kitchen shutter service.**
- £97.60 inc VAT for the annual hygiene waste collection.**
- Approximately £300 for a replacement 55" TV.**

Resolved: To approve the expenditure above.

The resolution was correctly proposed and seconded (unanimous)

31/24 To discuss the hire of the field by the Potigny Town Twinning Group and agree a way forward (agenda Item 11).

Resolved: That the Potigny Town Twinning Group be offered the community discount for the hire of the field in September for a fund-raising event.

The resolution was correctly proposed and seconded (unanimous)

32/24 To note the damage caused to the hedges and trees at the Youth & Community Centre and to agree a way forward (page 12).

The damages were noted and that the Clerk had fenced of the area to minimise the hazard and allow regrowth of the vegetation.

33/24 To note the Youth and Community Centre and Youth Club budgets (agenda Item 13).

The Youth and Community Centre budgets were noted.

34/24 Date of Next Meeting (agenda item 14)

Youth & Community Centre Committee Meeting at Banwell YCC on 4th November 2024.

The meeting closed at 20:00

Chairman.....

Date.....

DRAFT

YMCA –REVIEW OF PERFORMANCE

Period under review 1st April 2024 to 16th July 2024

iii) Are all contracted sessions being held? **Yes** / No where possible
Comments...

iv) Are the numbers attending increasing? Yes / **No** / NA

Comments ... Consistent attendance between 6 and 12. This is not unusually for this time of year – exams, trips, nice weather etc...

v) Is a comprehensive range of activities being organised? **Yes** / No / NA

Comments... Yes, but only within the village.

vi) Are YMCA demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? Yes / **No**

Comments.... No scope for Easter or Summer Holiday activities. Day camp in September

vii) YMCA arranging activities outside of the village? Yes / **No** / NA

Comments... Day Camp being organised for September.

viii) Are YMCA seeking other sources of funding for Youth Club activities? Yes / **No** / NA

Comments – N/A.

ix) Is any feedback from **users**/parents positive? **Yes** / No

Comments –. Feedback very positive from users during unannounced visit.

x) Have any complaints been received about the service? Yes / **No**

Comments...

xi) Have there been any behavioural issues at the Youth Club including damage? Yes / **No** / NA

Comments...

10. Have any unannounced visits been made by Committee members since the review? **Yes**/No

Comments...

11. Any other comments:

A day camp is being organised for September unfortunately due to lack of staff then a residential is not possible.

12. Conclusion – **Satisfactory** / Unsatisfactory

13. Action points for YMCA

- To ensure a list of activities is sent to the Comms Officer when agreed by young people. Within 2 weeks of new term.
- To ensure that Tuck and Subs are being banked at least every half term.
- To have representation at the Christmas Market to attract members.

14. Action points for Youth Club Management Committee.

- The Clerk to put the October Day Camp on the full parish council agenda.

5. To receive the Officer report/Exchange of information: Please note that the Council is unable to make any formal decision under this item.

i) Quality Local Council Award

It is with absolute delight that that I can confirm that we have been awarded the Quality Local Council Award. We are only the third Council in North Somerset who has been awarded this. It has also meant a £84.26 reduction in our insurance premium which will be refunded.

ii) Jubilee Gate

Thanks to Cllr Bailey with help from his lovely wife. The gate has now been completed. Unfortunately, the paint originally used has been discontinued and so it is likely that this will need to be repainted more regularly than previously.



iii) Mobile CCTV

This has been delivered to North Somerset Senior ASB and Environmental Crime Officer, currently there are assessing locations on Wint Hill, Silvermoor Lane and Riverside.

iv) Mobile Library

The good news is that North Somerset has managed to find a temporary vehicle for the next two years and so the timetable was reinstated for August.

v) Banwell Bypass update

There has been a slight delay in signing the design contract due to annual leave on both sides. In the meantime, the bypass team has been working on an advanced works program, which will commence after the CPO land is officially transferred to North Somerset. This program includes surveys, vegetation clearance, and fencing. The new contractor and ARUP will focus on detailed designs to fulfil the planning conditions. They aim to construct the haul roads and compounds between October and December. The full build contract is expected to be presented to NSC Full Council in November.

