



MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 19th of AUGUST 2024

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

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

Cllr Harding welcomed everybody.

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

i) **Members of the public.**

No members of the public wished to speak.

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

No report was received.

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

Cllr Tristam gave a brief report on Cllr Bell's ward walk.

- The current lack of Children's Services in Banwell and the hope that this can be readdressed.
- The resolution of the zebra crossing issue through the addition of a sign and the involvement of a volunteer.
- Concerns along Church Street & Riverside, including potholes, ongoing road works, missing bollards, and damage caused by a tanker.
- The importance of maintaining a green space between the village and the bypass.

He also updated the Council on the following.

- The mobile library is now back up and running.
- The location of the Knightcott Road application for 29 houses has been considered inappropriate for development due to the green gap. However, concerns remain about how the Government's new National Planning Policy Framework might affect future developments in North Somerset.

The meeting was convened.

117/24 To receive apologies for absence (agenda item 1)

Apologies were received from Councillors Steve Davies (who joined online), Nick Manley and Simon Arlidge

118/24 To receive members' declarations of interest on any agenda item (agenda item 2)

No interests were received.

119/24 To approve as a correct record, the minutes of the Parish Council meeting on the 15th of July 2024 (agenda item 3)

Resolved – That the minutes of the Parish Council Meeting held on the 15th of July 2024 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous)

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

120/24 To approve as a correct record, the following minutes (agenda item 4)

- i) **5th of August Planning committee Meeting (pages 6 – 9)**
- ii) **5th of August Youth & Community Centre Meeting (pages 10 – 13)**

The minutes of the meetings above were noted.

121/24 To receive the Clerk's report/Exchange of information (agenda item 5)

- i) **Quality Local Award**
Banwell Parish Council has been awarded the Quality Local Council Award, making it one of only three councils in North Somerset to receive this recognition. This achievement has also resulted in a reduction of £84.26 in our insurance premium, which will be refunded.
- ii) **Jubilee Gate**
Cllr Bailey and his wife have completed the repainting of the Jubilee Gate. Unfortunately, the paint originally used has been discontinued, meaning the gate may need to be repainted more frequently than in the past.
- iii) **Mobile CCTV**
The mobile CCTV units has been delivered to North Somerset's Senior ASB and Environmental Crime Officer. They are currently assessing potential locations for installation, including Wint Hill, Silvermoor Lane, and Riverside.
- iv) **Mobile Library**
North Somerset has secured a temporary mobile library vehicle, which will be in use until their electric vehicle is ready. The timetable was reinstated at the beginning of August.
- v) **Banwell Bypass update**
There has been a slight delay in signing the design contract due to annual leave on both sides. In the meantime, the bypass team has been working on an advanced works program, which will commence after the CPO land is officially transferred to North Somerset. This program includes surveys, vegetation clearance, and fencing. The new contractor and ARUP will focus on detailed designs to fulfil the planning conditions. They aim to construct the haul roads and compounds between October and December. The full build contract is expected to be presented to NSC Full Council in November.
- vi) **Community Payback Team.**
Unfortunately, the team cancelled on July 16th due to the illness of the team leader. The Clerk is waiting for communication from the probation team on his return to work so that the work can be reschedule.
- vii) **Youth & Community Centre Trees**
The trees on the southern boundary have been assessed by an arboriculturist. Emergency planning permission has been granted, and the remedial work is scheduled for August 20th. Part of the car park will be coned off to allow access.
- viii) **North Somerset Councils Local Plan**
Following the launch of a consultation on the government's proposed planning reforms, North Somerset Council (NSC) is reviewing its draft Local Plan. The government's new standard method requires 23,805 dwellings in NS over the next 15 years—nearly 9,000 more than the target in the current draft Local Plan. This figure also does not account for the needs of authorities bordering NS, as stipulated by the government. Consequently, NSC has delayed the final consultation on their draft Local Plan until it can be updated to align with these new government targets.

122/24 To note the training and events available and agree any attendance (agenda item 6)

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

Resolved – To agree the cost of up to two councillors to attend for up to £90.

The resolution was correctly proposed and seconded (unanimous)

ii) **ALCA Webinar Series: Recording Public Meetings (12 Nov 2024, 11:00-11:50) £10**

Resolved – To agree the cost of £10 for the Clerk to attend.

