

Committee / Working Group Members 2024/25

Current members already filled in. Please consider carefully whether you will be available when the committee is held.

Planning 1 st Monday of the month	Youth and Community Centre 1 st Monday of the month (every 2 months)
Cllr Arlidge	Cllr Harding
Cllr Blatchford	Cllr Manley
Cllr Davies	Cllr McCarthy
Cllr Harding	Cllr Thomson
Cllr Manley	Cllr Wright
Cllr Thomson	
Employment 1 st Monday March & September	Appeals When needed
Cllr Arlidge	Cllr Bailey
Cllr Blatchford	Cllr Davies
Cllr Harding	Cllr Thomson
Cllr McCarthy	
Cemetery & Memorials Working Group	Banwell Sustainability Working Group
Cllr Blatchford	Cllr Arlidge
Cllr Davies	Cllr Bailey
Cllr Gibbons	Cllr Harding
Cllr Harding	Cllr Thomson
Cllr McCarthy	Cllr Wright
John Keate (co-opted)	
Wolvershill Development Liaison Group	Wolvershill Development Working Group
Chairman of the Parish Council	Cllr Arlidge
Vice-Chairman of the Parish Council	Cllr Bailey
Chairman of the Planning Committee	Cllr Blatchford
	Cllr Harding
	Cllr Manley
	Cllr Thomson
	Cllr Voller

The Chairman & Vice Chairman of the Parish Council are able to attend any committee & working party as ex-officio with voting rights unless it is the Appeals Committee and they are on the Employment Committee.

To appoint members of outside bodies for 2023/2024

Outside Body	Members below are from 2023/24
ALCA North Somerset Group	Cllr Harding & Cllr McCarthy
Banwell Allotment Society	VACANCY
Banwell in Bloom	Cllr Thomson
Banwell Scouts Association	Cllr Thomson
Banwell School Community Governor	Cllr Wright
Banwell Village Hall Management Committee	VACANCY X 2
Churchill and Langford Minibus Society	Cllr Gibbons
Parochial Church Council	Cllr McCarthy
NSC Standards Sub-Committee	Cllr Harding
Winscombe & Banwell Patient Participation Group	Cllr Gibbons
Other	
Defibrillator Guardians	Cllr Manley
Weekly Visual Checks of Play Areas	Cllr Harding, Cllr Gibbons & Cllr Thomson
Vehicle Activated Speed Sign	Cllr Harding & Cllr Thompson



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

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

IN ATTENDANCE: Mrs Liz Shayler (Clerk)
WARD COUNCILLOR: Cllr Joe Tristam
MEMBERS OF THE PUBLIC: Three

Cllr Blatchford 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 spoke.

ii) Community Beat Manager's report.

The following report was received for the period 19/03/2024 to 14/04/2024.

Incidents reported = 36 with the following selection of crimes reported: 5 abandoned 999 calls, 1 anti-social behaviour, 1 animal, 2 burglaries (non-dwelling), 4 concern for welfare, 1 public order, 3 suspicious activity, 2 theft from a vehicle, 1 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 Tristam gave the following brief report on Castle Hill and lowering the speed limit past the entrance to the Garden Centre. The Parish Council were asked to add this an agenda item. Finally, the preparation work for the bypass was due to begin this week.

iv) Banwell Football

The Chairman and Treasurer of Banwell Football club gave an introduction and brief presentation on their 5-year vision of the football club. With the 100-year anniversary of the club coming up they had three key milestone that they wanted to achieve.

1. To achieve 3-star accreditation.
2. To have the best facilities in North Somerset.
3. That the Football Club becomes a Community Hub.

The meeting was convened.

044/24 To receive apologies for absence (agenda item 1)

Apologies were received from Cllr Kevin Gibbons & Tara Wright.

045/24 To receive members' declarations of interest on any agenda item (agenda item 2)

No interests were received.

046/24 To approve as a correct record, the minutes of the Parish Council meeting on the 19th of February 2024 (agenda item 3)

Resolved – That the minutes of the Parish Council Meeting held on the 19th of February 2024 be approved as a correct record of the meeting.

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

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

047/24 To note the following minutes / notes from the following (agenda item 4).

- i) **Wolvershill Liaison Group 20th March 2024**
- ii) **Employment Committee 25th of March 2024**
- iii) **Planning Committee 3rd of April 2024**

The minutes from the meetings above were noted.

048/24 To ratify the appointment of the new Admin Officer, Gerry Cronin and Communications Officer, Sally-Ann Marks, with a start date of the 6th of April at SCP 13 for 6hrs a week.

Resolved – To ratify the appointment of the new Administration Officer, Gerry Cronin and Communications Officer, Sally-Ann Marks, with a start date of the 6th of April at SCP 13 for 6hrs a week.

The resolution was correctly proposed and seconded (unanimous)

049/24 To receive the Clerk's report/Exchange of information (agenda item 5)

- i) **Youth & Community Centre.**
The disability access path to the hall to the left-hand side of the Youth & Community Centre has now been completed.
- ii) **Community Payback Scheme**
Given that the Parish Council were among the first to engage then we have been offered every two weeks for 8hrs on a Saturday for May and June. Banwell in Bloom have made some suggestions, and it is hoped that the Church & Village Hall would also have some tasks that they would like collected. Several projects have been proposed and any additional suggestions are welcomed especially before the 4th of May.
- iii) **Spring Clean**
North Somerset will deliver wheelie bins for recycling sorting and will collect green waste after the 4th of May (following the Community Payback team's visit). The Women's Institute are kindly making cakes as part of the refreshments.
- iv) **New Officers**
The two new Officers have started. During April they are undertaking all induction & training with a view to starting their designated hours in May.

050/24 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**
- vi) **SLCC The Managing Village Halls and Practical Compliance for CCTV by Parish Town and Community Councils – £85.**

Resolved – To agree the cost of £85 for the Administration Officer to attend the SLCC 'The Managing Village Halls' and 'Practical Compliance for CCTV by Parish Town and Community Councils'.

The resolution was correctly proposed and seconded (unanimous)

Resolved – To agree the cost of £65 for the Clerk to attend the SLCC's 'Are You Prepared for Net Zero?' Themed Summit on the 22nd of May.

The resolution was correctly proposed and seconded (unanimous)

051/24 To agree the following expenditure (agenda item 9).

- i) **£100 for the annual membership to the Institute of Cemetery & Crematorium Management.**

Resolved – To agree the cost of £100 for the annual membership to the Institute of Cemetery & Crematorium Management.

The resolution was correctly proposed and seconded (unanimous)

- ii) **£417.60 + VAT for the annual Scribe accounting package.**

Resolved – To approve the payment of £417.60 for the annual Scribe Accounting Package.

The resolution was correctly proposed and seconded (unanimous)

- iii) **£813.84 for the Annual Avon Local Council Association (ALCA) subscription (£586.52) and Annual National Association of Local Councils (NALC) subscription (£227.32).**

Resolved – To agree the cost of £813.84 for the Annual Avon Local Council Association (ALCA) subscription.

The resolution was correctly proposed and seconded (unanimous)

- iv) **£125 for a standing sign.**

The Clerk tabled updated prices for the signs. Preferred by the Zebra Crossing Escort were the Police signs for £185. There was also a reflective edition for £216.45

Resolved – To approve the payment of £216.45. for reflective police pavement sign with the words 'Wait here until clear'.

The resolution was correctly proposed and seconded (unanimous)

- v) **Approximately £2,300 Insurance premium year three of a three-year contract.**

This item was deferred as final insurance premium cost had not been received in time.

- vi) **Up to £35 for engraving and paperweight for 'Service to the Community Award'.**

Resolved – To agree up to £35 for engraving and paperweight for 'Service to the Community Award'.

The resolution was correctly proposed and seconded (unanimous)

052/24 To consider a request for £450 from Vision North Somerset (agenda item 9).

Resolved – To agree to award Vision North Somerset £450 and to allow them to use the Youth and Community Centre for free for any drop-in sessions.

The resolution was correctly proposed and seconded (unanimous)

053/24 To agree a formal response from the Parish Council in relation to initial ideas submitted by three of the developers involved in the new Wolverhill development (agenda item 10)

Resolved – To agree the response submitted as part of the agenda papers.

The resolution was correctly proposed and seconded (unanimous)

054/24 To agree a response to North Somerset Consultation on bin collections (agenda item 11)

Resolved – To agree the response submitted as part of the agenda papers.

The resolution was correctly proposed and seconded (unanimous)

055/24 To note the conclusion of the internal audit report 31st March 2023 and agree any recommendations (agenda item 12)

Noted was the conclusion of the internal audit report 31st March 2023 and that there were no recommendations.

056/24 To note the Parish Council's end of March's net position, reserves, bank balances and bank reconciliation (agenda item 13)

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

057/24 To review and approve the updated Asset Register (agenda item 14).

Resolved – The updated Asset Register was approved.

The resolution was correctly proposed and seconded (unanimous)

058/24 To carry out a review of the effectiveness of the system of internal control and review the Internal Audit Plan (agenda item 15)

Resolved – To approve the Internal Audit Plan (with a change for 2024 to 2023 for the internal auditor selection) and to resolve that the effectiveness of the system of internal controls is good and adequately meet the needs of Banwell Parish Council.

The resolution was correctly proposed and seconded (unanimous)

059/24 To confirm that the Parish Council have no conflicts of interest with the external auditor BDO LLP (agenda item 16).

Resolved – To confirm that the Parish Council have no conflicts of interest with the external auditor BDO LLP.

The resolution was correctly proposed and seconded (unanimous)

060/24 To note the Internal Auditors signed section of the Annual Return for 2023/24 (agenda item 17).

The internal Auditors signed section of the Annual Return for 2023/24 was noted.

061/24 To approve the Annual Governance Statements for 2023/24 (agenda item 18).

Resolved – To approve the Annual Governance Statements for 2023/24.

The resolution was correctly proposed and seconded (unanimous)

062/24 To approve the Statement of Accounts for 2023/24 (agenda item 19).