vi) Community payback team

Unfortunately, the team cancelled on July 16th due to the illness of the team leader. We are waiting for his return to work so that they can reschedule all the missed parishes.

vii) YCC Trees

The Trees have been assessed by an arboriculturist, emergency planning permission granted and the works to the tree are due to be undertaken on the 20th of August. Part of the carpark will be coned off to allow them to undertake the work.

viii) North Somerset Local Plan update

Following the launch of a consultation on the government's proposed planning reforms, North Somerset Council (NSC) is reviewing its draft Local Plan. The government's new standard method requires 23,805 dwellings in NS over the next 15 years—nearly 9,000 more than the target in the current draft Local Plan. This figure also does not account for the needs of authorities bordering NS, as stipulated by the government. Consequently, NSC has delayed the final consultation on their draft Local Plan until it can be updated to align with these new government targets.

6. To note the training and events available and agree any attendance.

i) 17th October ALCA Chairmanship Training 18:12 – 20:15 £45

This is a new course which the County Officer will be giving. This replaces training offered by Breakthrough Communications after feedback from Cllr Harding and Cllr Voller.

ii) 12th November ALCA Webinar Series: Recording Public Meetings 11:00-11:50 £10

Given that we record our meetings then I would like to attend.

iii) ALCA e-learning on nimble £14 each [E-Learning Courses ALCA](#)

iv) Breakthrough communications training £30 [Communications Courses ALCA](#)

v) Various finance training £30 [Finance Training ALCA](#)

vi) Various Scribe finance training (this is our accounting package) Free [Scribe Training](#)

vii) Various NALC training from £32.68 www.nalc.gov.uk/nalc-events

7. To agree the following expenditure.

i) £245 + VAT for Hagg to replace the batteries for the kitchen shutter

A kitchen shutter maintenance check was undertaken, and it requires the replacement of two batteries.

ii) Up to £487.32 for a Youth Club day camp.

YMCA Dulverton are unable to do a residential trip however they have suggested a day trip to Barleywood to include transport to and from Banwell, group games, segways, climbing or archery, bouncy Castle or Frisby golf, den building & camp fire. The cost includes all activities, snacks and

lunch. The suggested cost is £5 a young person (offering it for free tends to mean places are booked and then they don't turn up).

iii) £18.64 a month for ChatGPT 4.0

Comparison: ChatGPT vs. GovAssist AI vs. Microsoft Copilot

1. ChatGPT Pro Version £18.64 per month

- **Features:**
 - **Unlimited Use:** No usage caps.
 - **Advanced Performance:** Faster and more accurate responses.
 - **Multilingual Support:** Handles multiple languages effectively.
 - **Integration Capabilities:** Can integrate with third-party applications, including uploading and comparing documents.
- **Cost-Efficiency:** The monthly cost is less than an hour of the Clerk's pay. This investment can quickly be offset by the time saved on routine administrative tasks and improved productivity.

2. GovAssist AI – One off fee £495 (+ training £650) Annual Fee £360 (£30 a month).

- **GovAssist Meetings:**
 - **Speedy Data Searching:** Retrieve past council decisions and minutes efficiently.
 - **Efficient Record Management:** Access historical records with ease.
- **GovAssist Companion:**
 - **Email and Communication Triage:** Automates sorting and prioritization of emails.
 - **Routine Task Automation:** Streamlines various administrative processes.
- **GovAssist Governance:**
 - **Easy Reference:** Provides access to local government advice and best practices.
 - **Consolidated Information:** Simplifies governance with unified policy information.

3. Microsoft Copilot - From £19 per month

- **Features:**
 - **Productivity Enhancement:** Integrates with Microsoft 365 only.
 - **Task Automation:** Automates tasks within apps like Word, Excel, and Outlook.
 - **Data Insights:** Provides insights and generates content within Microsoft apps.
- **Focus:** Tailored for business and enterprise, enhancing productivity within Microsoft.