The resolution was correctly proposed and seconded (unanimous)

- iii) **ALCA e-learning on nimble**
- iv) **Breakthrough Communications Training via ALCA**
- v) **Various Finance Training via ALCA**
- vi) **Various ‘Scribe’ Finance Training**
- vii) **Various NALC training from £30**

The rest of the training was noted.

123/24 To agree the following expenditure (agenda items 7)

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

Resolved – To agree a cost of £245 + VAT for Hagg to replace the batteries for the kitchen shutter.

The resolution was correctly proposed and seconded (unanimous)

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

Resolved – To agree a cost of up to £500 for a Youth Club day camp.

The resolution was correctly proposed and seconded (unanimous)

- iii) **£15 a month for Chatgpt 4.0.**

Resolved – To agree the cost of £18.64 a month for Chatgpt 4.0.

The resolution was correctly proposed and seconded (unanimous)

- iv) **£3857.50 grant for citizens advice for their outreach service.**

Resolved – To agree the budgeted grant of £3857.50 to Citizens Advice.

The resolution was correctly proposed and seconded (unanimous)

124/24 To agree to sign a contract with EDF in relation to exporting electricity (agenda item 8)

Resolved – To agree to sign a contract with EDF in relation to their feed in tariff.

The resolution was correctly proposed and seconded (unanimous)

125/24 To consider the movement from a .org.uk domain to a .gov.uk domain and agree a way forward (agenda item 9).

Resolved – That the Council intends to switch to a .gov.uk domain within the next 12 months, contingent upon the availability of administrative support.

The Clerk to provide a detailed breakdown of the costs involved, including both the technical aspects of the domain migration and the associated administrative tasks.

The resolution was correctly proposed and seconded (unanimous)

126/24 To look at a printer contract and agree a way forward (agenda item 10).

Resolved – That in line with the Parish Council's 'Reduce, Reuse, Recycle' aim, as stated in their strategic plan, the Parish Council agrees to hire a refurbished Xerox printer from XCS.

The resolution was correctly proposed and seconded (unanimous)

127/24 To receive an update on preliminary research into a wind turbine project within the parish and agree ‘in-principle’ support for wind turbine projects in North Somerset (agenda item 11).

Research into the feasibility of installing a wind turbine in the parish, to support a community energy scheme, has concluded that mainly due to geographical constraints it's unfortunately not possible. However, neighbouring parishes may not suffer from these constraints.

Resolved – That the Clerk write a ‘in principal support’ letter on behalf of the Parish Council in reference to wind turbines.

The resolution was correctly proposed and seconded (unanimous)

128/24 To note the Notice of Conclusion of Audit and agree any recommendation (agenda item 12).

The internal Notice of Conclusion of Audit was noted and there were no recommendations.

129/24 To note the internal financial control checks undertaken for the first quarter and agree any recommendations (agenda item 13).

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

130/24 To note the Parish Council’s end of July’s net position, reserves, bank balances and bank reconciliation (agenda item 14)

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

131/24 To authorise bills for payment for August (agenda item 15).

Resolved – To authorise the bills for payment for August of £12,853.66. Cllr Harding and Cllr Bailey to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

132/24 Dates of the next meetings (agenda item 15)

- Monday 2nd of September 2024, 7pm Planning Committee at the Youth & Community Centre (YCC).
- Monday 2nd of September 2024, TBD Employment Committee at the YCC.
- Monday 16th of September 2024, 7:30pm Parish Council Meeting at the YCC.