Resolved – To approve the Statement of Accounts for 2023/24.

The resolution was correctly proposed and seconded (unanimous)

063/24 To agree to carry forward two underspent 2023-2024 budgets into the 2024-2025 budget (agenda item 20)

Resolved – To agree to carry forward two underspent 2023-2024 budgets (training and YCC upgrade) into the 2024-2025 budget.

The resolution was correctly proposed and seconded (unanimous)

064/24 To authorise bills for payment for April (agenda item 21).

Resolved – To authorise the bills for payment for April of £17,689.79. Cllr Harding and Cllr Bailey to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

065/24 To note the Parish Council’s 2024/25 new budget (agenda item 22).

The Parish Council’s noted the 2024/25 budget.

066/24 Dates of the next meetings (agenda item 14)

Monday 22nd of April 2024, 7:30pm Parish Assembly (Annual Meeting of the Electors) at the Youth & Community Centre.

Wednesday 8th of May 2024, 7pm Planning Committee at the YCC.

Wednesday 8th of May 2024, 7:30pm Youth & Community Centre Committee at the YCC.

Monday 20th of May 2024, 7:30pm Parish Council Meeting at the YCC.

The Chairman closed the meeting at 20:25

.....Chairman

.....Date

Bills for Payment - 20th March to the 15th April 2024
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power	
Already Paid						The Parish Council	
DD	Unity Trust	Bank charges (end of last financial year)	£ 32.40	There are 2 MPAN numbers	095/23		
DD	YU	Streetlight Power	£ 234.49		095/23		
DD	YU	Streetlight Power	£ 9.49		095/23		
DD	Mainstream	Phone and Broadband	£ 57.14		095/23		
To Pay							
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		095/23		
BACS	J K Gardening	Moss Killer	£ 20.00		Cem admin		
BACS	Ambience Landscape	Dog Bin emptying	£ 629.20		095/23		
BACS	Insight Cleaning	YCC Cleaning	£ 240.00		095/23		
BACS	YMCA	Youth Club Sessions	£ 540.00		095/23		
BACS	LG Groundworks	YCC path	£ 5,040.00		YCC 07/24		
BACS	SLCC	Admin Officer Training	£ 174.00		E21/24 & 050/24 (vi)		
BACS	Scribe	Annual Accounts	£ 501.12		051/24 (ii)		
BACS	Churchill Minibus Society	Contribution to the ' Older People Service'	£ 2,000.00		210/23 (ii)		
BACS	K. Gunningham	Annual Banwell Allotment Payment	£ 1,647.88		095/23		
BACS	Bridget Bowen	Internal Audit	£ 40.00		113/23		
BACS	Jonathan McMilan	Summer High-Viz	£ 24.18		207/23		
BACS	Neil Merrick	Cookery Sessions	£ 225.11		189/23 (ii)		
BACS	ICCM	Annual subscription	£ 100.00		051/24 (i)		
DD	EDF	YCC Electricity	£ 41.63		095/23		
DD	Lloyds Bank PLC	Multipay charge & costs (zoom, tuck, office equipment, NALC & SLCC training, food bank).	£ 932.70		various & 095/23		
BACS	Liz Shayler	Overtime & expenses (rolls, milk, knife sharpener)	£ 304.63		189/23(i) & 207/23		
SO	Officer Salaries	Officer Salaries	£ 2,744.25		E14/24		
DD	Nest	Pension contributions	£ 207.71		095/23		
BACS	HMRC	PAYE and NI	£ 891.02		095/23		
DD	North Somerset	YCC Waste Collection	£ 9.50		095/23		
Totals			£ 17,689.79				

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

**MINUTES OF BANWELL PARISH ASSEMBLY
HELD AT THE YOUTH AND COMMUNITY CENTRE ON MONDAY 24th APRIL 2023**

The meeting was chaired by Councillor Paul Blatchford (Chairman of Banwell Parish Council).

Present: 14 members of the public (1 virtually), 8 Parish Councillors and 1 District Councillor and the minutes were taken by Liz Shayler (Clerk to Banwell Parish Council).

1. APOLOGIES

Apologies were received from Parish Councillor Simon Arlidge and Kevin Gibbons.

2. MINUTES OF LAST PARISH ASSEMBLY

The minutes of the Annual Parish Assembly held on 25th April 2022 were approved as a correct record of the meeting and were duly signed by Cllr Blatchford.

3. BANWELL PARISH COUNCIL –

i. Chairman's Report

The Chairman, Paul Blatchford, gave the following report.

The post-Covid era has thrown up new challenges with the cost of living crisis and increased energy costs. While these are having a direct effect on our finances the greater concern is for our parishioners. To that end we continue to support and run the Food Bank which provides food to those most in need.

The Public Living Room, which opened last Autumn, provides a welcoming and warm space. Banwell was one of the first villages in North Somerset to offer this service and after a visit from District Councillor Mike Bell our Clerk Liz was invited to give a presentation to Ageing Well network on how to set up and organise a Public Living Room and all the other initiatives that the Parish Council have run. The public living room will remain open all year round.

Daisy our Marketing and Communication Officer worked with Liz to gain a variety of grants for the Public Living Room initiative, the Queen's Jubilee, update the Youth and Community Centre with energy efficient lighting, Riverside play area and Youth Food Club initiatives, all off which had a positive impact on the Banwell community.

Hovering in the background but never far from our thoughts, has been the progress of the Bypass. As well as participating in all the consultations the Parish Council has been in constant contact with the Bypass Team. The culmination of this was the recent unanimous Planning Approval given by North Somerset Council. Construction and changed traffic flows will undoubtedly bring new challenges for us over the next two years but the completed bypass should bring 'peace in our time' for the village.

The other major change over the past year is the increasing size of the Parish, not just from the planned 'Jubilee Gardens' off Wolvershill Road but the growing community at Weston Villages, south of Churchland's Way. Banwell is getting bigger and we must prepare for that eventuality. Alongside the activities already mentioned we have also offered:

- Tea and Tech / You Can Do I.T.
- Village Cleans
- Continued live streaming of our meetings.
- Helping with vaccination clinics
- The Youth Club, which has increased numbers and had successful summer events.
- Affirmed a Civility and Respect Pledge
- Lobbied against the discontinuation of the 126 bus route.
- Set up a Sustainability Working Group
- Putting on a very successful Christmas Market
- Redecorating the YCC

- Finished our program of upgrading old streetlights to LED.
- And last but not least, increased and renovated play equipment at Riverside and Rec

My thanks go out to the Councillors and all the volunteers who make this happen and we welcome Councillor Steve Arlidge to our team.

Daisy left us in March to take up a post with South Gloucestershire Council. She has been a great asset to the Council, helping us get through the pandemic and paying for herself with the grants that were brought in. She will be much missed and we wish her all the best in her new role. But every cloud has a silver lining, and I am pleased to report that David Murphy has joined us as our Communications, Marketing and Grant Funding Officer.

Finally, I must thank Liz who yet again gone above and beyond to keep this show on the road. The Council and the village are indebted to her. She makes Banwell a better place.

ii. **Draft statement of accounts for the year ending 31st March 2023**

The Clerk presented the statement of accounts for the Parish Council for the last financial year and highlighted the level of reserves, including the earmarked reserve for an extension to the cemetery. The Clerk was pleased to say that due to an increase in the Council Tax Base and an influx of Community Levy contributions, whilst our budget has increased the cost of a Band D property is only an increase of 4p at £85.95 a year. The Council recognized that it would continue to be challenging with the cost of household utility bill.

The Clerk invited the Assembly to seek clarification of any issues. There were no queries raised.

4. **NORTH SOMERSET COUNCIL**

i) **Ward Councillors Report**

Cllr Haverson thanked the Parish Council for being a pleasure to work with during her term of office. She reported that it had been a strange four years but out of the challenges of Covid there had been a silver lining in the form of 'North Somerset Together'.

Housing continues to be an issue with the Governments imposed housing targets and the lack of affordable housing which has now been raised to 40% in North Somerset. The future of Castlewood is still in discussion.

Whilst being a member of the Green party she is not generally in favour of new roads then on balance she believed that they Banwell Bypass was a necessity and so supported it and hoped that effective mitigation measures would be implemented in neighbouring villages.

The Chairman thanked Councillor Haverson for all she had done during her term of office and wished her good luck.

ii) **Bus responsive service**

A North Somerset Council Officer spoke about the new WestLINK service (bus responsive service). The service consists of up to 30 accessible 16-seater minibuses which you can book to take you anywhere within North Somerset.

Journeys can be booked through a free app, by phoning the call centre or through the website. You can book it when you need it or up to 24 hours in advance. Smart technology will match your journey with other customers to best use the space on board. Currently only £2 per journey for an adult and £1 for a child, free for bus pass holders.

For more information go to: <https://www.n-somerset.gov.uk/.../tra.../bus-travel/westlink>.

A full copy of this PowerPoint is held by Banwell Parish Council and may be inspected by making application to the Parish Clerk.

5. AVON & SOMERSET CONSTABULARY

No PCSO was present and no report had been received.

6. RECOGNITION OF SERVICE TO THE COMMUNITY AWARD 2023

We have some amazing volunteers but this year I would like to say a huge thank you to Neil Merrick who is this year’s winner for going above and beyond in his service to the community.

He has supported the community in a variety of ways by volunteering at every vaccination clinic and also running our amazing Youth Food Club Initiatives from shopping for all the ingredients, preparing and teaching over 20 young people.

The feedback from parents has been amazing the young people that have taken part, have not only learnt some great new skills but they have also gained confidence, learnt how to work with their anxiety and interacted with others they wouldn’t normally do. They skills they have learnt will be a basis on which they can continue at home, for some that has been a welcome relief.

Some of the feedback we have received from parents is below.

- What an amazing opportunity for these young people, they have learnt valuable life skills. I can’t wait to see what she cooks at home. I hope all the young people get this opportunity.
- Thank you, J has really enjoyed these sessions and he is already trying out his new skills in the kitchen at home. Long may it last.
- Both my children lack confidence, so it is so nice to see what they have achieved in the six weeks and how proud they are.

