



MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 18th of NOVEMBER 2024

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

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

Cllr Harding welcomed everybody.

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

i) Members of the public.

A member of the public requested clarification about a map of the Banwell Bypass. The resident was referred to the Parish Council website which had an indicative map. North Somersets website, which has the electronic planning application maps of which the Parish Council holds a hard copy. Currently the Bypass Team were producing the detailed design maps which would be published when they had been received.

ii) Community Beat Manager's report.

No report was received.

iii) Ward Councillor's report.

No report was received.

The meeting was convened.

166/24 To receive apologies for absence (agenda item 1)

Apologies were received from Councillors Steve Davies (who attended virtually) and Nick Manley and District Councillor Joe Tristram.

167/24 To receive members' declarations of interest on any agenda item (agenda item 2)

No interests were declared.

168/24 To approve as a correct record, the minutes of the Parish Council meeting on the 21st of October 2024 (agenda item 3)

Resolved – That the minutes of the Parish Council Meeting be approved as a correct record.

The resolution was correctly proposed and seconded (unanimous)

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

169/24 To note the Planning Committee Meeting minutes on the 4th of November (agenda item 4)

The minutes of the meetings were noted.

170/24 To receive the Clerk's report/Exchange of information (agenda item 5)

- i) **Banwell Bypass update**
Vegetation clearance has been completed, and a temporary compound on Knightcott Road has been constructed. Archaeological work is nearing completion, with conditions currently being discharged. The construction of the haul road has been delayed until January. There are concerns about budget constraints, but the team are working to minimise its impact. The full construction contract is expected to be presented to the North Somerset Council Full Council in January. Photos documenting the process will be published on the North Somerset website.
- ii) **Wolvershill Road M5 Bridge closure**
Cllr Manley spoke on behalf of the Parish Council at North Somerset's Full Council meeting on 12th November to address concerns about the closure of the Wolvershill Road M5 bridge. Cllr Voller also spoke, representing local residents, and discussed the petition, which currently has over 1,800 signatures. The Planning Policy Team have been in contact to say that they will be organising an update meeting for early 2025.
- iii) **Christmas Market.**
All councillors have received the doodle poll can I encourage you to sign up for an hour. If you can only manage half an hour that is fine just let me know. We are decorating the YCC on Saturday 30th of November between 10am and 12. Any cakes for the refreshment stall are welcomed on the day of the market.
- iv) **Ancient Remains.**
These will be interred on Saturday 23rd of November.
- v) **Remembrance Day.**
Thank you to Galliford Try and Core Highways for supporting the road closures this year. Special thanks also to one of the Parish Council trained volunteers, who assisted with the one-way system at Littlefield's Rise during the second road closure.
- vi) **Mead Fields Stakeholders Meeting**
The Clerk reported that there would be a second meeting on the 9th of December 2024.
- vii) **National Association of Local Council (NALC) Accounts**
The Chairman reminded Councillors, if they hadn't already done so, to sign up for their own account on the NALC website.

171/24 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) **Various Finance Training via ALCA**
- iv) **Various 'Scribe' Finance Training**
- v) **Various NALC training from £30**

The training above was noted.

172/24 To consider the asset management Civicly app and agree a way forward (agenda items 7)

Resolved – To agree to add Civic.ly to the 25/26 budget.

The resolution was correctly proposed and seconded (unanimous)

173/24 To consider the Streetlight contract from the 1st of April 2025 and agree a contractor (agenda item 8).

Resolved – To reappoint Weston Rail Services as the contractor for maintaining the Streetlights.

The resolution was correctly proposed and seconded (unanimous)

174/24 To consider the quote for surfacing under the toddler play equipment and agree a way forward (agenda item 9).

Resolved – To resurface under the toddler equipment with wet pour.

The resolution was correctly proposed and seconded (unanimous)

Resolved – To suspend financial regulations requiring three quotes at a cost saving of £1400 for GB Sport to undertake the surfacing under the toddler equipment whilst the work for the all-weather path is completed.

The resolution was correctly proposed and seconded (unanimous)

175/24 To agree to apply for Rural England Prosperity Fund (REPF) top up funding to purchase two batteries for the Solar panels to benefit the Scout Building and Youth & community Centre and to agree to fund 10% of the cost (agenda item 10).

Resolved – To apply for REPF top up funding to purchase two batteries for the Solar panels to benefit the Scout Building and Youth & community Centre and to agree to fund 10% of the cost.

The resolution was correctly proposed and seconded (unanimous)

176/24 To agree the reduction of the soup and a roll initiative to once a week from January 2025 (agenda item 11).

Resolved – To reduce the offer of ‘Soup and a Roll’ to once a week (Thursday) from January 2025.

The resolution was correctly proposed and seconded (unanimous)

177/24 To note the street names suggestions (Kitchen Road & Hewlett Place) for the Bakehouse part of the Mead Fields Development and agree a way forward (agenda item 12).

Resolved – That the Parish Council approves of Hewlett Place but would like to see Kitchen substituted for Ford, one of the landowners at the time.

The resolution was correctly proposed and seconded (unanimous).

178/24 To agree the following documents from cancelled Youth & Community Centre Meeting (agenda item 13).

- i) **Hire Fees.**
- ii) **Hiring Agreement for the Youth & Community Centre.**
- iii) **Hiring Agreement for the Field.**
- iv) **Youth & Community Centre General User Risk Assessment.**

Resolved – To approve the documents above with the addition of the following:

- The ability to have electronic signatures for the hire agreements.
- To include the following to the Food Poisoning section of the YCC Users Risk Assessment: Food Poisoning / Allergies: The kitchen is a shared facility, and it is possible that nuts or other allergens have been used during previous activities. Hirers should inform participants of this risk and take appropriate precautions if allergies are a concern.

The resolution was correctly proposed and seconded (unanimous).

179/24 To agree a response to the consultation on enabling remote attendance and proxy voting at council meetings (agenda item 14).

Resolved – That the Parish Council agree to the suggested response provided in the agenda papers.

The resolution was correctly proposed and seconded (unanimous).

180/24 To agree a response to the Law Commissions Consultation on ‘Burial and Cremation Law’ (agenda item 15).

Resolved – That the Parish Council agree to the suggested response provided in the agenda papers with the following amendment,

The resolution was correctly proposed and seconded (8 in favour with 1 against).

181/24 To agree a response to the consultation on the New Regulatory Approach for Hedgerow Management (agenda item 16).

Resolved – That the Parish Council agree to the suggested response provided in the agenda papers.

The resolution was correctly proposed and seconded (unanimous).

182/24 To note the Local Government, Pay Claim 2024/25 agreement (agenda item 17).

The Local Government, Pay Claim 2024/25 agreement was noted.

183/24 To note the Parish Council's end of October net position, reserves, bank balances and bank reconciliation (agenda item 18)

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

184/24 To authorise bills for payment for November (agenda item 19).