The Chairman closed the meeting at 20:25

.....Chairman

.....Date

Bills for Payment - 15th July to the 19th August 2024
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
Already Paid						The Parish Council
DD	YU	Streetlight Power	£ 181.15	Awaiting invoice	083/24	
DD	Mainstream	Phone and Broadband	£ 40.20		083/24	
DD	EDF	YCC Electricity	£ 14.60		083/24	
To Pay						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34	SLCC Credit	083/24	
BACS	J K Gardening	Repare Fence at Knightcott	£ 30.00		H&S	
BACS	J K Gardening	Remove weeds from muga - Rec	£ 40.00		Admin	
BACS	Ambience Landscape	Dog Bin Emptying	£ 648.07		083/24	
BACS	Insight Cleaning	YCC Cleaning	£ 256.00		083/24	
BACS	YMCA	Youth Club Sessions	£ 405.00		083/24	
BACS	SLCC	2x Officer Cemetery Training	£ -		105/24 (i)	
BACS	ALCA	Breakthrough Communications Course	£ 30.00		092/24 (i)	
BACS	NALC	Quality Local Council Award	£ 96.00		173/23 (iv)	
BACS	Banwell Parish News	Article	£ 97.50		108/23	
BACS	Citizens Advice	Grants	£ 3,857.50	Agenda Item		
BACS	Initial	Hygiene Units	£ 97.60	83/24		
BACS	BDO	Limited Assurance Review	£ 504.00	Audit		
BACS	HAG	Fire Shutter Service	£ 307.72	YCC 30/24 (ii)		
BACS	GB Sports	Playground Inspection Training	£ 264.00	108/24 (iii)		
BACS	Mawdsleys	Sewage Pump Service	£ 367.50	YCC 30/24		
DD	Lloyds Bank PLC	Multipay charge & costs (Amazon, Open AI, Tool)	£ 131.97	various & 95/24		
BACS	Expenses	Overtime, expenses (rolls, milk, ham, CCTV cameras x 2)	£ 735.98	Se		
BACS	Expenses Mike Bailey	Gate Paint	£ 17.98	Admin		
SO	Officer Salaries	Officer Salaries	£ 2,744.25	083/24		
DD	Nest	Pension contibutions	£ 182.84	083/24		
BACS	HMRC	PAYE and NI	£ 750.96	083/24		
DD	North Somerset	YCC Waste Collection	£ 9.50	083/24		
		Totals	£ 12,853.66			

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 September 2024.

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

IN ATTENDANCE: Liz Shayler (Clerk)

Cllr Manley welcomed everybody.

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

Members of the public.

No members of the public were present.

The meeting was convened.

46/24 To receive apologies for absence (agenda item 1)

No apologies were received.

47/24 To receive declarations of interest (agenda Item 2)

No Declarations of Interest were received.

48/24 To approve as a correct record the minutes of the Planning Committee Meeting held on the 5th of August 2024 (agenda item 3)

Resolved – That the minutes of the Planning Committee Meeting held on the 5th of August 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.

49/24 To discuss the proposed changes to the draft National Planning Policy (NPPF) in relation to Green Belt and affordable housing (agenda item 4)

Resolved – To agree that the response submitted as part of the agenda papers be sent to NALC as part of their consultation response. Any further comments be submitted to the Clerk by the end of the week to form part of the Full Parish Council Agenda Papers.

The resolution was correctly proposed and seconded (unanimous)

50/24 To note and comment upon planning applications (agenda item 5).

(i) **24/P/1541/LBC Stonebridge Wolvershill Road Banwell BS29 6DR.**

Listed building consent for the proposed removal of a section of wall between the breakfast room and the adjacent corridor to create a dining room. Removal of the modern floor covering and levelling of the existing flagstones beneath together with repairs to the ceiling and removal of the door for re-use elsewhere.

Resolved: to support this application.

The resolution was correctly proposed and seconded (unanimous)

51/24 To note the following planning applications (agenda item 6).

(i) **24/P/1455/TRCA The Coach House East Street Banwell BS29 6BW**

T1 - Dead Rowan - Fell T2 - Dead Cherry - Fell T3 - Willow - Pollard to previous pollard point 2m.

- (ii) **24/P/1683/AOC Land at Parklands Churchland Way, Banwell.**
Request to discharge condition numbers 42 (Energy) and 53 (plant) on application 12/P/1266/OT2
- (iii) **24/P/1684/AOC Land at Parklands (Phase 4a) Churchland Way Banwell North Somerset**
Request to discharge condition number 2 (Provision of Fire Hydrants), 5 (Waste and Recycling) and 6 (Traffic Regulation Order) from application 23/P/1376/RM.

The applications above were noted.