Recommendation:

While **GovAssist AI** and **Microsoft Copilot** offer specialised functionalities, they come with higher costs in some cases significantly and might require changes in general office administration. In the future, exploring Cloudy IT for advanced administration, cybersecurity, and data sharing needs could be beneficial. However, for immediate productivity improvements, ChatGPT presents a practical and affordable solution.

ChatGPT offers a cost-effective, flexible solution at £18.64 per month, providing broad capabilities suitable for a range of tasks including general inquiries, content generation, and document comparison. In the short term, this subscription will help increase productivity and save time.

8. To agree to sign a contract with EDF in relation to exporting electricity.

The Parish Council has installed solar panels, generating renewable energy. Net metering is a billing mechanism that credits solar energy system owners for the electricity they add to the grid. When the solar panels produce more electricity than the building consumes or the batteries store, the excess is fed back into the grid, and the owner receives credits.

Currently we are with EDF until August 2025 who offer a variable tariff currently at 5.6p per kWh with no exit fees. The best is currently Octopus unfortunately we are not currently with them and would only be eligible if we move to them.

Next Steps and Recommendations

- Sign up with EDF until the summer of 2025.
- In spring / summer 2025 when looking at new metered supply for the YCC look at comparisons which include feed in tariffs.

9. **To consider the movement from a .org.uk domain to a .gov.uk domain and agree a way forward.**

Introduction

There has been pressure applied from local government authority to get Parish Councils to consider transitioning their website domain and emails from banwellparishcouncil.org.uk to banwellparishcouncil.gov.uk. With an added incentive of a £100 grant for the transition. This report evaluates the pros and cons of such a change to aid the council in making a decision.

Pros of Changing to .gov.uk

1. **Enhanced Trust and Credibility**
 - **Official Status:** The .gov.uk domain is exclusively reserved for government entities, which instantly signals official status and reliability to visitors.
 - **Public Confidence:** There is a possibility that residents and stakeholders are more likely to trust information and services provided on a .gov.uk website, as it is clearly linked to a government body.
2. **Improved Security**
 - **Stringent Protocols:** .gov.uk domains are subject to rigorous security standards and protocols, potentially reducing the risk of cyber-attacks and thus ensuring the safety of users' personal data.
 - **Government Oversight:** The management of .gov.uk domains is overseen by government authorities, ensuring ongoing compliance with best practices in cybersecurity.
3. **Professionalism and Uniformity**
 - **Consistent Branding:** Adopting the .gov.uk domain places Banwell Parish Council in line with other government entities, providing a consistent and professional online presence. Currently one third of Town and Parish Council in North Somerset have a .gov domain.
 - **Perception:** A .gov.uk domain could suggest the council's nod to national standards.
4. **Compliance and Governance**
 - **Regulatory Adherence:** Using a .gov.uk domain ensures the council complies with government regulations and standards for public sector websites, including accessibility and data protection requirements.

Cons of Changing to .gov.uk

1. **Administrative and Financial Costs**
 - **Initial Setup:** Transitioning to a new domain involves a large amount of administrative efforts, including securing the domain, updating branding materials and any current documents, application forms etc.. and communicating the change to stakeholders.
 - **Ongoing Costs:** There will be higher ongoing costs associated with maintaining a .gov.uk domain, including potential fees and the need for enhanced security measures.
2. **Technical Challenges**
 - **Migration:** Moving the existing website to a new domain can be technically challenging, requiring careful planning to avoid downtime and ensure all links and resources are correctly redirected.
 - **SEO Impact:** Changing domains can temporarily affect the website's search engine rankings, leading to a potential short-term drop in visibility and traffic.
3. **Public Awareness and Adjustment**
 - **Communication:** Ensuring that residents and stakeholders are aware of the domain change is crucial. This requires a comprehensive communication strategy to avoid confusion and maintain trust.
 - **Update Required Materials:** All printed materials, signage, email addresses, and references to the website will need to be updated to reflect the new domain, which will be time-consuming and costly.

Conclusion

The decision to transition Banwell Parish Council's domain from .org.uk to .gov.uk involves several benefits, particularly in terms of trust, security, professionalism, and compliance.

However, it also presents challenges, including administrative and financial costs, technical migration issues, and the need for effective communication with the public.