Resolved – To authorise the bills for payment for November of £11,056.26. Cllr Harding and Cllr Blatchford to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

185/24 Dates of the next meetings (agenda item 20)

Monday 2nd of December 2024, 7pm Planning Committee at the Youth & Community Centre (YCC).
Monday 16th of December 2024, 7:30pm Parish Council Meeting at the YCC (Mince Pies & Mulled Wine).

The Chairman closed the meeting at 20:25

.....Chairman

.....Date

Bills for Payment - 22th October to the 18th November 2024
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
Already Paid						The Parish Council
DD	Avanti	YCC LPG	£ 471.68		083/24	
DD	YU	Streetlight Power	£ 213.30		083/24	
DD	Mainstream	Phone and Broadband	£ 57.48		083/24	
To Pay						
DD	EDF	YCC Electricity	£ 43.14		083/24	
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		083/24	
BACS	Ambience Landscape	Dog Bin Emptying	£ 648.07		083/24	
BACS	YMCA	Youth Club Sessions	£ 540.00		083/24	
BACS	Insight Cleaning	YCC Cleaning	£ 256.00		083/24	
BACS	SLCC	Climate Action for Smaller Councils	£ 42.00		155/24 (iv)	
BACS	The Gatehouse	Soup and a Roll for 2 months	£ 770.00		189/23 (i)	
BACS	Stephen Adams	Window	£ 40.00		YCC 26/22	
BACS	DS Securities	2 x CCTV replacement	£ 636.00		184/24	
BACS	DS Securities	Replacement battery for fire alarm test	£ 42.00	TOTAL £678	H & S	
BACS	Banwell News	Advert - Christmas Market	£ 30.00		Admin	
BACS	Banwell Handyman	Works to YCC and issues picked up in PA inspections	£ 130.15		H & S	
BACS	Webglu	Replacement of Twitter feed with Instagram	£ 48.00		143/24	
BACS	GB Sport	Independent Annual ROSPA Inspection	£ 342.00		139/24 (ii)	
DD	Lloyds Bank PLC	Multipay charge & costs (Open AI, YCC, training, food)	£ 579.04		various	
BACS	Officer overtime + Expenses	Overtime, back pay, expenses (rolls, milk, butter)	£ 731.40		contractual & 022/24	
SO	Officer Salaries	Officer Salaries	£ 2,831.71		083/24	
DD	Nest	Pension contibutions	£ 248.78		083/24	
DD	Unity Trust	Bank Charges	£ 10.50	now monthly rather than quarterly	083/24	
BACS	HMRC	PAYE and NI	£ 1,154.53		083/24	
DD	North Somerset	YCC Waste Collection	£ 9.50		083/24	
DD	CF Corporate	Quarterly Printer charge	£ 132.00		126/24	
		Totals	£ 11,050.62			

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 2nd of December 2024.

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

IN ATTENDANCE: Liz Shayler (Clerk) and one member of the public.

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 wished to speak.

The meeting was convened.

68/24 To receive apologies for absence (agenda item 1)

Apologies were received from Cllr Davies.

69/24 To receive declarations of interest (agenda item 2)

No Declarations of Interest were received.

70/24 To approve as a correct record the minutes of the Planning Committee Meeting held on the 4th of November 2024 (agenda item 3)

Resolved – That the minutes of the Planning Committee Meeting held on the 4th of November 2024 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous with one abstention due to absence)

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

71/24 To note and comment upon planning applications (agenda item 4).

(i) **24/P/1735/FUL Cannaways Barns Silver Moor Lane Banwell BS29 6LQ.**

Demolition of 'Building H' and erection of a new building for storage of bicycles, garden equipment and solar panel electrical equipment.

Resolved: That this application be noted.

The resolution was correctly proposed and seconded (unanimous)

(ii) **24/P/2236/FUL Land at The Moor Dairy, Moor Road, Banwell.**

Retrospective application for change of use from agriculture to equestrian and the erection of 2no. Stables, tack room and 2no. Hay stores.

Resolved: That this application be noted.

The resolution was correctly proposed and seconded (unanimous)

72/24 To note the following planning applications (agenda item 5).

(i) **24/P/2212/MMA Elmfield Whitecross Lane Banwell BS29 6DP.**

Minor material amendment to planning permission 22/P/3009/FUL (proposed demolition of existing dwelling and erection of 2 No. detached dwellings) to allow for very minor repositioning of houses

and omission of lintel over window on front elevation, windows to be white and not grey and reconstructed stone to front elevation.

- (ii) **24/P/2353/TRCA 60B West Street Banwell BS29 6DB.**
T1 magnolia- reduce crown by up to one metre.

Resolved: The applications above were noted.

The resolution was correctly proposed and seconded (unanimous)

73/24 To note planning decisions – (agenda item 6)

- (i) **23/P/2648/AOC Parcels 2.1a, 2.1b, 2.2a and 2.2b At Parklands Churchland Way.**
Request to discharge conditions 7 (Construction Programme), 10 (Construction Management Plan), 12 (Surface Water Drainage Scheme), 14 (Treat and Remove Suspended Solids), 15 (Foul Water), 19 (Access/Parking/Roads), 22 (Landscaping), 24 (Landscape and Management Plan), 25 (Tree Protection Fencing), 28 (Biodiversity), 29 (dark vegetated corridor), 30 (External Lighting), 31 (Biodiversity and Nature Conservation Management Plan), 34 (Protective Fencing), 43 (Code Level 4/6), 46 (Columns and Lanterns), 47 (Archaeology), 48 (Finished Levels), 49 (Materials), 50 (Footway Samples), 54 (Boundary Enclosures) and 57 (Waste Control) from application 12/P/1266/OT2. **APPROVE (DISCHARGE CONDITION) (RDC)**
- (ii) **24/P/0743/LDE Land to the East of Western Fields Whitley Road Banwell**
Certificate of lawfulness for the existing use of building 1 for storage of agricultural contracting machinery and equipment (use Class B8) and use of building 2 for vehicle repairs and maintenance (use class B2). **SPLIT DECISION**
- (iii) **24/P/1498/AOC Land at Parklands Churchland Way Weston-super-Mare North Somerset**
Request to discharge condition number 11 (Remediation Scheme) on application 23/P/0565/FUL. **APPROVE (DISCHARGE CONDITION) (RDC)**
- (iv) **24/P/1684/AOC Land at Parklands (Phase 4a) Churchland Way Weston-super-Mare**
Request to discharge conditions 2 (Provision of Fire Hydrants), 5 (Waste and Recycling) & 6 (Traffic Regulation Order) from application 23/P/1376/RM. **APPROVE (DISCHARGE CONDITION) (RDC)**
- (v) **24/P/1855/TPO 2 Knightcott Road Banwell BS29 6HA**
Lime - crown Lift to 7ft. and lower limb prune to clear telegraph pole. **APPROVE**
- (vi) **24/P/2001/FUH Epworth Wolvershill Road Banwell BS29 6DJ**
Proposed removal of existing conservatory and erection of an infill extension in place. **APPROVE**
- (vii) **24/P/2025/TRCA 25 Church Street Banwell BS29 6EA**
T1 & T2 Sycamore x 2 - crown by up to 2m. **NO OBJECTION (TREE/HED) UNCONDITIONAL**
- (viii) **24/P/2054/FUH 5 Orchard Close Banwell BS29 6DF**
Proposed erection of a single-storey rear/side wrap-around extension and associated alterations following demolition of the existing conservatory. Proposed extension to the existing garage to create a workshop and replacement of the flat garage roof with a pitched roof. **APPROVE**