52/24 To note planning decisions – (agenda item 6)

- (i) **24/P/0809/AOC Land South of Churchland Way Wolverhill Road Banwell Weston-super-Mare**
Request to discharge condition number 37 (Land contamination assessment) on application 12/P/1266/OT2. **APPROVE (discharge condition) (RDC)**
- (ii) **24/P/1178/TPO Eversleigh House, East Street, Banwell. BS29 6BW**
T1 - Hornbeam - Remove 2 dead limbs as suggested in tree report attached. Crown reduce to one point above previous points. **REFUSED**
- (iii) **24/P/1238/H2PA 103 High Street Banwell BS29 6AG**
Application to determine if prior approval is required for a proposal to construct a first-floor extension (additional storey) to existing dwellinghouse, to a maximum height of 9.2metres. **Prior approval - required and grant**
- (iv) **24/P/1302/TRCA 3 High Street Banwell BS29 6AA**
Leylandii (T1) Fell. Leylandii (T2) Fell. Leylandii (T3) Fell. Leylandii (T4) Fell. Ash (T5) Fell. Ash (T6) Fell. Ash (T7) Fell. **No objection (tree/hed) unconditional**
- (v) **24/P/1340/TRCA Banwell House Wolverhill Road Banwell BS29 6DG**
All foliage to be removed from BT telecoms pole. **No objection (tree/hed) unconditional**
- (vi) **24/P/1647/AOC Park Farm Wolverhill Road Banwell North Somerset BS29 6DL**
Discharge of Condition 4 (Sample Panel) on application 23/P/0628/FUH. **APPROVE (discharge condition) (RDC).**

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

- (vii) **24/P/1301/FUH 2 Waits Close Banwell BS29 6HH.**
Proposed erection of a single storey rear extension. **APPROVED**

53/24 Date of the next meeting (agenda item 7)

Planning Meeting Monday 7th of October 2024 7pm at Banwell Youth & Community Centre.

The Chairman closed the meeting at 19:10

.....Chairman

.....Date



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 10am ON MONDAY 9th of SEPTEMBER 2024

Present: Cllrs Paul Blatchford (Chairman), Paul Harding and Maggie McCarthy.

In attendance: Liz Shayler (Clerk)

33/24 To receive and accept apologies for absence (agenda item 1).

Apologies were received from Cllr Simon Arlidge.

34/24 To receive members' declarations of interest on any agenda item (agenda item 2)

No member's declarations of interest were received.

35/24 To approve as a correct record the minutes of the meeting of the Employment Committee held on the 3rd of June 2024 (agenda item 3).

Resolved – That the minutes 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.

36/24 To discuss the current admin role and agree a way forward (agenda item 4).

Resolved: To reassess the need for additional workforce capability in March 2025.

The resolution was correctly proposed and seconded (unanimous).

Resolved: To, if necessary, allow the Clerk overtime hours to complete the movement from .org.uk to gov.uk without it triggering an employment committee meeting after three months.

The resolution was correctly proposed and seconded (unanimous).

37/24 Exclusion of the press and public. (The Committee is recommended to resolve that members of the press and public be excluded from the meeting during consideration of agenda item 6 - 9 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (agenda item 5).

Resolved – That the press and public be excluded from the meeting.

The resolution was correctly proposed and seconded (unanimous).

38/24 To note the Communication Officer six-monthly appraisal targets (agenda item 6).

The Communication Officer six-monthly appraisal targets were noted.

39/24 To discuss the end of the Communications and Marketing Officers 6-month probation (agenda item 7).

Resolved – To agree the end of Communications and Marketing Officers probation.

The resolution was correctly proposed and seconded (unanimous).

40/24 To undertake the Clerk's six-monthly appraisal and agree any targets (agenda item 8).

The Clerks six monthly appraisal was undertaken, and appraisal targets noted.

41/24 To agree the date of the next meeting (agenda item 10)

March 3rd 2025 at Banwell Youth & Community Centre

The Chairman closed the meeting at 10:15

.....Chairman

.....Date

DRAFT

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

i) Banwell Bypass update

The design contract has been signed, and Galliford Try has been announced as the new contractor. Together with ARUP, they will focus on detailed designs to meet planning conditions and carry out exploratory works, including further vegetation clearance, fencing, borehole drilling, trenching, and more. These activities will lead to various road closures on roads intersecting with the bypass over the next three months. Galliford Try also plans to construct haul roads and compounds between October and December. The full construction contract is expected to be presented to the NSC Full Council in November.

ii) Community payback team

The team have been back twice. Completing the cleaning of the concrete planters around the village. Moss clearance from Riverside Play Area, clearance of dead vegetation in West Street carpark and the continuation of the painting of the fence at the back of the YCC. They are due back on October 19th so any suggestions for new projects would be appreciated.

iii) YCC Trees

The works to the trees on the West Street Boundary have been completed.

iv) Banwell Public Living Room

The lunchtime offer of 'salad and a roll' switched back to 'soup and a roll' from the beginning of September. The uptake of the summer salad was disappointingly low, with numbers ranging from 8 to 15, most days averaging 10 or 11. However, we managed to stay within the budget of £2 per person, utilising the remaining grant funds.