7. PUBLIC COMMENTS

A resident spoke stating that whilst he supported the bypass, he had a concern that the potential noise levels had not been addressed in detail so far.

He asked that the Parish Council remain vigilant in scrutinising and commenting on the detailed plans as they are announced.

8. REPORTS BY VILLAGE ORGANISATIONS

Reports were presented by the following village organisations over the past year.

- Banwell Village Hall* – read by Maggie McCarthy on behalf of Kevin Gibbons
- St Andrews, Banwell Church* – Maggie McCarthy
- Banwell Archaeology Society* - Steve Davis
- Banwell Bell Ringers* – read by Steve Davis on behalf of Jade Longmoor
- Women’s Institute* - Viv Bailey
- Gardening Club – Steve Parkinson
- Banwell Football Club – Jo Morrish
- Banwell Amateur Dramatics – Jackie Parkinson
- Banwell Potigny Town Twinning * – Jackie Parkinson

(*Copies of these written reports are held by Banwell Parish Council and may be inspected by making application to the Parish Clerk)

11. DATE OF THE NEXT MEETING OF ELECTORS – Monday 22nd April 2024

There being no further business the Chairman closed the meeting at pm and thanked all those who had attended.

..... Chairman

..... Date



Minutes of the meeting of the Planning Committee held at Banwell Youth & Community Centre, 7pm on Wednesday 8th of May 2024.

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

IN ATTENDANCE: Liz Shayler (Clerk) and Cllr McCarthy

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.

23/24 To receive apologies for absence (agenda item 1)

Apologies were received from Councillor Steve Davies.

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

No declarations of interest were received.

25/24 To approve as a correct record the minutes of the Planning Committee Meeting held on the 3rd of April 2024 (agenda item 3)

Resolved – That the minutes of the Planning Committee Meeting held on the 3rd of April 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.

26/24 To note and comment upon planning applications (agenda item 4).

(i) **24/P/0678/FUH 86 High Street Banwell BS29 6A.**

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

Resolved: to support this application.

The resolution was correctly proposed and seconded (unanimous)

27/24 To note the following planning applications (agenda item 5).

(i) **24/P/0716/TRCA 31 West Street Banwell BS29 6DB**

T1. Gladitzia and T2. Willow fell both to ground level.

(ii) **24/P/0743/LDE Land to The East of Western Fields Whitley Road Banwell**

Certificate of lawfulness for the existing use of 2no. agricultural buildings as Class B2 Use (General industrial Use - use for Vehicle Repairs and Maintenance) (Building 2) and Class B8 Use (Storage or distribution Use - agricultural contracting) (Building 1).

(iii) **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.

(iv) **24/P/0809/AOC Land South of Churchland Way, Wolvershill Road, Banwell.**

Request to discharge condition number 37 (Land contamination assessment) on application 12/P/1266/OT2.

The applications above were noted.

28/24 To note planning decisions – (agenda item 6)

- (i) **23/P/2303/OUT Land South of Knightcott Road Banwell**
Outline planning application for a residential development comprising up to 95no. dwellings, including new vehicular and pedestrian accesses, open space, landscaping, drainage and associated works, with all matter reserved for subsequent approval. **WITHDRAWN**
- (ii) **24/P/0096/TRCA 31 West Street Banwell BS29 6DB**
T1 Robinia Fell. T2 Willow Fell. **NO OBJECTION (tree/hed) unconditional**
- (iii) **24/P/0363/AOC Land South of Churchland Way & Wolvershill Road, Mead Fields, Banwell.**
Request to discharge condition numbers 27 (Public Access) and 28 (Renewable Energy) on application 23/P/0565/FUL. **APPROVE (discharge condition) (RDC)**
- (iv) **24/P/0353/EA2 Land to East of Wolvershill Road, Banwell.**
Request for a formal scoping opinion to determine the scope of an Environmental Impact Assessment for a future application for a proposed residential led mixed-use development (up to 1500 residential dwellings, a school, retail, business, commercial, food/drink and local community uses). **EIA scoping opinion issued.**
- (v) **24/P/0641/TPO 68A West Street, Banwell. BS29 6DE**
Magnolia (TPO) by front garage removal of single ingrowing branch. **SPLIT DECISION. APPROVE 1m clearance above garage.**

The Clerk tabled the following decisions made by North Somerset since the agenda was published.

- (vi) **24/P/0494/EA2 Land north of Banwell, west of Wolvershill Rd and east of Summer Lane**
Request for a formal scoping opinion to determine the scope of an Environmental Impact Assessment for a residential-led mixed use development comprising of up to 650 residential dwellings, ancillary retail, community, employment floorspace and later living accommodation within part of the wider SL's Local Centre (up to 5,000 sqm within ASL's site), a 2-Form Entry (FE) Primary School, public open space and associated access, infrastructure, landscape and ancillary works. **EIA scoping opinion issued.**
- (vii) **24/P/0523/AOC Land at Former Western Trade Centre Knightcott Road, Banwell**
Request to discharge condition no 16 (Landscape Management Plan) on application 15/P/0968/O. **APPROVE (discharge condition) (RDC).**
- (viii) **24/P/0572/EA2 Land north of Knightcott Rd, east and west of Summer Lane, Banwell**
Request for a formal scoping opinion to determine the scope of an Environmental Impact Assessment for a proposed development of 800no. residential dwellings, up to 6.5ha employment use, public open space and areas of play, sustainable drainage, planting, foot/cycle paths, noise bund, community infrastructure, access and ancillary uses. **EIA scoping opinion issued.**

29/24 Date of the next meeting (agenda item 7)

Planning Meeting Monday 3rd June 2024 7pm at Banwell Youth & Community Centre

The Chairman closed the meeting at 19:05

.....Chairman

.....Date



Banwell Parish Council

MINUTES OF A MEETING OF THE YOUTH & COMMUNITY CENTRE (YCC) COMMITTEE HELD AT THE YCC, WEST STREET, BANWELL AT 7:15pm ON WEDNESDAY 8th of MAY 2024

Present: Cllrs Nick Manley (Chairman), Paul Harding, Maggie McCarthy (Vice-Chairman), Matthew Thomson, Tara Wright.

In attendance: Liz Shayler (Clerk).

10/24 To receive apologies for absence: (agenda Item 1)

No apologies were received.

11/24 To receive members' declarations of interest on any agenda item (agenda Item 2).

There were no declarations of interest received.

12/24 To approve, as a correct record, the minutes of the Youth & Community Centre Committee (YCC) minutes from the 5th of February 2024 (agenda Item 3)

Resolved: To approve, as a correct record, the minutes of the YCC Committee minutes from the 5th of February 2024.

The resolution was correctly proposed and seconded (unanimous)

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

13/24 To complete the YMCA Dulverton appraisal process (agenda Item 4)

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

The resolution was correctly proposed and seconded (unanimous).

14/24 To receive the Officer's report/Exchange of information (agenda Item 5)

i) North Somerset – Stay and Play Sessions

Staff shortages have meant the 'Stay & Play Sessions' run by North Somerset haven't occurred since the beginning of February. It is hoped that with further staff recruitment over the summer that they will commence in September.

ii) Community Payback Team

The team started work in West Street carpark but their next visit will be removing the moss on the YCC paths and repainting the picket fence at the back of the building. Any other suggestions welcomed.

iii) Easter Party

Alliance held an Easter Party for Young Carers at the YCC. They were offered a 50% community discount as it was a one-off celebration. Unfortunately, there was damage to the maglock to the side entrance which was subsequently repaired.

iv) Home-start North Somerset

They have asked to see the building with a view to holding baby massage sessions.

v) Vision North Somerset

As per the Full Council resolution they have been offered the building for their drop in sessions.

15/24 To ratify the following expenditure (agenda Item 6).

- i) **£417.60 + VAT for the YCC Booking software.**
- ii) **£332.50 for a new washer / dryer for the kitchen.**

Resolved: To ratify the expenditure above.

The resolution was correctly proposed and seconded (unanimous)

16/24 To agree the following expenditure (agenda Item 7).

- i) **£833.50 + VAT for a new ramp arm and pin for the lift.**
- ii) **£91 + VAT to supply and install external weather cover safety sensor.**
- iii) **£448 for general works to the YCC**

Resolved: To approve the expenditure above.

The resolution was correctly proposed and seconded (unanimous)

17/24 To discuss the items below and agree a way forward (agenda Item 8).

i) Summer Holidays Activities

Unfortunately, YMCA don't have the staffing capacity for Summer Holidays activities, the committee discussed using an alternative provider.

Resolved: That unless an alternative provider can be found to earmark the money for summer holidays activities in 2025.

The resolution was correctly proposed and seconded (unanimous)

ii) Taps in the Main Hall

Resolved: The Clerk to have delegated authority to either replace the tap or find a solution.

The resolution was correctly proposed and seconded (unanimous)

18/24 To approve the Youth and Community Centre's Arrears Policy (page 9).

Resolved: To approve the Youth & Community Centres Arrears Policy.

The resolution was correctly proposed and seconded (unanimous)

19/24 To note the Youth and Community Centre and Youth Club budgets (agenda Item 10).

The Youth and Community Centre budgets were noted.

20/24 Date of Next Meeting (agenda item 11)

Youth & Community Centre Committee Meeting at Banwell YCC on 7th August 2024.

The meeting closed at 19:33

Chairman.....

Date.....

YMCA –REVIEW OF PERFORMANCE

Period under review 1st January 2024 to 31st March 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 10 and 18.
- 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. Possible residential in September
- vii) YMCA arranging activities outside of the village? Yes / **No** / NA
Comments...
- 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 –. None received.
- 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... Accidental damage to back wall during axe throwing session.
10. Have any unannounced visits been made by Committee members since the review? Yes/**No**
Comments – Unannounced visit due.
11. Any other comments:
Due to lack of staffing availability, there were no positive activities for young people over the summer holidays in 2023. This was picked up as a priority for 2024 however, YMCA are unable to provide the staff. The hope is that there may be a residential option for September.
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 investigate a residential weekend for young people.
14. Action points for Youth Club Management Committee.
- The Chairman to visit during June.