10. To look at a printer contract and agree a way forward.

Currently we spend between £300 and £400 on compatible toner cartridges which has occasionally led to inconsistent printing performance. Whilst this has not been an issue overall then for one off prints, leaflets or signs it has made it look less professional. We also can only print A3.

As such I was looking at alternatives.

- HP compatible cartridges would be £500+.
- Winscombe PC hire their printer. Hiring includes: Supplies/Consumables (On an Automatic Re-ordering System), Unlimited Technical Support, Unlimited Repairs, Parts, Labour & Call-Outs and Full Machine Guarantee.

A4 Only Solution (what we have currently)

Refurbished Xerox C405 Printer/Scanner/Copier

Option One:

- Term – 5 years (60 months)
- Quarterly Maintenance - £70.00
- Cost per Copy Mono (A4) – 0.7p
- Cost per Copy Colour (A4) – 7p
- Scanning – **FREE**
- Installation & Delivery – **FREE** (Usually £195.00)



Equipment	Quarterly Rental/Maintenance	Cost per Copy Mono 1250	Cost Per Copy Colour 360	Total Quarterly Annual
XCS Xerox C405	£70.00	0.007 (0.7p) £8.75	0.07 (7p) £25.20	£103.95 + VAT £415.80

A3/A4 Solution Currently we are unable to print in A3. They also offer a freestanding copier which will print A3.

Refurbished Xerox C7020 Printer/Scanner/Copier

- Term – 3 ½ years (42 Months)
- Quarterly Rental/Maintenance - £110.00
- Cost per Copy Mono (A3 & A4) – 0.0045 (0.45p)
- Cost per Copy Colour (A3 & A4) – 0.039 (3.9p)
- Scanning – **FREE**
- Installation & Delivery – **FREE** (Usually £195.00)



Equipment	Quarterly Rental/Maintenance	Cost per Copy Mono approx. 1250	Cost Per Copy Colour approx. 360	Total Ex VAT Quarterly Annual
XCS Xerox C7020	£110.00	0.0045 (0.45p) £5.63 per quarter	0.039 (3.9p) £14.04	£129.67 £518.68
Comparison with Winscombe who use Prolific	£168.99	0.0030 (0.3p) £3.75	0.03050 (3p) £10.98	£183.72 £734.88

11. To receive an update on preliminary research into a wind turbine project within the parish and agree 'in-principle' support for wind turbine projects in North Somerset.

Cllr Arlidge and Cllr Voller have been investigating the feasibility of installing wind turbines within the parish. North Somerset Council (NSC) provided significant support, granting access to a desktop survey that assessed areas across North Somerset for suitability in renewable energy generation. Additionally, they engaged with the South West Net Zero Hub, which offers initial grant funding, and Thrive, the venture capital company behind the Bristol turbine project.

Cllr Joe Tristram has also been exploring wind power and was connected with Cllrs Arlidge and Voller by NSC. Cllr Tristram has formed a group to investigate potential turbine sites across North Somerset, using the same study referenced earlier, with a particular focus on locations near Hewish. Efforts are currently underway to establish a Community Benefit Society, which will apply for feasibility funding from the South West Net Zero Hub once landowner interest is confirmed.

The desktop survey revealed that due to wind speeds, wind directions, and the influence of the Mendip Hills, there are very limited opportunities for wind turbines within the parish. The most viable locations identified were just north of the parish boundary.

A potential site within the parish was identified, which might have had a 50/50 chance of being suitable for further investigation with grant-funded feasibility funding. However, after communicating with the landowner, it became clear that there was no support for the project. The landowner expressed concerns about potential disruption and also opposed the idea of additional solar panels in the area, although solar was not being considered by the councillors.

As a result, the project within the parish has reached a dead end.

While it is frustrating that the parish project cannot move forward directly, it is encouraging that other sites within North Somerset are being considered. Support from local communities, groups, and businesses is crucial in securing grant funding for such initiatives. Although it is unlikely that the turbines will be located within this parish, it would be beneficial for the parish council to offer in-principle support, reflecting its commitment to achieving net-zero goals.



Banwell Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Banwell Parish Council** for the year ended 31 March 2024 has been completed and the accounts have been published.