The pub has increased their ongoing costs by £10 per session to cover shopping, preparation, cooking, and cleaning. With the potential for a grant from North Somerset, we hope this will prevent the need for any increase in participant costs

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

i) £150 for virtual attendance at SLCC National Conference October 8th & 9th.

This year I believe there are a variety of sessions which the Parish Council will benefit from e.g. analogue to digital switch over, maintaining professional standards online, preparing for an aging population, cyber threat and mitigation measures, building a way to play, engaging with design and planning applications and getting ready for Martyns Law. Normally sessions are £30 each so this would normally be a cost of £210.

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

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

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

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

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

7. To agree the following expenditure.

i) £450 Annual Cemetery package.

An annual fee which is budgeted for in the Cemetery Budget. It allows the purchase of graves and memorials to go straight through to the accounts.

ii) £285 for the Annual independent RoSPA Play equipment inspections.

A requirement for Insurance purposes. Budgeted for it is organised by GB Sport to save cost but it is undertaken by an independent inspector.

iii) £566.63 Youth & Community Centre PPL / PRS Music licence

An annual fee as the YCC has the facility to play music which it does at events and at Youth Club sessions.

iv) £60 donation for the Remembrance Day Wreath

The donation was £60 last year.

v) £257.70 for the 5 yearly EICR test for the YCC

This is a legal requirement every 5 years for all public buildings. They test wiring, connections, protective devices (circuit breakers, fuses), earthing arrangements, and overall system integrity.

vi) £150 to reinforce the rotten posts at Riverside.

During the last visual inspection of Riverside, it was noted that several stakes around the edge are rotten. This small fencing is important for legal reasons, particularly in case of any attempts by travellers to use Riverside Green. After consulting with our village orderly, it has been suggested

that a temporary repair will extend the fence's life for another year or two. However, we should begin exploring more durable, low-maintenance alternatives to wood.

vii) £180 for the annual lift service at the YCC.

This is a legal requirement and is for two services. There are outstanding works which it is hoped will be done at the same time.

8. To note the operational play equipment inspections and agree any expenditure.

Rec	Issue	Resolution
Fencing & signage	Excess threads	On handyman list
Timber bench	Excess threads	On handyman list
Toddler climber, spring rocker & swing	Mats have sunk	Replace with an alternative surface. Consider use of Community Infrastructure Levy
2 cradle swing	Corroding swing hangers	Rub down and repaint swing hangers
Bumble bee	Corroding fixing plate	Rub down and repaint
Goal mouth	soil erosion	Village Orderly to fill and reseed over the autumn
4 seat swing	Corroding swing hangers	Rub down and repaint swing hangers
Junior Climber	Missing caps	Replace caps
Riverside		
4 seat swing	Corroding swing hangers	Rub down and repaint swing hangers
Fence	Overgrown vegetation	Trim back to boundary by payback team.

It is hoped I will have a price for the swing hangers, caps and fixing plate by Monday.

9. To note the request for the removal of the Dog Waste Bin located at the beginning of Knightcott Gardens and agree a way forward.

Already emailed is the correspondence from two residents.

The dog waste bin has been in place on Knightcott Gardens since August 2008, serving the community without significant issues. The only complaints we have received in relation to dog bins have been when previous dog waste contractors have not undertaken the task they should have.

In response to complaints received in August 2024, the bin was inspected by the Clerk, the Village Orderly, and Ambience, the Parish Council's waste collection contractor. None of whom detected any unusual smells. As a precaution, the contractor also bleached the bin.

This bin, along with 15 others, was installed after numerous complaints of dog fouling on pavements particularly between 2005 and early 2008. At that time, the Parish Council collaborated with North Somerset Council and the Dog Warden to determine optimal locations for these bins based on village population density and common walking routes.

While this bin has served the wider community extensively over many years and no formal complaints were received until recently, we must acknowledge the possibility of an issue and the importance of addressing it promptly.