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

- (ix) **24/P/2148/AOC Land West of Wolvershill Road Wolvershill Road Banwell.**
Request to discharge condition number 21 (Bat Monitoring) on application 18/P/4735/OUT. **APPROVE (discharge condition)**

74/24 Date of the next meeting (agenda item 7)

6th of January 2025 7pm Planning Committee Meeting at the YCC.

The Chairman closed the meeting at 19:10

.....Chairman

.....Date

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

i) Banwell Bypass update

Galliford Try continues constructing temporary compounds for the Banwell Bypass. Archaeological investigations are ongoing and are expected to continue until February; so far, no significant findings have been reported. There may be delays in presenting related documents to the Full Council in the New Year. Additionally, Bristol Water has commenced mains water diversion work, which will result in further road closures.

ii) Wolvershill Road M5 Bridge

At a recent Executive Committee meeting, North Somerset Council (NSC) confirmed that the Wolvershill Road Bridge will remain open to through traffic as part of the Banwell bypass and associated housing development master planning. However, concerns remain as the Draft Local Plan still specifies that the bridge will be closed. Bloor Homes has confirmed that their planning application is being submitted with the assumption that the bridge will be closed.

iii) Christmas Market.

Due to the red weather warning for high winds, the Christmas Market originally scheduled for December 7th has been postponed to December 14th. We have collaborated with the Community Market organiser, who uses the Scout building. Stallholders still able to attend will be accommodated at the YCC. However, refreshments will not be offered by either the Scouts or the Parish Council to avoid competing with the Community Market stallholders.

iv) Ancient Remains.

The ancient remains have now been interred, and photos were taken to commemorate the occasion. A larger event is planned for the new year, once the weather improves, in collaboration with the Church and the Archaeological Society.

v) Rebranding of the bus stops across North Somerset.

North Somerset Council plans to replace only the bus flags on Parish-owned brick shelters. The new flags will be reflective, providing enhanced visibility for residents during the winter months. As part of the works, North Somerset has also offered to clean the shelters.

vi) Email Account Sizes

This is a reminder to review your email inbox and delete any unnecessary messages. Please also ensure that you empty your trash folder. General correspondence files are typically retained for about a year. If we cannot reduce the storage currently being used, it will affect the cost reflected in our next invoice.

vii) Local Letting Plan and Housing North Somerset

North Somerset Council has denied our request to collaborate with the West of England Rural Network on a Housing Needs Survey. It was hoped this survey could facilitate a Local Lettings Plan with one of the developers at Wolvershill, but NSC felt it would cause delays in enabling people to be housed.

viii) NSC Rural England Prosperity Fund (REPF) express grant, awarded.

Despite the top up funding being oversubscribed I am pleased to report that we have been awarded the complete amount of £3019.50 that the PC requested. As agreed at the last meeting the remaining £335.50 would be taken from the budget. The Scouts have been informed and wanted to pass on their sincere thanks. It is hoped the works will be completed early in the New Year.

8. To agree the following expenditure.

i) £159 annual TV licence.

This licence covers all TV channels, pay TV services, live TV on streaming platforms, and everything on BBC iPlayer.

ii) £142 + VAT for two additional power sockets in the YCC porch.

Currently, there is only one socket in the porch, which is often overloaded during the Christmas season. The quote includes converting the existing socket into a double socket and adding another double socket on the opposite side of the door.

iii) £300 annual subscription to the Society of Local Council Clerks.

This subscription provides access to discounted training for the Clerk and free advice, including specialist guidance from Roger Taylor and Andrew Maliphant.

iv) £50 to get the Garden of Remembrance Cleared

The Parish Council is responsible for the cemetery, which includes a small remembrance garden used for scattering ashes. This garden was originally created by a resident and has been maintained by volunteers over the years, with some adding their personal touches.

A new volunteer has expressed willingness to take over the care of the garden but only if it is revitalized beforehand. To address this, we approached a specialist in creating remembrance gardens to ensure the work is handled sensitively and thoughtfully.

Cllr Blatchford and the Clerk met on-site to discuss potential improvements, including enlarging the garden and revitalizing the existing area. Given the sensitive nature of this project, the works are proposed to be completed in three phases:

1. Clear the current Garden
2. Landscape and replant the garden, potentially including a path leading to it from the current path.
3. Overhaul of the original Garden with possible repositioning of the bench.

Below is an outline sketch.



£50 for Phase 1

Indicative quote for phase 2 & 3 is £2500 but this would be subject to three quotes.

Recommendation: Approve Phase 1 and allow further investigations and quotes to be brought back to the Council for Phases 2 & 3.

9. To discuss the quote of £495 for the clearance of the NSC P.R.O.W Goddings / Golling Lane after the storm.

On Saturday, several branches and trees fell along Goddings/Golling Lane. While North Somerset Council (NSC) is responsible for the overall management of the path, the Parish Council (with financial contributions from NSC) has taken on responsibility for maintaining vegetation—not including trees.

Due to the unsafe conditions, the Village Orderly was instructed to put up "Path Closed" signs and provide a quote for clearing the path.

However, at some point, it appears that there was an attempt to clear a path through the debris. Unfortunately, the surrounding trees remain unstable, posing significant risks to horse riders using the bridleway, as well as walkers. Branches and trees are currently propped precariously against other trees and branches, creating further hazards. The quote from the Village Orderly remains the same due to the work involved clearing the disturbed vegetation and leaning hedge.

10. To consider a parent and toddler groups use of the YCC every Wednesday morning for 2hrs

Given the limited availability of children's services within the Parish, a resident has requested the use of the Youth and Community Centre (YCC) for a parent and toddler group.

The proposed arrangement would begin in the New Year, with sessions held every Wednesday morning from 9:00 AM to 11:00 AM. Each attending parent would be asked to contribute a small amount to cover the cost of refreshments. The hope being that it will be accessible to all.