TERMS OF REFERENCE

They are all available on our website

<https://www.banwellparishcouncil.org.uk/parish-council/parish-council-information/>

	REVIEWED	TO BE REVIEWED
Planning Committee	May 2024	May 2025
Youth and Community Centre Committee	May 2024	May 2025
Employment Committee	May 2024	May 2025
Cemetery and Memorials Working Party	May 2024	May 2025
Appeals Committee	May 2024	May 2025
Banwell Sustainability Group	May 2024	May 2025

Banwell Parish Council Meeting Dates

All Parish Council meetings are held at the Youth & Community Centre. You are welcome to attend face to face, via zoom or they will be livestreamed on Facebook

2024/25	Full Parish Council (3rd Monday)	Planning Committee (1st Monday)	YCC Committee	Employment Committee / Cemetery & Memorials WP	Parish Assembly
May	20th	8th due to bank holiday	8th due to bank holiday		
June	17th	3rd		Cemetery WP Wb 10th	
July	15th	1st			
August	19th	5th	5th		
September	16th	2nd		2nd Employment	
October	21st	7th		Cemetery WP Wb 14th	
November	18th	4th	4th		
December	16th	2nd			
January	20th	6th			
February	17th	3rd	3rd		
March	17th	3rd		3rd Employment	
April	14th	7th			28th
May	12th	7th due to bank holiday	7th due to bank holiday		

The agenda and associated paperwork is available the Wednesday before a Monday meeting. They can be found on our website www.banwellparishcouncil.org.uk or a hard copy is available Thursday 10am until 12 at the Youth & Community Centre, West Street.

Aim 1 - Facilities & Amenities

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

Ambition	Council Committee / Officer	Timescale	Budget Implications	Success would be	Progress at 31/04/2024
1.1 Development & enhancement					
1.11 In conjunction with the NSC Local Plan and Bypass Teams to support improvements in centre of the village	Full Council & Clerk	0-2yrs	Noticeboards approx. £500, £1500 - inter - £2000	Replaced noticeboards and another interpretation board	
	Full Council & Clerk	2-4yrs	Approx £6000	Streetlight mounted Christmas lights	NSC Highways won't approve until bypass open.
	Full Council, all committees & working groups	2-4yrs	Currently no financial implication	The centre of the village is a nice place to walk through	
1.12 To assess the War Memorial	Cemetery WG & Clerk	0-2yr	£5000 in budget although grant possible.	The war memorial has been assessed to see if the names could be made clearer	
1.13 To continue to investigate a New Cemetery within the Parish boundaries.	Cemetery WG & Clerk	0-2yrs	Earmarked reserves, possible future budget implications	A decision by council to acquire land for a cemetery	£104,000 currently earmarked
1.2 Wellbeing					
1.21 To continue to ensure all open spaces are well cared for & enhanced	Rec Trust, Full Council & Clerk	0-2yr	Resurface £20,000 Bind £6000, lines £1000	Resurfacing of Multi Use Games Area (MUGA) on the Rec with addition of lines	
	Rec Trust, Full Council & Clerk	0-2yr	Approx £54,000	All weather path	Investigated and budgeted. Grants being applied for

Strategic Action Plan

1.22 To run events and activities to support mental & physical wellbeing across all sections of the community	Rec Trust, Full Council & Clerk	2-4yr	Budget implications	Outdoor gym equipment	
	Rec Trust, Full Council & Clerk	2-4yr	Budget implications	Additional toddler equipment.	
	Full Council & Clerk	2-4yr	Possible budget implications	The creation of Men's Shed and Repair Café's	
	Full Council & Clerk	0-2yr	Grant	Free cooking sessions	Completed, very successful. Request for more.
	Full Council & Clerk	Ongoing	£120 set aside for tea & coffee	Public living Room continues	Ongoing
	Full Council & Clerk	Ongoing	Self financing	Soup and a Roll initiative continues	Very successful. Salad & a Roll over the summer.
	Full Council & Clerk	0-2yr	No cost except officer time and printing.	A review of the Window Trail has been undertaken	
	Clerk & YCC Committee	0-2yrs	£2000 - Left over grant and section 106 for 1yr	Weekly summer holiday positive activities are run and there is an annual residential in September.	Money to be earmarked for next financial year
	Full Council & Clerk	0-2yrs	Possible budget implications	The Remembrance Parade continues	2023 free supported by NG. 2024 hopefully by bypass
	Comms Officer	Ongoing	£3500 budgeted and comms hours	Citizens Advice outreach is successful with regular Comms	Ongoing
1.23 Promote positive planning and influencing local development	Wolvershill Development Liaison Group & WG & Clerk	0-2yrs	No cost except officer time.	Meetings of Wolvershill Development Liaison Group and Wolvershill Working Party.	3 meetings have been had
	As above	0-2yrs	No cost except officer time.	Working with NSC on the Wolvershill SPD	As above

Strategic Action Plan

	Full Council, all committees & working groups	0-1yr	No cost except officer time.	Promoting the Parish in the Local Plan development.	As above
1.24 Safeguarding the separate identities of Banwell and the new Village and their environs	Full Council, all committees & working groups	0-1yr	No financial implication	Protection of green corridors / strategic gap to prevent coalescence	As above
	Full Council, all committees & working groups	0-2yrs	No financial implication	Promoting / creating distinctive characteristics and features of the individual villages	As above
1.25 To support the implementation of 20mph & road calming measures	Clerk, Full Council & Bypass Team	2-4yrs	No financial implication	A 20mph speed limit throughout the centre of the village	Agreed, bypass proposal
1.26 Creation of Parish wide emergency plan	All Council Officers & Full Council	0-2yrs	No cost except officer time.	Creation of Parish wide emergency plan	Business continuity plan agreed, YCC emergency shelter

1.3 Inclusivity

1.31 Ensure the type and frequency of Parish Council events reflects a wide range of community interests.	All Council Officers & Full Council	4+yrs	Possible budget implications	On offer is a mix of cultural, recreational, educational, and social events that appeal to different demographics which a broad cross-section of the community, including different age groups, ethnicities, socioeconomic backgrounds, and interests, actively participate in.	
1.32 Promote and support local voluntary groups and events held.	Comms Officer	0-2yr	Budgeted within Comms Officer hrs	The community calendar on the website includes all events held in Banwell. The existence of which is highlighted monthly.	2 members of community also able to add to calendar

Strategic Action Plan

1.33 Ensure that the Parish Council continues to provide diverse and inclusive facilities.

PC Officers and full council

2-4yrs

Possible budget implications

A broad cross-section of the community, including different age groups, ethnicities, socioeconomic backgrounds, and interests, use PC facilities.

1.34 Encourage the use of the YCC for community services / activities

Admin & Comms Officers & YCC Committee

0-2yrs

Utilities & officer time.

That clinics, information café's, counselling all occur at the YCC.

Communication with Wellspring Counselling, Vision NS & NS Childrens Services

Aim 2 - Direct Services

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

Ambition	Council Committee / Officer	Timescale	Budget Implications	Success would be	Progress at 31/04/2024
2.1 Improve the organisational management & efficiency					
2.11 Reviewing the staffing structure and objectives to ensure they reflect changing legislative and community needs.	Employment Committee & Clerk	0-2yr	Possible budget implications	Staffing structure reflects needs of the Parish Council for now and the next 3 years.	3 staff members, Clerk, Admin & Comms. Sept review
2.12 Continuing to provide induction and training programme for new staff and council members.	Clerk	0-2yrs	No cost except officer time.	All new staff and council members fully trained in the functions they undertake.	All Councillors have induction & elearning. All Officers induction, elearning & ILCA
2.13 To apply for the local council award.	Clerk	0-2yr	No cost except officer time.	Achievement of Quality Award	Submitted April 2024
2.14 To ensure all BPC policies and protocols are adhered to and updated as and when necessary	Clerk & Admin Officer	Ongoing	Already included in working practices	BPC policies and protocols are adhered to and updated as and when necessary on a rotational basis or annually.	
2.15 To adhere to all new legislation	Clerk	Ongoing	Statutory requirement	All new legislation has been adhered to.	
	Clerk	Ongoing	Statutory requirement	Legal powers and opportunities are reviewed with access to ALCA and Government Daily updates	
	Clerk	Ongoing	Statutory requirement	Transparency Code has been adhered to both for smaller councils and larger councils.	

Strategic Action Plan

2.16 Implement a strategic plan and associated action plan	Clerk	0-1yr	No cost except officer time.	Strategic plan and associated action plan have been implemented	Updated action plan to be agreed May 2024
2.17 To continue monitoring estimates and budgets	Clerk & Admin Officer	Ongoing	Ongoing	Budgets are presented monthly to Council and the annual budgeting setting document is presented to council for precept setting.	Ongoing
2.18 Insurance	Clerk	Ongoing	Statutory requirement	Insurance is agreed annually after Full Council have considered the schedule.	May 2024 possible new 3 yr. contract.

2.2 Develop and implement a fixed assets strategy

2.21 Developing a fixed assets map	?	0-2yrs	Civicy free for 12 months.	Fixed assets map which includes contact information for Public Rights of Way around the Parish.	Scribe - Civicy App, includes all assets except FP
2.22 Developing a formal fixed assets maintenance programme	Clerk & Admin Officer	0-2yrs	As above	Fixed assets maintenance programme	Civicy creates reports
2.23 Evaluating the Youth & Community Centre as a community and office space in the short, medium & long term	Clerk, Admin Officer & YCC Committee	0-2yrs	No cost except officer time.	A report exists evaluating the YCC for the next 3+ years.	
2.24 To seek provision of a Community space which includes a Parish Council presence in the new Wolverhill Development.	Wolverhill Development Liaison Group & WG, Full Council & Clerk	4+yr	Possible budget implications	A space in the new development which includes a Parish Office	Working with developers as part of SPD & Master Plan
2.25 Continue to evaluate cost v benefit analyses associated with the provision of playgrounds and open spaces	Clerk	0-2yrs	No cost except officer time.	A report exists evaluating all open spaces for the next 3+ years to include future aspirations and risks.	