Our contractors have undertaken to monitor the bin more closely, ensuring the lid is not broken and that no unauthorised waste is being dumped into it. The Village Orderly has also agreed to inspect the bin intermittently.

To consider:

The complete removal of the bin from its current location. Unfortunately, there is no suitable alternative site available at present and the previous removal of dog waste bins has resulted in people leaving dog waste on the floor where the bin was originally located. Before deciding on this course of action it might be worth considering public consultation to gather feedback and assess the potential impact on dog fouling in the area.

Or

Continued monitoring of this bin for a minimum of 12 months, including during warmer months. If an unpleasant smell is reported, residents to contact the Parish Office, and we will ensure a visit within 24 hours. This agenda item to then be brought back to the Parish Council after 1 year unless there has been an issue identified and it needs to come back sooner.

10. To consider the financial implications of movement from a .org.uk domain to a .gov.uk domain and agree a way forward.

I have added the lowest figures I have found. There is a possibility that the overall figures could be higher with increased costs in signage etc...

Initial Costs

- **Domain Registration Fees:** The cost involved in securing the .gov.uk domain. **£35 website**
- **Technical Migration:** Expenses related to transferring the website content, setting up the new domain and emails, and ensuring all links are correctly redirected. **£180 for website & emails**
- **Branding Updates:** Costs of updating all branded materials, and promotional items, to reflect the new domain. **£400 for signs**
- **Communication:** Expenditures for notifying residents and stakeholders about the domain change, which may include website notices, email campaigns, and printed materials. **£500**
- **Training:** Costs associated with training staff on new protocols or systems required for managing a .gov.uk domain. **Possibly free**

In total a minimum of £1,115 waiting for information in relation to costs for email change as this is a little more complicated than just the domain.

Ongoing Costs

- **Maintenance Fees:** Annual renewal fees for maintaining the .gov.uk domain. **£15 a year**
- **Enhanced Security:** Costs for additional security measures required to maintain a .gov.uk domain, such as SSL certificates and cybersecurity tools. **Awaiting further information.**

11. To agree the discontinuation of Council's X (formerly Twitter) Feed and on our homepage to replace it with the Instagram feed for £40

This report outlines the rationale behind discontinuing the Council's X (formerly Twitter) feed. The decision to review the Council's social media strategy comes in response to evolving platform usage, audience engagement metrics, and the need to allocate resources more effectively.

Current State of the X Feed

- **Account Creation:** The Council's Twitter account was created in 2019.
- **Follower Count:** As of 5th September, the account has 63 followers.

Challenges & Issues

1. **Changing Platform Dynamics:** X has undergone multiple changes, including ownership, policy shifts, and technical issues, which have impacted its effectiveness as a communication tool.
2. **Resource Allocation:** Maintaining an active feed requires consistent monitoring and content creation. Redirecting these resources toward more impactful platforms (e.g., Facebook, Instagram, or the Council's website) could enhance overall communication efforts.
3. **Reputational Risks:** The platform has seen an increase in the spread of misinformation and negative discourse, which may pose risks to the Council's reputation if not carefully managed.

Proposed Action

- The Council will cease posting to its X account immediately.
- A final post will be issued, directing followers to alternative communication channels such as Facebook, Instagram, website and our enewsletter.
- Focus on increasing engagement on platforms that have demonstrated higher returns (e.g., Instagram and Facebook).
- Encourage residents to subscribe to the enewsletter and visit the Council's website for updates.

Based on current data, the Council's X feed no longer serves as an effective communication tool. Discontinuing the feed will allow the Council to focus on more impactful channels that align with the needs of the community.