11. To note the annual independent play inspections and agree any expenditure

Rec	Issue	Resolution
Toddler climber, spring rocker & swing	Mats have sunk	Wet pour has been approved to replace grass matting.
2 cradle swing	Corroding swing hangers	On handyman list. Rub down and repaint swing hangers
Cableway	Check	Due in January 2025
Nest Swing	Check	Replaced in August 2023
4 seat swing	Corroding swing hangers Swing beginning to split	On handy man list. Rub down and repaint swing hangers. Replace seat when metal exposed.
Junior Climber & MUGA	Missing caps	Replace caps
Riverside		
Entrance	Concrete step is cracking	Monitor and repair when necessary
Wet pour	Moss Growing	Moss to be treated and then Payback team to remove.

All items have already been authorised.

12. To rediscuss putting general reserves into a high interest account and agree a way forward

Unfortunately, it turns out the co-op account can only be opened if the PC has an account with them. Best rates require more notice. I have not included any non-ethical banks (unity can only be 18 months or 2 years). I am estimating we will have general reserves of approximately £42,000

Institution	Account	AER%	Term	Ethical	Comment
Unity Bank 6 / 12 month fixed	Only for savings over £85,000. No access account. Would take us over FSCS threshold of £85,000				
Unity Bank https://www.unity.co.uk/instant-access-savings-account/	Instant saver	4.55 – 2.6%	Instant access	Yes	Would take us over FSCS threshold of £85,000
Unity Bank https://www.unity.co.uk/18-month-fixed-term-deposit-account/	18 months savings	4.55 – fixed for duration	18 months	Yes	No access account. £50,000+ Would take us over FSCS threshold of £85,000
Unity Bank https://www.unity.co.uk/24-month-fixed-term-deposit-account/	24 months savings	4.60 – fixed for duration	24 months	Yes	No access account. £50,000+ Would take us over FCIS threshold of £85,000
Triodos Bank Business and Charity Deposit Account Triodos Bank	90 Day notice	2.88	90-day notice	Yes	Can only open if we have a Triodos account already
Cooperative Bank https://www.co-operativebank.co.uk/95-day-notice-account/	95 day notice	2.42	95 day	Yes	Can only open if PC and all signatories have a co-op account already.
Cambridge Building Society Council Saver Account Savings The Cambridge (cambridgebs.co.uk)	Council Saver	2.65 but variable	Continuous Withdraw twice a month	Yes	Account must be opened by cheque. Withdrawals made by cheque

Cumberland	Not eligible. We are out of area. Cumberland Building Society Business Banking (2024): Savings, Accounts & Reviews (bestbusiness.co.uk)
Hinkley and Rugby	Require the RFO as a signatory which our Financial Regulations do not allow.
Ecology Building Society	Not eligible. 180 Day Notice Savings Accounts - Ecology Building Society

Our current bank balance is £125,358.50 by the end of January 2025 it is likely to be about £45,000 (2 months of bills and payment for the path & wet pour). The movement of the general reserves from NatWest to Unity (approximately £50,000) would take us above the threshold again by about £10,000 this would decrease until April when it would go up again with the payment of half of the precept.

Therefore, you can either

- Chose Cambridge Building Society
- Open an additional current account and then a deposit account – Triodos or Co-operative.
- Take a fluctuating risk with the FCIS cap of £85,000 with Unity.

13. To consider the following budget requests and agree a way forward.

i) Weekly collections of North Somerset (NSC) Litter Bins

Two NSC litter bins, located at Cart Wash & Moor Rd, are set to be removed on April 1 unless the PC agrees to take over their emptying. The Village Orderly has indicated that both bins are frequently used & has provided a quote of £15 per month, an annual cost of £180.

ii) £2000 contribution to fund a member of the NSC Public Rights of Way team.

NSC must achieve a £50,000 saving within the Public Rights of Way team. They are seeking contributions from all Town and Parish Councils to help retain a member of staff, with the suggested allocation based proportionately on the length of PROW in each area.

Concerns about paying the £2000 towards maintaining a NSC member of the PROW team.

- The funding would not directly maintain the paths but would go toward the salary of a staff member managing the PROW network.
- It raises the issue of paying NSC to perform what is a statutory service.

It is illegal for a Parish Council to contribute financially to services that fall under the statutory responsibility of another authority (e.g., Police/ Local Authority etc...), even if the PC holds the General Power of Competence. Unless NSC can clearly demonstrate that the funded officer would not undertake statutory functions, it would likely be unlawful for the PC to provide financial support. This matter is currently being checked with ALCA (Avon Local Council Association).

Recommendation: Budget £2000 under environmental projects until the legality of this has been checked.

iii) Removal of the £245 NSC contribution to maintaining the paths

Clarification has been requested from NSC regarding whether this contribution will still be available. There is no response at this time. It has been suggested that if the £2,000 PROW contribution is approved by the PC, the £245 contribution may be removed meaning the Parish Council would only pay £1755.

iv) Removal of the £435.81NSC Village Orderly Grant

Clarification has also been requested regarding the status of this grant, with no response yet received. This grant comes from a different NSC budget allocation than the PROW team allocation.

v) Annual Grant requests

	2024/2025 request	2025/2026 request
Churchill Minibus (see below)		
Annual contribution for running of minibus.	£1000.00	£1000.00
Annual contribution to the Older Person Service	£2000.00	£2000.00
Citizens Advice	£3857.50	£3973.20
Poppy Appeal	£60.00	
Other	£650.00	
TOTAL	£7567.50	Suggested £8100

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. Copy of the annual report with details of last year (September 24 year-end) available from Clerk. This shows good growth and usage
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>	£10,894 spent on minibus operations
Total received by the group in the year	£20,136 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. Accounts available from Clerk
Current bank balance (please state date)	Cash plus general minibus funds held at Lloyds £1,792 @ 30 th September 2024
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...26 November 2024.....
(Electronic submissions can use electronic signatures)

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 with the continuance of the community support worker
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>	£62,279 including £20,881 mutual aid costs, £14 food bank costs, £10,894 minibus operational costs and £30,490 deposit on new minibus order.
Total received by the group in the year	£56,606 including £21,115 mutual aid receipts, £nil food bank monies, £20,136 minibus operations and £15,355 towards purchase of new minibus.
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 applications to seek Churchill £5000 Winscombe and Sandford £2000 Individual Donation £5000
Current bank balance (please state date)	Mutual aid funds held at Lloyds £9,659 @ 30 th September 2024
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...26 November 2024
(Electronic submissions can use electronic signatures)

BANWELL PARISH COUNCIL

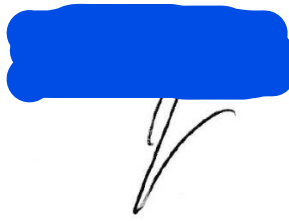
Quarterly Internal Controls Checklist

Financial Period covered: July - September 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
---------------------	-----------------------

Reviewed by Councillor: Steve Voller

Date: 21st November, 2024

A blue rectangular redaction box covers the name of the councillor. Below the redaction, a handwritten signature in black ink is visible, consisting of several fluid, connected strokes.