2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Banwell Parish Council** on application to:

Mrs. L Shayler
Clerk to the Parish Council, Banwell Parish Council Office,
(a) Banwell Village Hall, Westfield Road,
Banwell, North Somerset. BS29 6BW

Tel: 01934 820442 Email: clerk@banwellparishcouncil.org.uk

(b) Tuesday 10am until Noon
Thursday 10am until Noon

Other times available by appointment.

Electronic copies are available online.
3. Hard copies will be provided to any person on payment of £1 a page for each copy of the Annual Governance & Accountability Return.

Announcement made by: (d) Liz Shayler (Parish Clerk & RFO)

Date of announcement: (e) 19th July 2024

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Banwell Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

15/04/2024

and recorded as minute reference:

061/24

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.banwellparishcouncil.org.uk

AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

Banwell Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	161,960	235,065	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	110,785	122,646	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	159,453	60,920	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	41,320	41,809	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	155,814	157,385	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	235,065	219,437	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	235,065	219,437	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	725,529	752,794	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date 01/04/2024

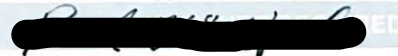
I confirm that these Accounting Statements were approved by this authority on this date:

15/04/2024

as recorded in minute reference:

062/24 MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

EN Banwell Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

None

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

BDO LLP - Southampton

External Auditor Signature

DocuSigned by:
BDO LLP
F88E8F3322FA4B1...

Date

15 July 2024 MM/YYYY

BANWELL PARISH COUNCIL

Quarterly Internal Controls Checklist

Financial Period covered: April - June 2024	Chq. No: N/A	Scb No:305	Scb No:329	Scb No:335	Scb No:355	Scb No:374	Scb No:377	Scb No:127	Month: Qtr	Month:Feb	Month:Mar	Month:Jan	Jan	Month: Feb	Month:Jan	Month:Feb
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Are payments authorised by a minimum of two members?	Y	Y														
Are original invoices initialled as evidence to confirm payment is accurate?	Y	Y	Y	Y	Y	Y										
Is the correct amount shown on the bank statement?	Y	Y	Y	Y	Y	Y										
Is the payment shown accurately on Scribe cashbook and initialled	Y	Y	Y	Y	Y	Y										
Are all receipts/income payments correctly shown as part of the 'Scribe Cashbook'?							Y	Y								
Are income receipts reconciled against bank statements							Y	Y								
Is VAT reclaimed correctly, checked as accurate and initialled by a member?									Y							
Is the VAT amount paid /claimed correctly shown on the bank statement?									Y							
Does a member review and countersign each reconciled and appropriate bank statement?										Y						
Are all Bank Accounts reconciled on a monthly basis?											Y					
Is there a separate S137 and VAT column shown as part of the Scribe accounts?												Y				
If funds needs to be transferred between Accounts has a 'Virement' been agreed by the Full Council and noted accordingly?													N/A			
Does the Full Council see the budget figures, monthly?													Y			
Is the PAYE initialled as accurate and NEST summary initialled as correct?														Y		
Is the PAYE and salary payments reconciled with the bank statement and Scribe accounts?														Y		
Card Statement to be checked against related invoices, with invoices initialled as correct.															Y	
Do the monthly bills for payment schedules agree and are these presented as part of the monthly accounting process to Full Council?																Y

Additional Comments	All accounts in order
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Reviewed by Councillor: Steve Voller

Date: 30th July, 2024



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	650.00	1,300.00
102	Cem paths / trees / garder				300.00		300.00
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		2,045.00
106	Cemetery software				450.00		450.00
					9,945.00	£650.00	9,295.00

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			790.76			790.76
111	Cemetery Bank interest			3,273.34			3,273.34
				£4,064.10			4,064.10