12. To discuss putting general reserves into a high interest account and agree a way forward £40

Institution	Account	Best Rate AER%	Term	Ethical Bank	Comment
Unity Bank 12-Month Fixed Term Deposit Business Savings Account (unity.co.uk)	12 months savings	4.70	12 months	YES	No access account. Would take us over £85,000
Triodos Bank Business and Charity Deposit Account Triodos Bank	90 Day notice	2.85	90-day notice	Yes	Can only open if we have a Triodos account already
Redwood Bank 1 Year Business Savings Bond Redwood Bank	1 yr savings bond	5.05	1 yr Bond	Don't think so	Not 100% sure they take PC's although they did previously. Appear to take just about anyone, but PC's not specifically listed.
Redwood bank 95 Day Business Savings Account Redwood Bank	95 Day Savings Account	4.75	95 days	Don't think so	Used by Winscombe PC
Cooperative Bank 95 Day Notice Account Business Savings Accounts The Co-operative Bank	95 day notice	2.51	95 day	YES	Think PCs are eligible
Hampshire Trust Bank HTB Fixed Rate SME Accounts 	1 Year Fixed SME Saver	4.55	1 year	No	Used by Winscombe PC
Cambridge Building Society Council Saver Account Savings The Cambridge (cambridgebs.co.uk)	Council Saver	2.90	Continuous. Can withdraw twice a month	Yes	Account must be opened by cheque. Withdrawals made by cheque
Reliance Bank Fixed Term Deposit Accounts - Reliance Bank (reliancebankltd.com)	Fixed Term Deposit	4.75	Six Months	Yes	Have emailed to see if we are eligible

13. To discuss who will undertake the following annual inspections for budgeting purposes and upload to Civicly

Below are the inspections sheets. Eventually Scribe are hoping to create their own inspection sheets for Civicly which will link directly to the app. However, we still need the information for the new budget. As such if you could fill them out as you would normally and on Civicly do the following:

Click on the asset (they have all now been uploaded)

- Choose condition
- Record anything of any pertinence in the notes section.
- Record last inspection date (which will be the date you do your inspection).

The only ones not on the asset list are the bus shelters owned by North Somerset, but we still inspect these as I then email North Somerset if there is an issue, or we do maintenance around them.

Date _____

Inspection by _____

Seat	Type of bench	Condition	Area	Comments	Date
Car Park West St.	Metal				
School West st.	Metal body / wooden slats				
Memorial West St.	Metal body / wooden slats				
Castle Hill	Metal body / wooden slats				
Bow bridge, Riverside	Metal body / wooden slats				
Riverside green 1	Metal				
Riverside green 2	Plastic				
Riverside green 3	Plastic				
Riverside green 4	Plastic				
Riverside green 5	Wooden				
Golling Lane	Metal body / wooden slats				
Wolvershill Park	Metal body / wooden slats				
Knightcott Gardens	Wooden				
Knightcott Motors	Wooden				
Recreation Ground 1	Metal body / wooden slats				
Recreation Ground 2	Metal body / wooden slats				
Recreation Ground 3	Metal body / wooden slats				
Rec. toddler area 1	Metal with back				
Rec. toddler area 2	Metal seat				
The Quarry	Half tree trunk – Solid				
Eastermead Lane	Half tree trunk – Solid				
The Cemetery 1 Hebden	Wooden				
The Cemetery 2 Molton	Wooden				
The Cemetery 3 Catholic	Wooden				
The Cemetery 4 Cremations	Wooden				
The Cemetery 5	Wooden				
Seat scoring	1 = Good		Area	1 = Neat & Tidy	
	2 = Fair		Scoring	2 = Fair	
	3 = Some attention			3 = Requires clean up	
	4 = Work Required			4 = Overgrown	
	5 = Dangerous removal			5 = Unusable / poor condition	

Date:

Inspection by:

Dog Bin Number	Location	Condition	Comments
1	High St/North Rd junction		
2	High St/Hill Path junction		
3	Eastermead Lane		
4	Church St by Cart Wash		
5	Riverside Green		
6	Riverside Green by pumping station		
7	Godding Lane – Riverside end		
8	Godding Lane – Wolvershill Road end		
9	Path between Knightcott Park/Wolvershill Park		
10	Knightcott Road behind bus stop at The Paddock		
11	Westfield Road opp. village hall.		
12	Westfield Road south side by alleyway		
13	Queens Road		
14	High St near kennels		
15	Knightcott Gardens		
16	Knightcott Road (south side)		
17	Footpath from West St to Littlefields Rd (top end)		
18	Footpath from West St to Littlefields Rd (bottom end)		
19	West St car park		
20	Harding Drive (Mead Fields)		
21	The Ruddocks (Mead Fields)		
22	Tanner Road (Mead Fields)		

Date:

Inspection by:

Flag Pole Number	Location	Score	Comments
Left of the Memorial	Ground Mount bases		
	Concrete footings		
	Poles		
	Pulley's		
Right of the Memorial	Ground Mount bases		
	Concrete footings		
	Poles		
	Pulley's		