2.3 Improve forward-planning

2.31 Developing succession planning for and flexibility in staff.	Clerk	0-2yrs	No cost except officer time.	A succession plan exists for the exit of members of staff.	
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Strategic Action Plan

2.32 Developing succession planning for Chairman & Vice-Chairman of full council & its committees.	Clerk	0-2yrs	No cost except officer time.	A comprehensive induction plan exists for new members and committees with a succession plan for chair / vice.	Induction & training plan exists. New Chair & Vice May 2024
2.33 To identify Parish Council projects.	All members of staff and councillors	0-2yrs	No cost except officer time.	Tea and Buns annually and a shared document which officers and members can contribute to throughout the year.	Due June 2024
2.34 Considering future opportunities and challenges, including anticipated increases in powers and responsibilities.	Clerk	0-2yrs	No cost except officer time.	A SWOT (Strengths, Weaknesses, Opportunities, Threats) has been undertaken to identify internal and external factors affecting the council's operations.	
2.35 Protecting the Parish	Clerk	Ongoing	No cost except officer time.	The council via the clerk has close liaison with the Police and the NS Ward members	
2.4 Pursue all possible appropriate forms of alternative revenue and funding					
2.41 Advancing project planning to facilitate timely release of funds.	All members of staff and councillors	0-2yrs	No cost except officer time.	A variety of fully costed projects exist and the impact of large scale developments has been considered with possible section 106 needs assessed.	List of projects exist with indicative pricing (see above).
2.42 Maximising Section 106 or Community Infrastructure Levy monies available,	All members of staff and councillors	0-2yrs	No cost except officer time.	All major developments have a section 106 request and CIL money has been accounted for.	As above
2.43 Grant funding	All members of staff and councillors	0-2yr	No cost except officer time.	Grant lists are regularly checked and officers working closely with grant awarding bodies	Councillor check. 2hrs officer time available in sept

Aim 3 - Communication

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

Ambition	Council Committee / Officer	Timescale	Budget Implications	Success would be	Progress at 31/04/2024
3.1 Understanding our community					
Conduct Parish surveys and consultation exercises with residents and community groups, to better understand their needs and aspirations.	Council Officers	2-4yrs	Parish Mag £100 printing £100	Annual Parish Survey which has a high participation rate. Annual Focus Group / community workshop	Last survey Nov 2024 on PC Communication
3.2 Engaging with our community					
3.21 To assess current notice boards to see if they are fit for purpose.	Comms Officer & Full Council	0-2yrs	£500 wall mounted, £100 free standing.	Current noticeboards have been replaced	
3.22 To continue the quarterly electronic Banwell e-newsletter and improve volume of sign ups	Comms Officer	Ongoing	Comms Officer hrs	Volume of sign up has increased	Currently 377
3.23 To produce 4 x insert for the Parish Mag each year.	Comms Officer	Ongoing	£500 budget & Comms Officer hrs	4 inserts in the Parish Mag are published	2023/24 - 3 published.
3.24 To support a thriving Banwell Business community	Council Officers	0-2yrs	No cost except officer time.	The creation and maintenance of a database of business contacts	
	All members of staff and councillors	0-2yrs	Utilities cost and officer time.	Annual Christmas Market for businesses	
	Comms Officer	0-2yrs	Comms Officer hrs	Continuation of Buy in Banwell Campaign	
	Comms Officer	0-2yrs	Comms Officer hrs	Improved access to support and training via Hive	

Strategic Action Plan

3.25 Identify new opportunities for community engagement	Comms Officer	0-2yrs	£200 in budget Comms Officer hrs	Establishment of a Youth Forum	
3.26 Improve the accessibility, relevance, ease of use and immediacy of our communication channels, including social media	Comms Officer	0-2yr	Comms Officer hrs	Social media has a variety of content, including text, images, videos, infographics with interactive content.	New Comms Officer hired April 2024 review of Strategy.
3.3 Involving our community					
3.31 Work with NSC & the Wolvershill Developers to create a Wolvershill Master Plan.	Wolvershill Development Liaison Group & WG, Full Council & Clerk	0-2yrs	No cost except officer time.	The Creation of a Wolvershill Development Master Plan.	
	Wolvershill Development Liaison Group & WG, Full Council & Clerk	0-2yrs	No cost except officer time.	The Creation of a NSC Wolvershill SPD	
3.32 Increase involvement of the community in Parish Council activities,	All members of staff and councillors	2-4yrs	Possible budget implications	A large Community event is run annually.	
	Comms Officer	0-2yrs	Comms Officer hrs	Contribution to the Community Award is chosen from suggestions from residents.	Unanimous public vote for Zebra Crossing Escort
3.33 To review the creation of neighbourhood plan after local plan adoption.	Clerk & Full Council	4+yrs	No cost except officer time.	A decision is taken by the PC as to whether there should be a neighbourhood plan.	Cllr to attend NALC training and feed back.

Aim 4 - Climate Emergency

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

Ambition	Council Committee / Officer	Timescale	Budget Implications	Success would be	Progress at 31/04/2024
4.1 Act sustainably including adopting a reduce, reuse, recycle strategy.					
4.11 Promote and provide opportunities for the reduction of waste and increase of recycling	Environmental WG, Clerk & Full Council	0-2yr	No cost except officer time.	A paperless' office	Currently only finance is printed. All officers 2 screens.
	Clerk & Full Council	0-2yr	£120 budget for refreshments. NSC providing recycling bins	Upgrading litter bins to recycling bins, monthly litter picks linked with spring / summer clean, teracycle and recycling bins for community events.	Spring clean & teracycle scheme exists recycling bins for Christmas Market
	Environmental WG, Clerk & Full Council	0-2yrs	Possible budget implications	Community composting	Being investigated by Councillor for 25/26
	Environmental WG, Clerk & Full Council	0-2yrs	Officer time	Produce sharing table	
	Environmental WG, Clerk & Full Council	2-4yrs	Possible budget implications	Plastic Free Banwell	
4.12 New / increased allotment provision in the new Wolverhill development.	Wolverhill Development Liaison Group & WG, Full Council & Clerk	4+yrs	Possible budget implications	Increased allotment capacity	Working with Wolverhill Developers to ensure Allotments are accessible to new and present residents.
4.13 Raise environmental awareness amongst employees and the community	Comms Officer	0-1yr	Comms Officer hrs	Monthly environmental comms which goes out across all social media platforms. Dedicated webpage & space in enewsletter.	Restarted April 2024
4.14 Review & reduce energy costs and associated emissions	Clerk & Full Council	0-1yr	Budgeted £25000	Installation of solar panels for YCC & Scout building.	Completed with grant from NSC.

Strategic Action Plan

4.15 Carbon reduction	Cllr Arlidge & Voller	0-1yr	Possible budget implications	A report on the viability of a Community Energy Scheme.	Being investigated by Councillors.
	Environmental WG & Clerk	2-4yrs	Officer time	bulk purchase scheme in place.	
	Environmental WG & Clerk	2-4yrs	Officer time	lift-sharing schemes in place	
	NSC Bypass Team	2-4yrs	No financial implication	EV Charging Points exist in the Parish	Suggested as part of bypass scheme.

4.2 Protect and enhance wildlife and the environment and promote biodiversity.

4.21 Protect green spaces and promote and instigate environmental enhancement schemes	Environmental WG, Clerk & Full Council	0-2yrs	Officer time	Creation of tree policy and environmental management plan	
	Environmental WG & Clerk	2-4yrs	Possible budget implications	Creation of Hedgehog highways	
4.22 Environmental communications relating to wildlife and biodiversity.	Comms Officer	0-2yr	Comms Officer hrs	Monthly environmental comms which goes out across all social media platforms. Dedicated webpage & space in newsletter.	Restarted April 2024
4.23 To investigate ways of enhancing the quarry by improving biodiversity	Environmental WG, Clerk & Full Council	2-4yrs	£2000 in budget for 24/25	Increase of 30% of biodiversity at the quarry	
4.24 To investigate the creation of additional habitats	Environmental WG, Clerk & Full Council	2-4yrs	Possible budget implications	Creation of a Community Orchard	Working with Wolvershill Developers
	Environmental WG, Clerk & Full Council	2-4yrs	Possible budget implications	Creation of a Wildflower Area and ongoing maintenance plan	Working with Wolvershill Developers

4.3 Environment and the decision-making process

4.31 To work with North Somerset's Local Plan team to make it as green as possible.	Full Council, all committees & working groups	2-4yrs	No financial implication	Creation of active travel routes in and around Banwell.	Working with Wolvershill Developers, NSC & Bypass Team
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Strategic Action Plan

4.32 Ensuring money is invested wisely by researching the eco status of banks used / use of green utilities.	Full Council, all committee & working groups	0-2yrs	No financial implication	Creation of a strategic green gap between the Bypass and Banwell Village.	Working with NSC
4.33 Research funding possibilities for climate projects.	Clerk & Full Council	0-2yr	Possible budget implications	All money is invested sustainably and all utilities are from providers offering green energy.	Currently using YU & EDF Green Energy.
4.34 To create a "Sustainable Banwell" Facebook page.	Environmental WG, Clerk & Full Council	0-2yrs	No cost except officer time.	A list of possible climate projects exists and grant funding opportunities are checked monthly	Solar Panels completed others working with Wolverhill Developers
4.35 To continue climate communications plan and regularly update with latest news and advice for residents.	Comms Officer	0-2yr	Comms Officer hrs	Page created, monthly comms promoting.	
4.36 Compile and maintain an Environmental Policy Statement.	Comms Officer	0-2yr	Comms Officer hrs	Monthly environmental comms which goes out across all social media platforms. Dedicated webpage & space in enewsletter.	
4.37 Planning Committee to consider green measures in all recommendations when supporting a planning application.	Environmental WG, Clerk & Full Council	0-2yr	6 hrs Officer time £400 a month.	Updated Sustainability and Biodiversity Policy	Environment Officer Hours available in September.
	Planning Committee & Clerk	0-1yr	No cost except officer time.	Every planning application is looked at with green measures considered and recommended.	