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				40,000.00	15,965.11	24,034.89
202	Clerk pension				2,400.00	793.90	1,606.10
203	Advertising				650.00	36.00	614.00
204	Insurance				2,300.00	1,819.00	481.00
205	Subscriptions inc ALCA &				3,000.00	1,568.08	1,431.92
206	Audit Fee				1,500.00	40.00	1,460.00
207	Legal Costs				600.00		600.00
208	Training Officers				900.00	913.06	-13.06
209	Training Councillor			160.00	400.00	62.68	497.32
210	Grants & Donations				7,000.00	2,650.00	4,350.00
211	Chairmans Allowance				400.00	70.28	329.72
213	Bank Charges				200.00	45.60	154.40
215	Risk Assessments				180.00		180.00
709	Office Equipment inc Web				2,500.00	934.75	1,565.25
				£160.00	62,030.00	£24,898.46	37,291.54

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			280.00	2,000.00	334.80	1,945.20
504	CIL 2022/23						
505	CIL 2023/24						
506	Cil 2024/25						
718	Living Room			1,300.00		1,100.58	199.42
808	Social Perscribing Grant					401.90	-401.90
				£1,580.00	2,000.00	£1,837.28	1,742.72

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	681.68	1,363.32
303	Env Hedge / Fence / Tree			245.00	310.00	320.00	235.00
304	Village Orderly		435.81	435.81	4,710.00	1,570.00	3,140.00
305	Dog Bins				8,565.00	2,144.51	6,420.49
306	Env Maintenance / Inspec				2,000.00	142.00	1,858.00
307	Env Projects				5,000.00	1,162.09	3,837.91
308	Env Grant		7,149.00		1,000.00		-6,149.00
			9,232.69	£2,328.69	25,277.88	£7,668.16	10,705.72

Highways

<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>

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

401 Street light power		3,000.00	803.76		2,196.24
402 Street light maintenance		3,500.00	1,050.00		2,450.00
403 Street light upgrade					
404 Highways related projects		8,000.00	391.10		7,608.90
		14,500.00	£2,244.86		12,255.14

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>
501	Misc Income		200.00	225.88			25.88
502	Annual Precept		122,646.03	66,800.10			-55,845.93
503	VAT						
			122,846.03	£67,025.98			-55,820.05

Recreation Ground

<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>
601	Rec Grass Cutting				2,250.00	750.00	1,500.00
602	Rec Maintenance				8,600.00	67.00	8,533.00
603	Rec Tree & Fence Work				300.00		300.00
604	Rec Inspections				400.00	66.00	334.00
605	Rec Play Equipment & Be				5,000.00		5,000.00
					16,550.00	£883.00	15,667.00

Youth & Community Centre

<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>
701	YCC upgrade				6,200.00	4,200.00	2,000.00
702	YCC repairs & maintenanc				2,900.00	1,116.88	1,783.12
703	YCC CCTV				800.00		800.00
704	YCC Electricity				1,800.00	118.95	1,681.05
705	YCC Gas				1,000.00		1,000.00
706	YCC water				600.00		600.00
707	YCC waste			7.72	300.00	38.00	269.72
708	YCC cleaning & supplies				2,700.00	974.48	1,725.52
710	YCC phone & wifi				700.00	190.48	509.52
711	YCC Grass cutting				1,125.00	375.00	750.00
712	YCC hedge, fence & tree \				500.00		500.00
713	YCC grants & donations		1,000.00				-1,000.00
714	YCC income		500.00	1,290.00			790.00
715	YCC Booking software				430.00	417.60	12.40
716	YCC Music Licence				600.00		600.00
717	YCC events refreshments				120.00		120.00
			1,500.00	£1,297.72	19,775.00	£7,431.39	12,141.33

Youth Club

<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>
801	YC sessions				8,000.00	1,890.00	6,110.00
802	YC budget				400.00		400.00
803	YC extraordinary activities				3,000.00		3,000.00
805	YC subscriptions		600.00	123.55			-476.45
806	Tuck Shop		100.00	96.00	100.00	10.98	85.02
807	Youth Forum				200.00		200.00
			700.00	£219.55	11,700.00	£1,900.98	9,318.57

NET TOTAL

134,278.72	£76,676.04	161,777.88	£47,514.13	56,661.07
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Banwell Parish Council