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

Tel: 07465 416597

Email: bridget.c.bowen@outlook.com

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

26 November 2024

Dear Liz

BANWELL PARISH COUNCIL

Internal audit report - Year ended 31 March 2025

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

I am bound by the ethical guidelines of the Institute of Chartered Accountants of England and Wales. I confirm that I am independent of the Council.

The internal audit work I have carried out has been planned to enable me to give my opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2024-25 Annual Governance and Accounts Return.

I have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2024
- The Accounts and Audit (England) Regulations 2015 (as amended).

I was appointed as internal auditor to the Parish Council for three years to 2025-26 on 19 June 2023.

My first internal audit review for 2024-25 was undertaken on 26 November 2024.

Background

Banwell Parish Council has income and expenditure of between £100,000 and £200,000 and is subject to audit by the external auditor, BDO LLP. The Council had a clean annual report from the external auditor for 2023-24.

The Council is a sole managing trustee of Banwell Recreation Ground.

The Council is not required to comply with either Transparency Code as it's income and expenditure falls between the thresholds for which either of the Transparency Codes apply.

The Council's accounting records are maintained on Scribe.

Internal audit checks

I have undertaken a series of audit tests on the Council's financial records, vouchers, documents, minutes, policies, procedures and insurance documentation to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out at the visit.

I have checked the following:

- Minutes of Council Meetings
- Policies and procedures
- Bank and cash
- Income
- Expenditure
- VAT claims
- Payroll
- Insurance
- Budgets and reserves
- Sole managing trustee
- Transparency
- Public Rights

Findings

Details of good practice noted, my recommendations and other matters to be brought to the Council's attention are set out below.

Good practice

- The Council has achieved the Local Council Quality Award
- The Clerk is CiLCA qualified
- The Council maintains its books and records on Scribe software
- All records were up to date and easy to follow
- The Council's Standing Orders and Financial Regulations are reviewed regularly and are tailored appropriately for the Council
- The Council has appropriate policies in place
- The Clerk is aware of the requirements of GDPR and the Council is registered with the ICO

Good practice - continued

- Councillors attend training by the local branch of the National Association of Local Councils
- Councillors undertake regular spot checks throughout the year
- Bank reconciliations are prepared accurately and regularly
- Bank reconciliations are carried out promptly each month, and are checked by a councillor
- Details of all payments authorised at meetings are recorded in the minutes
- All payment vouchers tested were evidenced as approved
- There are strong internal controls over cash receipts
- A formal burial register is maintained
- HMRC Toolkit is used for the payroll
- All eligible employees have either been auto-enrolled in a pension scheme or have opted out in writing
- All employees have contracts of employment
- The budgeting process is detailed and thorough and monitored throughout the year
- VAT claims are made regularly
- The risk assessment has been adopted during the year
- The asset register is complete and accurate and has been properly maintained
- Adequate insurance is in place

Recommendations

Bank and cash

- Amounts paid into the bank via a paying in slip should be recorded in the cash book as having been received on the date of the paying in slip.

Other matters to be brought to the Council's attention

- There are no other matters to bring to the Council's attention

Conclusion

Based on the tests I have carried out at this internal audit visit, in my view, the internal control procedures in operation are strong and are adequate to meet the needs of Banwell Parish Council.

Next visit

The next internal audit visit has been arranged for 11 March 2025.

Checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Income
- Expenditure
- Payroll
- Risk assessment
- Asset register
- Action taken on the recommendations in prior report

Next Steps

This report should be noted and taken to the next meeting of the Parish Council. The Council should decide what action will be taken on the recommendations I have made.

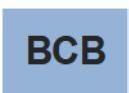
Kind regards

Yours sincerely



Bridget Bowen FCA

Internal auditor



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		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	£1,750.00	8,195.00

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			1,389.25			1,389.25
111	Cemetery Bank interest			3,273.34			3,273.34
				£4,662.59			4,662.59

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	30,520.06	9,479.94
202	Clerk pension				2,400.00	1,616.81	783.19
203	Advertising				650.00	223.50	426.50
204	Insurance			84.26	2,300.00	1,819.00	565.26
205	Subscriptions inc ALCA &				3,000.00	1,865.44	1,134.56
206	Audit Fee				1,500.00	460.00	1,040.00
207	Legal Costs				600.00		600.00
208	Training Officers			28.80	900.00	1,262.82	-334.02
209	Training Councillor			160.00	400.00	312.68	247.32
210	Grants & Donations				7,000.00	6,567.50	432.50
211	Chairmans Allowance				400.00	111.19	288.81
212	IT Equipment in software					937.66	-937.66
213	Bank Charges				200.00	109.50	90.50
215	Risk Assessments				180.00		180.00
709	Office Equipment inc Web			198.00	2,500.00	682.30	2,015.70
				£471.06	62,030.00	£46,488.46	16,012.60

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			720.00	2,000.00	656.98	2,063.02
504	CIL 2022/23						
505	CIL 2023/24						
506	Cil 2024/25						
718	Living Room			2,864.85		2,480.37	384.48
808	Social Prescribing Grant					401.90	-401.90
				£3,584.85	2,000.00	£3,539.25	2,045.60

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	1,363.36	681.64
303	Env Hedge / Fence / Tree			245.00	310.00	560.00	-5.00
304	Village Orderly		435.81	435.81	4,710.00	3,140.00	1,570.00
305	Dog Bins				8,565.00	4,304.75	4,260.25
306	Env Maintenance / Inspec				2,000.00	744.99	1,255.01
307	Env Projects				5,000.00	1,370.39	3,629.61
308	Env Grant		7,149.00		1,000.00		-6,149.00
			9,232.69	£2,328.69	25,277.88	£13,131.37	5,242.51

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

Highways		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
401	Street light power				3,000.00	1,410.19	1,589.81
402	Street light maintenance				3,500.00	1,750.00	1,750.00
403	Street light upgrade						
404	Highways related projects				8,000.00	961.05	7,038.95
					14,500.00	£4,121.24	10,378.76

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
501	Misc Income		200.00	440.09			240.09
502	Annual Precept		122,646.03	133,600.19			10,954.16
503	VAT						
			122,846.03	£134,040.28			11,194.25

Recreation Ground		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
601	Rec Grass Cutting				2,250.00	1,540.00	710.00
602	Rec Maintenance				8,600.00	30.00	8,570.00
603	Rec Tree & Fence Work				300.00	90.00	210.00
604	Rec Inspections				400.00	323.00	77.00
605	Rec Play Equipment & Be				5,000.00		5,000.00
					16,550.00	£1,983.00	14,567.00