To Do List

Below are suggested lists based on timescales identified in Strategic Plan Action Plan. They are subject to change with grants awarded / CIL / Officer hours which might bring projects forward.

0-2 Years:

2024/25

- Planning Committee to consider green measures in all recommendations when discussing a planning application.
- To create a "Sustainable Banwell" Facebook page.
- To continue climate communications plan and regularly update with latest news and advice for residents.
- Support the implementation of 20mph & road calming measures.
- Safeguarding the separate identities of Banwell and the new Village and their environs.
- Evaluating the Youth & Community Centre as a community and office space in the short, medium & long term.
- Developing a formal fixed assets maintenance program.
- Developing a fixed assets map.
- Implement a strategic plan and associated action plan.
- Apply for the local council award.
- Reviewing the staffing structure and objectives to ensure they reflect changing legislative and community needs.
- Continue the Remembrance Day Parade.
- Run events and activities to support mental & physical wellbeing across all sections of the community. E.g. additional cooking sessions.
- Install all-weather path on the Recreation Ground.
- Replace 1 noticeboard.
- Assess the War Memorial to improve clarity of names.
- Identify Parish Council projects.
- Encourage the use of the YCC for community services / activities.
- Maximizing Section 106 or Community Infrastructure Levy monies available.

2025/26

- Compile and maintain an Environmental Policy Statement.
- Research funding possibilities for climate projects.
- Ensure money is invested wisely by researching the eco status of banks used / use of green utilities.
- Promote and provide opportunities for the reduction of waste and increase of recycling.
- Create a Parish-wide emergency plan.
- Conduct weekly summer holiday positive activities.
- Resurface or bind surface of Multi-Use Games Area (MUGA) on the Rec with addition of lines.
- Replace 1 noticeboard.
- Another interpretation board.
- Continue investigating a new cemetery within the parish boundaries.
- Identify Parish Council projects.
- Run events and activities to support mental & physical wellbeing across all sections of the community.
- Encourage the use of the YCC for community services / activities.
- Maximizing Section 106 or Community Infrastructure Levy monies available.
- To review the creation of neighbourhood plan after local plan adoption.

2-4 Years:

- Streetlight mounted Christmas lights.
- The centre of the village is a nice place to walk through.
- Install outdoor gym equipment.
- Add additional toddler equipment.
- Run events and activities to support mental & physical wellbeing across all sections of the community.
- Ensure that the Parish Council continues to provide diverse and inclusive facilities.
- Encourage the use of the YCC for community services / activities.
- Maximizing Section 106 or Community Infrastructure Levy monies available.
- Developing succession planning for Chairman & Vice-Chairman of full council & its committees.
- Identify Parish Council projects.
- Considering future opportunities and challenges, including anticipated increases in powers and responsibilities.
- Advancing project planning to facilitate timely release of funds.
- New / increased allotment provision in the new Wolverhill development.
- Carbon reduction.
- Protect green spaces and promote and instigate environmental enhancement schemes.
- Environmental communications relating to wildlife and biodiversity.
- To investigate ways of enhancing the quarry by improving biodiversity.
- To investigate the creation of additional habitats.
- To work with North Somerset's Local Plan team to make it as green as possible.
- To review the creation of neighbourhood plan after local plan adoption.

4+ Years:

- Ensure the type and frequency of Parish Council events reflects a wide range of community interests.
- To seek provision of a community space which includes a Parish Council presence in the new Wolverhill Development.
- Increase involvement of the community in Parish Council activities.
-



POLICIES AND PROCEDURES

To review and approve the following highlighted policies & procedures. They are all available on our website – use the link below.

<https://www.banwellparishcouncil.org.uk/parish-council/parish-council-information/>

The ones highlighted in yellow there are no suggested changes except for the review dates.

The ones highlighted in blue have been sent in advance of the meeting for review.

POLICY	REVIEWED	TO BE REVIEWED
Acceptable use Policy	May 2022	May 2024
Accessibility Statement	May 2022	May 2024
Appraisal Policy	Sept 2023	May 2026
Asset Disposal Protocol	Sept 2023	May 2026
Body Worn Camera Policy	Sent 15 th Feb 24	May 2024
CCTV	May 2022	May 2025
Cemetery Regulations Policy	May 2022	May 2025
Code of Conduct	May 2023	May 2024
Community Engagement Policy	May 2023	May 2025
Community Engagement Strategy	September 2021	June 2024*
Complaints Procedure	May 2023	May 2025
Co-option Policy	May 2023	May 2025
Delegation (Scheme of)	May 2022	May 2024
Dignity at Work / Antbullying & harassment policy	May 2022	May 2024
Disciplinary Procedure inc. Hearing Procedure	May 2023	May 2025
Equal Opportunities Policy	May 2022	May 2024
Expenses – Travel & Subsistence Policy	May 2023	May 2025
Financial regulations	May 2023	June 24
Flagpole and Flag Flying Policy	Nov 2020	May 2024
General Data Protection Regulations Policy <ul style="list-style-type: none"> Data Audit Privacy Notice Subject Access Request Form 	May 2022	May 2024 Ongoing
Grant awarding Policy	May 2021	May 2024
Grievance Procedure	May 2023	May 2025
Health and Safety	May 2020	May 2024
Homeworking Policy	July 2021	May 2024
Hybrid Meeting Policy	Feb 2022	May 2024
Internal Controls	April 2024	May 2025
Investments Strategy	May 2022	May 2024

Legionella Management Policy	May 2021	June 2024*
Lone Working Policy	June 2022	May 2024
Noticeboard Policy	May 2021	May 2024
Planning Pre-Application Protocol	Sept 2023	May 2026
Press and Media Policy	July 2022	May 2025
Protocol for marking the death of a Senior Figure	May 2022	May 2024
Publication scheme and schedule of charges	May 2022	May 2024
Records Management Policy	May 2023	May 2026
Reserves Policy	May 2022	May 2025
Risk Management Strategy	April 2022	May 2024
Safety of Memorials Policy	May 2023	May 2026
Safeguarding Policy	May 2023	May 2025
Sickness Policy	May 2023	May 2026
Social Media Policy	May 2022	May 2025
Standing Orders	May 2023	May 2024
Training Policy	May 2022	May 2024
War Memorial Policy	July 2015	ASAP

Three policies have been delayed as either the new members of staff will be reviewing them or as in the case of the financial regs then NALC has done a major review and so the Clerk needs to check them against ours.

13. To receive the Officer report/Exchange of information: Please note that the Council is unable to make any formal decision under this item (page 35).

i) Civicy App

What is a Civicy App?

Civicy App is an asset management platform, offering a suite of tools tailored to meet the needs of modern town / parish councils.

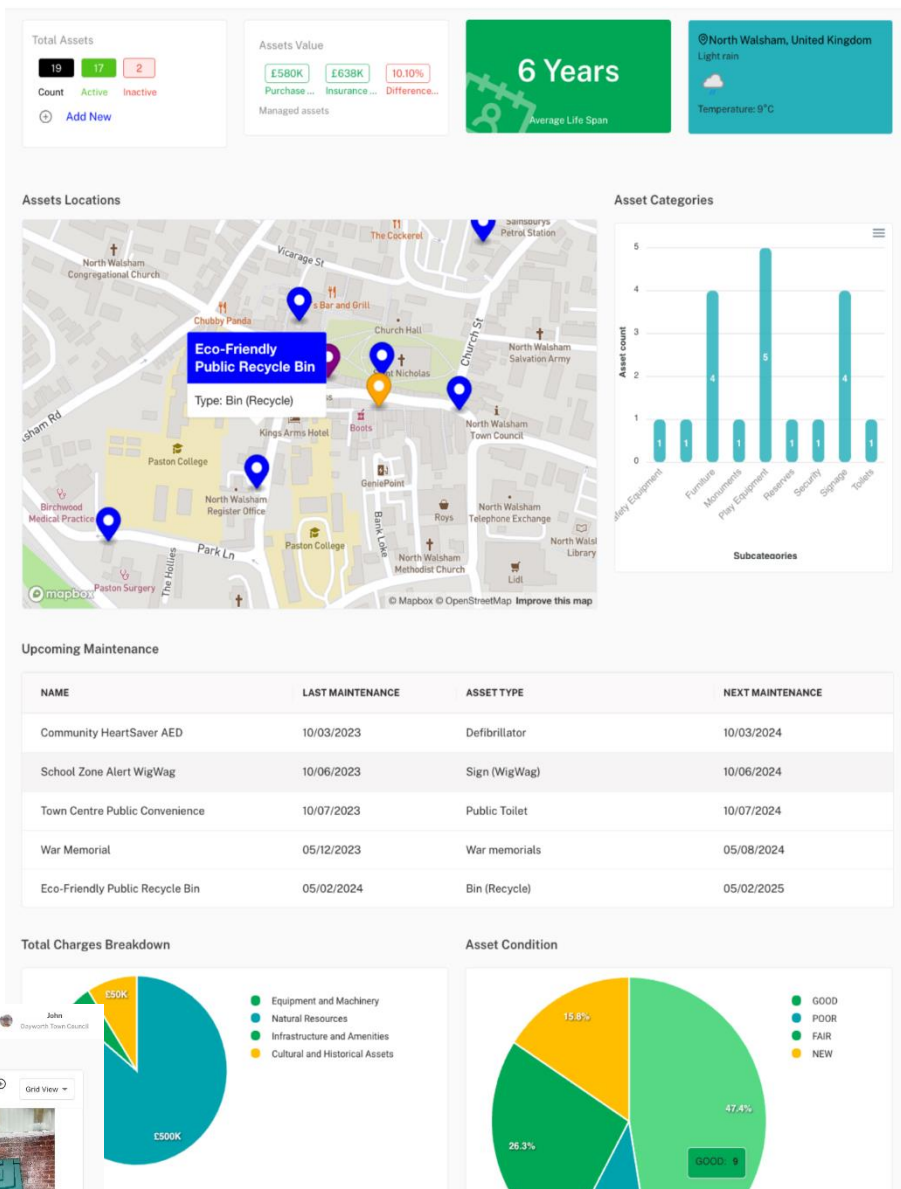
- **Asset Management:** Enables adding, modifying, and deleting assets with categorisation, condition status, photo, description, notes and recording key dates and financial details.
- **Interactive Mapping:** Provides a visual, interactive map showing asset locations, types, and other critical data.
- **Real-time Dashboard:** Displays key metrics like weather, asset numbers and values, conditions, upcoming maintenance, and financials.