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

Date: _____

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

Date: _____

	Bank Reconciliation at 31/07/2024		
	Cash in Hand 01/04/2024		219,437.02
	ADD Receipts 01/04/2024 - 31/07/2024		80,793.09
			300,230.11
	SUBTRACT Payments 01/04/2024 - 31/07/2024		49,889.00
A	Cash in Hand 31/07/2024 (per Cash Book)		250,341.11
	Cash in hand per Bank Statements		
	Petty Cash	31/07/2024	0.00
	Natwest Current account (5335765)	31/07/2024	10,941.53
	Cemetery Reserve Account (59678)	31/07/2024	18,528.00
	PC Reserve Saver account (81413)	31/07/2024	45,630.13
	Unity Trust Bank (20398572)	31/07/2024	86,968.11
	Lloyds Credit Card	31/07/2024	0.00
	Charity Bank	31/07/2024	88,273.34
			250,341.11
	Less unrepresented payments		
			250,341.11
	Plus unrepresented receipts		
B	Adjusted Bank Balance		250,341.11
	A = B Checks out OK		

Banwell Parish Council
Reserves Balance
2024-2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Cemetery Reserves	103,917.24			4,064.10	107,981.34
Social prescribing grant	863.57				863.57
Food Bank	2,145.81		334.80	280.00	2,091.01
New Banwell Solar	2,339.36				2,339.36
CIL 22/23	64,986.16				64,986.16
Refreshments	46.05				46.05
CIL 2023/24	5,598.67				5,598.67
Community Living Room	-99.99		1,100.58	1,300.00	99.43
NSC Solar Panel Grant					0.00
CIL 2024/25					0.00
Total Earmarked	179,796.87		1,435.38	5,644.10	184,005.59
TOTAL RESERVE	179,796.87		1,435.38	5,644.10	184,005.59
GENERAL FUND					66,455.52
TOTAL FUNDS					250,461.11

Bills for Payment - 15th July to the 13th August 2024
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
Already Paid						The Parish Council
DD	YU	Streetlight Power	£ 181.15	Awaiting invoice	083/24	
DD	Mainstream	Phone and Broadband	£ 40.20		083/24	
DD	EDF	YCC Electricity	£ 14.60		083/24	
To Pay						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		083/24	
BACS	J K Gardening	Repare Fence at Knightcott	£ 30.00		H&S	
BACS	J K Gardening	Remove weeds from muga - Rec	TOTAL £1113.34		Admin	
BACS	Ambience Landscape	Dog Bin Emptying	£ 648.07		083/24	
BACS	Insight Cleaning	YCC Cleaning	£ 256.00		083/24	
BACS	YMCA	Youth Club Sessions	£ 405.00		083/24	
BACS	SLCC	2x Officer Cemetery Training	£ -	SLCC Credit	105/24 (i)	
BACS	ALCA	Breakthrough Communications Course	£ 30.00		092/24 (i)	
BACS	NALC	Quality Local Council Award	£ 96.00		173/23 (iv)	
BACS	Banwell Parish News	Article	£ 97.50		108/23	
BACS	Citizens Advice	Grants	£ 3,857.50		Agenda Item	
BACS	Initial	Hygiene Units	£ 97.60		83/24	
BACS	BDO	Limited Assurance Review	£ 504.00		Audit	
BACS	HAG	Fire Shutter Service	£ 307.72		YCC 30/24 (ii)	
BACS	GB Sports	Playground Inspection Training	£ 264.00		108/24 (iii)	
BACS	Mawdsleys	Sewage Pump Service	£ 306.25		YCC 30/24	
DD	Lloyds Bank PLC	Multipay charge & costs (Amazon, Open AI, Tool)	£ 131.97		various & 95/24	
BACS	Expenses	Overtime, expenses (rolls, milk, ham, CCTV cameras x 2)	£ 735.98		Se	
BACS	Expenses Mike Bailey	Gate Paint	£ 17.98		Admin	
SO	Officer Salaries	Officer Salaries	£ 2,744.25		083/24	
DD	Nest	Pension contibutions	£ 182.84		083/24	
BACS	HMRC	PAYE and NI	£ 750.96		083/24	
DD	North Somerset	YCC Waste Collection	£ 9.50		083/24	
		Totals	£ 12,792.41			

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