Youth & Community Centre		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
701	YCC upgrade				6,200.00	4,200.00	2,000.00
702	YCC repairs & maintenanc				2,900.00	2,401.52	498.48
703	YCC CCTV				800.00	530.00	270.00
704	YCC Electricity				1,800.00	241.00	1,559.00
705	YCC Gas				1,000.00	449.22	550.78
706	YCC water				600.00	183.10	416.90
707	YCC waste			7.72	300.00	157.33	150.39
708	YCC cleaning & supplies			12.98	2,700.00	2,038.93	674.05
710	YCC phone & wifi				700.00	394.36	305.64
711	YCC Grass cutting				1,125.00	750.00	375.00
712	YCC hedge, fence & tree \				500.00	170.00	330.00
713	YCC grants & donations		1,000.00	1,000.00			
714	YCC income		500.00	515.00			15.00
715	YCC Booking software				430.00	417.60	12.40
716	YCC Music Licence				600.00	566.63	33.37
717	YCC events refreshments			25.99	120.00	53.18	92.81
			1,500.00	£1,561.69	19,775.00	£12,552.87	7,283.82

Youth Club		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
801	YC sessions				8,000.00	3,240.00	4,760.00
802	YC budget				400.00		400.00
803	YC extraordinary activities				3,000.00		3,000.00
805	YC subscriptions		600.00	397.55			-202.45
806	Tuck Shop		100.00	323.13	100.00	265.07	58.06
807	Youth Forum				200.00		200.00
			700.00	£720.68	11,700.00	£3,505.07	8,215.61

NET TOTAL	134,278.72	£147,369.84	161,777.88	£87,071.26	87,797.74
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Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

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 30/11/2024		
	Cash in Hand 01/04/2024		219,437.02
	ADD Receipts 01/04/2024 - 30/11/2024		152,920.59
			372,357.61
	SUBTRACT Payments 01/04/2024 - 30/11/2024		91,629.32
A	Cash in Hand 30/11/2024 (per Cash Book)		280,728.29
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2024	0.00	
	Natwest Current account (5335765 30/11/2024	11,374.93	
	Cemetery Reserve Account (59678 30/11/2024	19,246.49	
	PC Reserve Saver account (81413 30/11/2024	45,844.34	
	Unity Trust Bank (20398572) 30/11/2024	115,989.19	
	Lloyds Credit Card 30/11/2024	0.00	
	Charity Bank 30/11/2024	88,273.34	
			280,728.29
	Less unrepresented payments		
			280,728.29
	Plus unrepresented receipts		
B	Adjusted Bank Balance		280,728.29
	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			4,662.59	108,579.83
Social prescribing grant	863.57				863.57
Food Bank	2,145.81		656.98	720.00	2,208.83
New Banwell Solar	2,339.36				2,339.36
CIL 22/23	64,986.16				64,986.16
Refreshments	46.05		53.18	25.99	18.86
CIL 2023/24	5,598.67				5,598.67
Community Living Room	-99.99		2,480.37	2,864.85	284.49
NSC Solar Panel Grant					0.00
CIL 2024/25					0.00
Total Earmarked	179,796.87		3,190.53	8,273.43	184,879.77
TOTAL RESERVE	179,796.87		3,190.53	8,273.43	184,879.77
GENERAL FUND					95,848.52
TOTAL FUNDS					280,728.29

Bills for Payment - 20th November to the 11th December 2024
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
Already Paid						The Parish Council
DD	YU	Streetlight Power	£ 243.42		083/24	
DD	Mainstream	Phone and Broadband	£ 57.14		083/24	
DD	XCS	Quartely printer usage	£ 4.85		126/24	
To Pay						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34	Awaiting invoice	083/24	
BACS	Ambience Landscape	Dog Bin Emptying	£ 648.07		083/24	
BACS	YMCA	Youth Club Sessions	£ 540.00	Awaiting invoice	083/24	
BACS	Insight Cleaning	YCC Cleaning	£ 256.00		083/24	
BACS	ALCA	Operating an Effective Staffing Committee	£ 120.00		155/24 (iii)	
BACS	ALCA	Recording Public Meetings	TOTAL £130		122/24 (ii)	
BACS	Bridget Bowen	Internal Audit	£ 250.00		113/23	
BACS	Balmoral	Annual Fire extinguisher check	£ 108.66		156/24	
BACS	Balmoral	fire extinguisher replacements	TOTAL £362.68		156/24	
BACS	Banwell Handyman	Emergency key box repair	£ 35.00		H & S	
BACS	Webglu	Quarterly Maintenance charge	£ 273.90		083/24	
BACS	Weston Rail Services	Quarterly Maintenance charge	£ 1,050.00		083/24	
BACS	Banwell Parish Magazine	Quarterly article	£ 90.00		108/23	
BACS	Officer overtime + Expenses	Overtime, expenses (rolls, milk, stamps)	£ 251.79		contractual & 022/24	
DD	Lloyds Bank PLC	Multipay charge & costs (Open AI, TV, market, food, defib)	£ 723.58		various	
DD	EDF	YCC Electricity	£ 77.61		083/24	
SO	Officer Salaries	Officer Salaries	£ 2,831.71		083/24	
DD	Nest	Pension contibutions	£ 200.93		083/24	
DD	Unity Trust	Bank Charges	£ 10.35	now monthly rather than quarterly	083/24	
DD	North Somerset	YCC Waste Collection	£ 9.50		083/24	
DD	TV Licensing	YCC TV licence	£ 169.50	Agenda Item		
BACS	HMRC	PAYE and NI	£ 854.70		083/24	
Totals			£ 10,114.07			

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

Department	Budget 2023 / 24	Actual 2023/24	Actual 2023/25	Spend 01.04.24 - 30.11.24	Anticipated Spend 2024 - 25	Comments	Draft Budget 2025 / 26	Precept	Reserves
Cemetery & Memorials									
Grass cutting	£ 1,950.00	£ 1,950.00	£ 1,950.00	£ 1,300.00	£ 1,950.00		£ 1,950.00	£ 1,950.00	£ -
Paths / Trees & Garden	£ 300.00	£ 401.50	£ 300.00	£ -	£ 300.00		£ 300.00	£ 300.00	£ -
Making up graves	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	From fees	£ 200.00	£ -	£ 200.00
Cemetery / Memorial work contingency	£ 5,000.00	£ -	£ 5,000.00	£ -	£ 1,200.00	War memorial due clean apply for grant	£ 5,000.00	£ 2,000.00	£ 3,000.00
Cemetery software	£ 450.00	£ 450.00	£ 450.00	£ 450.00	£ 450.00		£ 450.00	£ 450.00	£ -
TOTAL	£ 7,900.00	£ 2,801.50	£ 7,900.00	£ 1,750.00	£ 4,100.00		£ 7,900.00	£ 4,700.00	£ 3,200.00