These features are just the beginning. As we move forward, your participation and feedback in our beta testing program will be invaluable in shaping additional functionalities, including advanced project and staff management, compliance adherence, enhanced interaction with external entities, and sophisticated financial and insurance management tools.

Attached are screenshots showcasing the platform's key features.

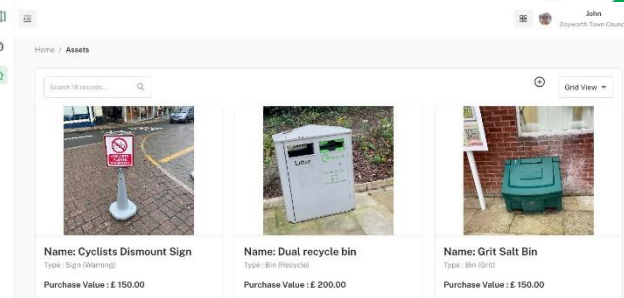
Real-time Dashboard

Here, you can see our dynamic dashboard which presents critical metrics like asset value, weather conditions, upcoming maintenance schedules, and financial overviews.



Comprehensive Asset Management

These screenshots illustrate the asset management module, where you can add, modify, and delete assets. It highlights the user-friendly interface for categorisation, photo uploads, and audit trails.



The hope is that multiple people will be able to access the data base to enable them to carry out inspections e.g. Weston Power, Councillors and that members of the public, using QR codes, will be able to report any issues with Parish Council owned / maintained assets.

Banwell PC are waiting to hear if we have made it onto the Beta Testing group which gives us free access for 1 year.

ii) £1000 grant received from Winscombe Parish Council

Winscombe Parish Council have given the Parish Council a £1000 donation to help maintain services at the Youth & Community Centre.

iii) Jubilee Gate on East Street

Currently undergoing restoration by Cllr Bailey

14. To agree the date for the Community Picnic and any associated costs.

- Football Club tournaments – every Saturday during June and 2 Sundays (2nd & 9th). Finish on the 29th June.
- Youth & Community Centre free Sundays throughout June & July. Waiting to hear what Saturdays they will be based at YCC. Clerk is away July 6th & 7th.
- Village Hall Free – Sunday June 30th, Sunday July 14th, Saturday July 20th, Sunday July 21st.
- School finishes on the 23rd of July. Cost for the afternoon 11 – 4pm £80.

Given the lack of turn out at the last Summer Market, the monthly Community Markets and the markets runs by the WI, I would not suggest running a market at the same time as the Community Picnic.

The WI have been provisionally approached to do the refreshments (depending on the date).
Budget from 2017, 2018, 2019, 2021, 2022, 2023

Decision: Will we have a community picnic, where will it be located and what date?

Budget – depends on location, hall hire, prizes for winners of races.

15. To approve the following items of expenditure (page 35)

i) £561.60 + VAT for Annual Scribe Accounts subscription.

Incorrectly reported last month – YCC booking system approved subsequently by YCC committee.

ii) Insurance premium (see below, detailed breakdown sent via email).

Insurance Comparison

Increased Fidelity insurance as a minimum of £286,300 requested by the auditor. All associated papers have been emailed separately.

Contractor	Other Comments	Comments. All Include minimum of	1yr cost Currently	3yr cost
		Public Liability £10,000,000 Employers Liability £10,000,000 Officials Indemnity £500,000 Legal Expenses £100,000 Fidelity £286,300	£2,226.55	
A Gallagher with Hiscox	Current Insurance Provider Risk Academy – very good.	Key worker £2,500 (£250 a week)	£2,815.88 £2,500.30	£2,815.88 £2,500.30
B Clear Councils through Aviva	Good support during lockdown for risk assessments despite not being a customer. Free Subscription of Parish Online – Mapping tool, we currently use Earthlight.	Libel and Slander £250,000 Fidelity £500,000 Legal Expenses £250,000 Key worker £10,000 (£500 a week)	£1918.16 + £45	£1819 + £45
C Zurich		Libel and Slander £250,000 Legal Expenses £500,000 Fidelity £500,000 Key worker £100,000 (£500 a wk)	£2359.53	£2157.62

Whilst the Risk Academy with our current supplier is very good then when compared to Clear Councils this would be an additional cost of just over £2000 over three years. The training included can be sourced elsewhere for between £10 and £15 meaning over three years we could pay for over £100 equivalent course.

The three insurance companies above are all used by local Parish Councils

Recommendation: To switch insurance company to Clear Councils for three years.

BANWELL PARISH COUNCIL - GRANT APPLICATION FORM

Name of organisation	Great Western Air Ambulance Charity (GWAAC)
Name on bank account / We prefer to pay by BACS so please include your details	Name: Great Western Air Ambulance Charity REDACTED
Registered Charity/Charity Number	Yes: 1121300
Contact name and position with the group	Isabella Lewis, Supporter Engagement Assistant
Contact name's home address	GWAAC 3 rd Floor, County Gates, Ashton Road, Bristol, BS3 2JH
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).	<p>We are applying for this grant award from Banwell Parish Council to help fund general missions in Banwell, North Somerset, and beyond.</p> <p>As Banwell's local air ambulance, GWAAC's Critical Care Crew—consisting of Specialist Paramedics in Critical Care (SPCCs), Critical Care Doctors, and HEMs Pilots—respond to the most serious medical and trauma related incidents in our community.</p> <p>Either by air or by road, our Critical Care Crew arrive at the scene of any emergency in Banwell and North Somerset, equipped with advanced medical knowledge, skills, and kit to assess and treat the patient there and then. This care can include giving emergency blood transfusions at the roadside, administering lifesaving care to someone suffering a cardiac arrest at their local Parkrun, or giving urgent treatment to a child in respiratory arrest in their home.</p> <p>Once a patient has been stabilised, their GWAAC medical team will safely continue to treat them enroute to the hospital, either in a land ambulance or in the helicopter.</p> <p>Any Banwell resident, whether they are in Banwell, North Somerset, or beyond, could need urgent and potentially lifesaving pre-hospital medical care from GWAAC's crew. Therefore, any amount awarded by Banwell Parish Council would be hugely appreciated.</p> <p>Thank you for your consideration!</p>
Describe the evidence you have obtained that shows a need for the grant.	<p>2023 was our second busiest year on record with 1,979 call-outs, including 263 taskings to North Somerset, an increase of 51 compared to the previous year. Over the last three years, GWAAC's call-outs to Banwell have increased, from one in 2021, three in 2022, to four in 2023. So far this year, we have already been called to help someone in Banwell twice.</p> <p>Your local air ambulance charity isn't just there for adults. In 2023 GWAAC was called to more children and teenagers than ever before. They responded to 289 young people and 36 of them were in North Somerset.</p> <p>With grant funding from BPC, GWAAC's crew can continue to be there for children, like ten-year-old Hamish who broke his arm in 2019 while playing in his friend's garden.</p>

	<p>After landing in a nearby playing field in North Somerset, two of our Specialist Paramedics and one of our Critical Care Doctors rushed to help. They assessed Hamish’s arm— he had sustained an open fracture; it was broken in not one, not two, but in three places— and the doctor was able to administer some morphine to control the pain by inserting a thin tube into his arm.</p> <p>Hamish was then transported to Bristol Children’s Hospital by a land ambulance. The next day he had an operation which involved rods being inserted into the bone to fix his badly broken arm.</p> <p>Hamish recalls: <i>“Dr Matt gave me strong painkillers and decided not to take me to hospital in the helicopter which was disappointing. One of my friends saw it in the park and everyone at school knew it was there and that it was me they were looking after.”</i></p> <p>Hamish’s Mum, Eleanor, said: <i>“The crew were very reassuring. Hamish’s arm was really quite bent with the bone sticking out. The crew were telling him jokes to help him relax.”</i></p> <p>Hamish’s story is one of many case studies which evidence the need for GWAAC to remain operational in our community.</p> <p>By awarding funds to GWAAC, you are ensuring that our crew can continue to be there anyone in critical need in Banwell throughout 2024, and beyond.</p>
Grant amount being requested including a breakdown of costs.	We are requesting a grant award of £200 to help fund one potentially lifesaving mission in Banwell. Each mission costs around £2,000, which covers equipment, drugs, our clinical team, and fuel, premises, and other support costs.
Number of members in the Group	N/A.
Total spent by the group in the year	£4 million (See impact report attached and our most recent audited set of accounts attached).
Total received by the group in the year	£4 million (See impact report attached and our most recent audited set of accounts attached).
Who has also been approached for funding for this project.	<p>In 2022 and 2023, we have been awarded funding by various neighbouring town and parish councils in North Somerset and B&NES in support of GWAAC’s life saving mission in our community.</p> <p>A comprehensive list of funding awarded in 2023 by all the parish and town council’s in the region we serve in our impact report: https://issuu.com/gwaac/docs/gwaac_impact_report_2023_issuu_1</p>
<p>Main income sources – please itemise.</p> <p>(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).</p>	<p>Our dedicated fundraising team work hard to ensure that our crew can keep helping people in Banwell.</p> <p>We also receive funding from legacies, trusts, and from corporates. A breakdown of the funding that we receive, including from town and parish councils, and funding from legacies, trusts, and grants, can be found in our most recent impact report: https://issuu.com/gwaac/docs/gwaac_impact_report_2023_issuu_1</p>
Current bank balance	See March 2024 Bank Statement attached to this application.
Special/other considerations	