Clerk and Administration									
Salary & NI	£ 37,400.00	£ 39,134.15	£ 40,000.00	£ 30,520.06	£ 44,956.08	NI increase, Poss 2% inc spinal point	£ 48,000.00	£ 48,000.00	£ -
Pension provision	£ 800.00	£ 2,675.06	£ 2,400.00	£ 1,616.81	£ 2,344.22	Only 40% is employer. Reserves figure is from clerks salary. Changed way shown on budget / accounts	£ 2,400.00	£ 1,000.00	£ 1,400.00
Locum	£ -	£ 1,787.84	£ -		£ -		£ -	£ -	£ -
Advertising inc printing	£ 500.00	£ 633.56	£ 650.00	£ 223.50	£ 600.00		£ 650.00	£ 650.00	£ -
Insurance	£ 2,100.00	£ 2,226.55	£ 2,300.00	£ 1,819.00	£ 1,819.00	2nd yr of 3yr plan	£ 1,900.00	£ 1,900.00	£ -
Subscriptions	£ 2,300.00	£ 2,858.78	£ 3,000.00	£ 1,865.44	£ 2,000.00	ALCA / SLCC / SPF / ICO.	£ 2,000.00	£ 2,000.00	£ -
Audit fees	£ 950.00	£ 1,655.00	£ 1,500.00	£ 460.00	£ 1,210.00	Inc if above £200,000	£ 1,400.00	£ 1,400.00	£ -
Legal costs	£ 600.00	£ 12.00	£ 600.00	£ -	£ 600.00		£ 600.00	£ 600.00	£ -
Training Officers	£ 650.00	£ 345.00	£ 900.00	£ 1,262.82	£ 1,400.00		£ 600.00	£ 600.00	£ -
Training Cllrs	£ 400.00	£ 322.32	£ 400.00	£ 312.68	£ 625.36		£ 500.00	£ 500.00	£ -
Grants and Donations	£ 5,000.00	£ 4,876.00	£ 7,000.00	£ 6,567.50	£ 7,600.00	See agenda item	£ 8,100.00	£ 8,100.00	£ -
Chairman's Allowance	£ 300.00	£ 494.62	£ 400.00	£ 111.19	£ 350.00		£ 400.00	£ 400.00	£ -
Jubilee / Coronation	£ 500.00	£ 250.31	£ -	£ -	£ -		£ -	£ -	£ -
Bank Charges	£ 200.00	£ 173.33	£ 200.00	£ 109.50	£ 180.00		£ 200.00	£ 200.00	
Food Bank	£ 1,652.00	£ 1,272.15	£ 2,000.00	£ 720.00	£ 1,000.00	EMR	£ 2,000.00	£ -	£ 2,000.00
Risk Assessments	£ 150.00	£ 180.00	£ 180.00	£ -	£ 180.00		£ 180.00	£ 180.00	£ -
Election Charges	£ 2,246.00	£ 92.00	£ -	£ -	£ -	Not due til 2027	£ -	£ -	£ -
Office Equip inc printer	£ 2,500.00	£ 2,859.41	£ 2,500.00	£ 682.30	£ 1,000.00	inc printer contract & new laptop	£ 1,500.00	£ 1,500.00	£ -
IT Equip inc software	£ -	£ -	£ -	£ 937.66	£ 1,400.00	New budget line includes webglu, micro, civicy, open AI	£ 1,500.00	£ 1,500.00	£ -
TOTAL	£ 58,248.00	£ 61,848.08	£ 64,030.00	£ 47,208.46	£ 67,264.66		£ 71,930.00	£ 68,530.00	£ 3,400.00

Environment									
Grass Cutting	£ 2,045.00	£ 1,945.49	£ 2,045.00	£ 1,363.36	£ 2,045.04		£ 2,045.00	£ 2,045.00	£ -
Fence and Tree Work	£ 300.00	£ 518.33	£ 310.00	£ 560.00	£ 475.00		£ 310.00	£ 310.00	£ -
Village Orderly	£ 4,710.00	£ 4,710.00	£ 4,710.00	£ 3,140.00	£ 4,710.00	Additional bin emptying	£ 4,890.00	£ 4,890.00	£ -
Dog Bins	£ 6,568.00	£ 6,195.30	£ 8,565.00	£ 4,304.75	£ 7,507.13	add bins inc collection. Poss new contract	£ 7,500.00	£ 8,565.00	£ -
Riverside & Defib	£ 2,000.00	£ 1,678.31	£ 2,000.00	£ 744.99	£ 1,000.00	additional defib for mead	£ 2,000.00	£ 2,000.00	£ -
Environmental projects	£ 3,000.00	£ 1,974.90	£ 5,000.00	£ 1,370.39	£ 3,000.00	See agenda item & Noticeboard x 2	£ 8,200.00	£ 8,200.00	£ -
Environmental Grant	£ 1,000.00	£ 11,357.70	£ 1,000.00	£ -	£ 1,000.00		£ 1,000.00	£ 1,000.00	£ -

Riverside project	£ 48,280.52	£ 40,473.21	£ -	£ -	£ -		£ -	£ -	£ -
TOTAL	£ 67,903.52	£ 68,853.24	£ 23,630.00	£ 11,483.49	£ 19,737.17		£ 25,945.00	£ 27,010.00	£ -

Department	Budget 2023 / 24	Actual 2023/24	Actual 2023/25	Spend 01.04.24 - 30.11.24	Anticipated Spend 2024 - 25	Comments	Draft Budget 2025 / 26	Precept	Reserves
Highways									
Power	£ 4,000.00	£ 2,648.53	£ 3,000.00	£ 1,410.19	£ 2,700.00	New Contract renew March	£ 3,000.00	£ 3,000.00	£ -
Maintenance	£ 3,500.00	£ 3,500.00	£ 3,500.00	£ 1,925.00	£ 3,500.00	New lighting contract 3yrs fixed. 1st year	£ 1,500.00	£ 1,500.00	£ -
6 yr inspect / single phase upgrade	£ 1,400.00	£ -	£ -	£ -	£ -	Inspection due 2026/27	£ -	£ -	£ -
Highways related projects	£ 3,000.00	£ 1,041.25	£ 8,000.00	£ 961.05	£ 2,400.00	Xmas Lights,	£ 3,000.00	£ 3,000.00	£ -
TOTAL	£ 11,900.00	£ 7,189.78	£ 14,500.00	£ 4,296.24	£ 8,600.00		£ 7,500.00	£ 7,500.00	£ -

Recreation Ground									
Rec Grass Cutting	£ 2,250.00	£ 2,204.25	£ 2,250.00	£ 1,540.00	£ 2,290.00	New contract	£ 2,300.00	£ 2,300.00	£ -
Rec Maintenance	£ 2,000.00	£ 4,698.05	£ 8,600.00	£ 97.00	£ 400.00	Poss MUGA / toddler area	£ 8,600.00	£ 8,600.00	£ -
Rec Trees and Fence Work	£ 300.00	£ 358.33	£ 300.00	£ 90.00	£ 300.00		£ 300.00	£ 300.00	£ -
Inspections	£ 400.00	£ 304.00	£ 400.00	£ 256.00	£ 320.00		£ 400.00	£ 400.00	£ -
Play Equipment & Path	£ 54,000.00	£ -	£ 5,000.00	£ -	£ 61,000.00	toddler equip	£ 6,000.00	£ 6,000.00	£ -
TOTAL	£ 58,950.00	£ 7,564.63	£ 16,550.00	£ 1,983.00	£ 64,310.00		£ 17,600.00	£ 17,600.00	£ -