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	162.50	1,787.50
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	£162.50	9,782.50

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			83.74			83.74
111	Cemetery Bank interest						
					£83.74		83.74

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	3,895.48	36,104.52
202	Clerk pension				2,400.00	207.71	2,192.29
203	Advertising				650.00		650.00
204	Insurance				2,300.00		2,300.00
205	Subscriptions inc ALCA &				3,000.00	826.83	2,173.17
206	Audit Fee				1,500.00	40.00	1,460.00
207	Legal Costs				600.00		600.00
208	Training Officers				900.00	555.36	344.64
209	Training Councillor				400.00	32.68	367.32
210	Grants & Donations				7,000.00	2,450.00	4,550.00
211	Chairmans Allowance				400.00		400.00
213	Bank Charges				200.00	3.00	197.00
215	Risk Assessments				180.00		180.00
709	Office Equipment inc Web				2,500.00	281.36	2,218.64
					62,030.00	£8,292.42	53,737.58

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			100.00	2,000.00	173.46	1,926.54	
504	CIL 2022/23							
505	CIL 2023/24							
506	Cil 2024/25							
718	Living Room			550.00		50.16	499.84	
808	Social Perscribing Grant					224.81	-224.81	
					£650.00	2,000.00	£448.43	2,201.57

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			
302	Env Grass Cutting				2,045.00	170.42	1,874.58	
303	Env Hedge / Fence / Tree				310.00		310.00	
304	Village Orderly		435.81		4,710.00	392.50	3,881.69	
305	Dog Bins				8,565.00	524.33	8,040.67	
306	Env Maintenance / Inspec				2,000.00		2,000.00	
307	Env Projects				5,000.00	36.67	4,963.33	
308	Env Grant		7,149.00		1,000.00		-6,149.00	
					9,232.69	25,277.88	£1,123.92	14,921.27

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

<u>Cost Centre Name</u>							
401	Street light power			3,000.00	232.36		
402	Street light maintenance			3,500.00			
403	Street light upgrade						
404	Highways related projects			8,000.00	370.31		
				14,500.00	£602.67		
					13,897.33		
<u>Income</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
501	Misc Income		200.00	59.52			-140.48
502	Annual Precept		122,646.03	66,800.10			-55,845.93
503	VAT						
			122,846.03	£66,859.62			-55,986.41
<u>Recreation Ground</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
601	Rec Grass Cutting				2,250.00	187.50	2,062.50
602	Rec Maintenance				8,600.00		8,600.00
603	Rec Tree & Fence Work				300.00		300.00
604	Rec Inspections				400.00		400.00
605	Rec Play Equipment & Be				5,000.00		5,000.00
					16,550.00	£187.50	16,362.50
<u>Youth & Community Centre</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
701	YCC upgrade				6,200.00	4,200.00	2,000.00
702	YCC repairs & maintenanc				2,900.00	28.33	2,871.67
703	YCC CCTV				800.00		800.00
704	YCC Electricity				1,800.00	39.65	1,760.35
705	YCC Gas				1,000.00		1,000.00
706	YCC water				600.00		600.00
707	YCC waste				300.00	9.50	290.50
708	YCC cleaning & supplies				2,700.00	249.99	2,450.01
710	YCC phone & wifi				700.00	47.62	652.38
711	YCC Grass cutting				1,125.00	93.75	1,031.25
712	YCC hedge, fence & tree \				500.00		500.00
713	YCC grants & donations		1,000.00				-1,000.00
714	YCC income		500.00	30.00			-470.00
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	£30.00	19,775.00	£5,086.44	13,218.56
<u>Youth Club</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
801	YC sessions				8,000.00	540.00	7,460.00
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	86.00	100.00	10.98	75.02
807	Youth Forum				200.00		200.00
			700.00	£209.55	11,700.00	£550.98	10,658.57
NET TOTAL			134,278.72	£67,832.91	161,777.88	£16,454.86	78,877.21

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

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			83.74	104,000.98
Social prescribing grant	863.57				863.57
Food Bank	2,145.81		173.46	100.00	2,072.35
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		50.16	550.00	399.85
NSC Solar Panel Grant					0.00
CIL 2024/25					0.00
Total Earmarked	179,796.87		223.62	733.74	180,306.99
TOTAL RESERVE	179,796.87		223.62	733.74	180,306.99
GENERAL FUND					91,327.61
TOTAL FUNDS					271,634.60

Banwell Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/04/2024		
	Cash in Hand 01/04/2024		219,437.02
	ADD Receipts 01/04/2024 - 30/04/2024		69,946.47
			289,383.49
	SUBTRACT Payments 01/04/2024 - 30/04/2024		17,748.89
A	Cash in Hand 30/04/2024 (per Cash Book)		271,634.60
	Cash in hand per Bank Statements		
	Petty Cash	30/04/2024	0.00
	Natwest Current account (5335765	30/04/2024	9,055.93
	Cemetery Reserve Account (59678	30/04/2024	18,170.98
	PC Reserve Saver account (81413	30/04/2024	45,463.77
	Unity Trust Bank (20398572)	30/04/2024	113,943.92
	Lloyds Credit Card	30/04/2024	0.00
	Charity Bank	30/04/2024	85,000.00
			271,634.60
	Less unrepresented payments		
			271,634.60
	Plus unrepresented receipts		
B	Adjusted Bank Balance		271,634.60
	A = B Checks out OK		

Regular payments to be made by direct debit, standing order or BACs– for 2023/24

		Frequency
SO	Clerk basic salary	Monthly
SO	Communications Officer basic salary	Monthly
SO	Administration Officer basic salary	Monthly
DD	Pension – NEST	Monthly
DD	YU – unmetered electricity streetlights	Monthly
DD	EDF – metered electricity YCC	Monthly
DD	Mainstream telephone & app for YCC	Monthly
DD	North Somerset – waste collection at YCC	Monthly
Card	Zoom	Monthly
DD	Lloyds Multipay Card fee	Monthly
DD	Multipay Card purchases	When requested
DD	Water-2-Business YCC	Quarterly
DD	Unity Trust Bank Charges	Quarterly
DD	Avantia gas Standing Charge	Quarterly
DD	Avantia LPG Delivery	When requested
DD	Rentokil-initial - YCC hygiene waste removal	Annually
DD	Information Commissioners Office - data protection	Annually
DD	TV Licence	Annually
VDD	Land Registry	When requested
CARD	Zoom	Monthly
BACS	HMRC	Monthly
BACS	JK Gardening - Grass Cutting / Village Orderly Contract	Monthly
BACS	Ambience Landscaping - Dog Bin Contract	Monthly
BACS	Insight Cleaning - YCC Cleaning Contract	Monthly
BACS	YMCA Dulverton - Youth Club Contract	Monthly
BACS	Banwell News – Quarterly newsletter and advert	Quarterly
BACS	GB Sport & Leisure - Play area operational inspections	Quarterly
BACS	Weston Rail Services - Street light Maintenance	Quarterly
BACS	Webglu - website maintenance and associated fees	Quarterly
BACS	Allotment payment to K Gunningham	Annually

Approval of this schedule of regular budgeted payments is used for business continuity purposes.

Bills for Payment - 20th April to the 15th May 2024
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power	
Already Paid						The Parish Council	
BACS	Tempest Photographer	ID Cards	£ 19.80	There are 2 MPAN numbers	Admin		
BACS	Vision North Somerset	Grant Awarded	£ 450.00		052/24		
BACS	ALCA	Annual Subscription (NALC & ALCA)	£ 813.84		051/24 (iii)		
BACS	Printhive	Policeperson sign	£ 270.00		051/24 (iv)		
DD	YU	Streetlight Power	£ 212.93		095/23		
DD	YU	Streetlight Power	£ 9.19		095/23		
DD	Mainstream	Phone and Broadband	£ 57.14		095/23		
DD	EDF	YCC Electricity	£ 40.01		095/23		
To Pay							
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		095/23		
BACS	Ambience Landscape	Dog Bin emptying	£ 648.07	095/23 & 036/24			
BACS	Insight Cleaning	YCC Cleaning	£ 232.00	095/23			
BACS	YMCA	Youth Club Sessions	£ 405.00	095/23			
BACS	Complete Weed Control	Weed Spray	£ 549.60	038/24			
BACS	GB Sport	Operational Inspection	£ 120.00	095/23			
BACS	DS Securities	Issue with door access system	£ 90.00	H & S			
BACS	Scribe	Annual Accounts Package	£ 673.92	Agenda Item			
BACS	Avon Armour	Annual Service of Automatic Door	£ 116.40	038/24			
BACS	Weston Rail Service	YCC PA Testing	£ 158.40	H & S			
BACS	Neil Merrick	Cookery Sessions	£ 171.15	189/23 (ii)			
BACS	Mike Bailley	Materials for Jubilee Gate	£ 51.93	Expenses			
DD	Lloyds Bank PLC	Multipay charge & costs (zoom, food bank, office equipment, spring clean costs, ILCA, YCC misc items, washer/ dryer).	£ 1,295.96	various & 095/23			
BACS	Officer overtime & expenses	Overtime & expenses (rolls, milk, printer cartridges)	£ 635.03	189/23(i) & Admin			
SO	Officer Salaries	Officer Salaries	£ 2,744.25	E14/24			
DD	Nest	Pension contributions	£ 212.98	095/23			
BACS	HMRC	PAYE and NI	£ 926.03	095/23			
DD	North Somerset	YCC Waste Collection	£ 9.50	095/23			
			Totals				
			£ 11,956.47				

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