YCC									
YCC upgrade	£ 25,000.00	£ 240.00	£ 6,200.00	£ 4,200.00	£ 5,000.00		£ 2,000.00	£ 2,000.00	£ -
Repairs & Maintenance	£ 3,000.00	£ 3,626.47	£ 2,900.00	£ 2,420.12	£ 2,500.00		£ 3,000.00	£ 3,000.00	£ -
CCTV	£ 200.00	£ 212.80	£ 800.00	£ 530.00	£ 800.00	2nd yr of replacement	£ 800.00	£ 800.00	£ -
Electricity	£ 2,000.00	£ 1,438.65	£ 1,800.00	£ 241.00	£ 600.00	New contrat renew 2025	£ 800.00	£ 800.00	£ -
Gas	£ 2,000.00	£ 1,441.01	£ 1,000.00	£ 449.22	£ 1,000.00		£ 1,000.00	£ 1,000.00	£ -
Water	£ 600.00	£ 294.92	£ 600.00	£ 183.10	£ 483.10		£ 600.00	£ 600.00	£ -
Waste Collection	£ 620.00	£ 714.17	£ 300.00	£ 157.33	£ 276.66		£ 300.00	£ 300.00	£ -
Cleaning & supplies	£ 2,700.00	£ 2,679.39	£ 2,700.00	£ 2,038.93	£ 2,971.04		£ 3,000.00	£ 3,000.00	£ -
Phone internet	£ 1,000.00	£ 507.73	£ 700.00	£ 394.36	£ 571.44	1st year of 3yr	£ 600.00	£ 600.00	£ -
Grass cutting	£ 1,125.00	£ 1,012.13	£ 1,125.00	£ 750.00	£ 1,125.00		£ 1,125.00	£ 1,125.00	£ -
fence / hedge	£ 500.00	£ 1,274.34	£ 500.00	£ 170.00	£ 500.00		£ 500.00	£ 500.00	£ -
Booking software	£ 350.00	£ 417.60	£ 430.00	£ 417.60	£ 417.60		£ 430.00	£ 430.00	£ -
Music Licence	Budgetted as part of YCC office equip	£ 701.97	£ 600.00	£ 566.63	£ 600.00		£ 600.00	£ 600.00	£ -
YCC events refreshments	£ 112.11	£ 701.97	£ 120.00	£ 53.18	£ 120.00	23/24 paid for by fund raising	£ 150.00	£ 150.00	£ -
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	-£ 500.00	-£ 1,233.50	-£ 500.00	-£ 515.00	-£ 600.00		-£ 500.00	-£ 500.00	£ -
TOTAL	£ 37,707.11	£ 13,029.65	£ 18,275.00	£ 11,056.47	£ 15,364.84		£ 13,405.00	£ 13,405.00	£ -

Youth									
Youth Club staffing	£ 9,000.00	£ 4,960.40	£ 8,000.00	£ 3,240.00	£ 5,000.00	Currently 1 day poss inc & Shol	£ 8,000.00	£ 8,000.00	£ -

Youth Club budget inc tuck	£ 500.00	£ 251.26	£ 500.00	£ 265.07	£ 500.00	carried over, tuck self financing	£ 500.00	£ -	£ 500.00
Extraordinary activities inc Residential	£ 2,000.00	£ -	£ 3,000.00	£ -	£ 500.00	S106, carry over from last year	£ 5,000.00	£ 1,300.00	£ 3,700.00
Subs	-£ 650.00	-£ 552.99	-£ 600.00	-£ 397.55	-£ 544.55	£1 per person	-£ 550.00	-£ 550.00	£ -
Youth Council / forum	£ 200.00	£ -	£ 200.00	£ -	£ -	carried budgetted '21'	£ 200.00	£ -	£ 200.00
TOTAL	£ 11,050.00	£ 4,658.67	£ 11,100.00	£ 3,107.52	£ 5,455.45		£ 13,150.00	£ 8,750.00	£ 4,400.00

Grand Total	£ 253,658.63	£ 165,945.55	£ 155,985.00	£ 80,885.18	£ 184,832.12		£ 157,430.00	£147,495.00	£ 11,000.00
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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	£ -
NSC Contribution	£ 245.00	£ 405.00	£ 245.00	£ 245.00	£ 245.00	Concern this will not exist.	£ 245.00	£ 245.00	£ -
Misc income	£ 100.00	£ 601.99	£ 200.00	£ 440.19	£ 300.00		£ 300.00	£ 300.00	£ -
CIL	£ -	£ 5,598.67	£ -	£ -	£ 61,000.00	Outstanding CIL	£ -	£ -	£ -
Solar panel grant from New Solar Banwell	£ 7,149.00	£ 7,149.00	£ 7,149.00	£ -	£ 7,149.00		£ 7,149.00	£ 7,149.00	£ -
Food Bank Donations	£ -	£ 1,652.00	£ -	£ 510.00	£ 700.00		£ -	£ -	£ -
Social Perscribing	£ -	£ 120.00	£ -	£ -	£ -		£ -	£ -	£ -
Public Living Room	£ -	£ 1,065.00	£ -	£ 2,864.85	£ 3,500.00	self financing	£ -	£ -	£ -
Refreshments	£ -	£ 52.01	£ -	£ -	£ -		£ -	£ -	£ -
Solar panel grant from NSC	£ 10,000.00	£ 10,000.00	£ -	£ -	£ -		£ -	£ -	£ -
INCOME	£ 17,929.81	£ 27,079.48	£ 8,029.81	£ 4,495.85	£ 73,329.81		£ 8,129.81	£ 8,129.81	£ -

	Budget - income	Precept request	Reserves to be used
£ 235,728.82	£ 138,866.07	£ 147,955.19	£ 76,389.33
	£ 111,502.31	£ 149,300.19	£ 139,365.19
			£ 11,000.00

Cemetery income	£ 3,000.00	£ 3,666.00	£ 3,500.00	£ 4,662.59	£ 6,000.00	inc interest	£4,000	0	
Section 137 Contributions	In May 2023 Banwell Parish Council resolved to adopt the General Power of Competence.								

GENERAL RESERVES (ESTIMATED AT 30.04.25)	£ 42,000.00	(32% of precept)
EARMARKED RESERVES (ESTIMATED 30.04.25)	£ 16,000.00	
CEMETERY EXTENSION RESERVE ON 30.11.24	£ 107,519.83	
CEMETERY EXTENSION RESERVE (ESTIMATED AT 30.04.25)	£ 108,000.00	

NSC potential budget impact
Changes to budget from version 1

Band D £86.01
0% increase