- A foundation (the ground socket) inspection
- Anchor bolts should be checked for wear and tear and rust
- Check the pole for signs of wear, fatigue, bending or failure
- Lanyards should be checked for wear, signs of abrasion and UV ageing
- All fittings and the hinge pins should be checked
- Poles on occasions may need to be lowered and cleaned, checking the top pulley wheel (at the same time)
- Flags should be inspected and where necessary replaced

1 = Good
2 = Fair
3 = Some attention needed
4 = Work Required
5 = Dangerous needs removal

Date _____

Inspection by _____

	Location of Grit Bin	Condition	Level of grit	Comments
1	Wolvershill Rd junction with Wolvershill Pk.			
2	North Road			
3	Littlefields Road			
4	High St j/w Greenfields Avenue			
5	High Street (top of Littlefields Rise)			
6	High Street (by The Ship Inn Car park entrance)			
7	Westfield Road			
8	Knightcott Park			
9	School Close			
10	Wint Hill adjacent to entrance to castle			
11	Cart Wash			
12	Knightcott Gardens			

Condition scoring	1 = Good		Level Scoring	1 = Full
	2 = Fair			2 =
	3 = Some attention needed			3 = Half Full
	4 = Work Required			4 =
	5 = Dangerous needs immediate removal			5 = Empty

Date:

Inspection by:

Litter Bin Number	Location	Score	Comments
1	Recreation Ground 1		
2	Recreation Ground 2		
3	West Street Car-Park		
4	Riverside 1		
5	Riverside 2		

1 = Good
2 = Fair
3 = Some attention needed
4 = Work Required
5 = Dangerous needs removal

Inspection by

Date.....

Memorials	Items	Comments
War Memorial	Boundary – Fencing / Wall Structure Clean and Tidy Hedges	
Village Pump	Boundary Wall Structure Gate Padlock / Well Cover Clean and Tidy	
Cart Wash Area (Bristol Water responsibility)	Boundary – Fencing / Wall Flower Planters Clean and Tidy	
Village Car Park Millennium Stone 1 and paved area.	Boundary – Fencing / Wall Structure Flower bed / planters Clean and Tidy	
Banwell P.C. Centenary stone Riverside Green	Structure Clean and Tidy Tree	
VE Day Centenary Stone, Riverside Green	Structure Clean and Tidy Vegetation	
D-Day remembrance area Golling Lane	Boundary – Fencing Structure Clean and Tidy Vegetation / Trees	
Gate to Churchyard, East Street	Structure	
Welcome to Banwell sign, East Street	Structure Clean and Tidy Vegetation	
Welcome to Banwell sign, Castle Hill	Structure Clean and Tidy Vegetation	
Welcome to Banwell sign, Knightcott Road	Structure Clean and Tidy Vegetation	
Welcome to Banwell sign, Wolvershill Road	Structure Clean and Tidy Vegetation	

1 = Good
2 = Fair
3 = Some attention needed
4 = Work Required
5 = Dangerous needs immediate removal

Date _____ Time _____

Inspection by _____

	Location of Bus Shelter	Condition	Comments
1	A370 (between the entrances to Silvermoor Rd and West Rolstone Rd) BPC		
2	A371 Elborough Hill (opposite Banwell Road) NS		
3	Knightcott Road (Opposite Summer Lane) BPC		
4	Knightcott Road (Opposite Well Lane BPC		
5	Knightcott Road (By Knightcott Motors) BPC		
6	Knightcott Road (By Westfield Road) (BPC)		
7	Knightcott Road (Opposite Westfield Road) NS		
8	West Street (in front of the school) NS		

Condition scoring	1 = Good	2 = Fair	3 = Some attention needed	4 = Work Required	5 = Dangerous needs immediately rectified
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Banwell Parish Council Net Position by Cost Centre and Code

Cost Centre Name

<u>Cemetery & Memorials</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>
101	Cem Grass Cutting				1,950.00	812.50	1,137.50
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	£812.50	9,132.50

<u>Cemetery 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>
110	Cemetery Income				932.96		932.96
111	Cemetery Bank interest				3,273.34		3,273.34
					£4,206.30		4,206.30

<u>Clerk & Administration</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>	
201	Salary & NI				40,000.00	18,731.70	21,268.30	
202	Clerk pension				2,400.00	976.74	1,423.26	
203	Advertising				650.00	133.50	516.50	
204	Insurance				2,300.00	1,819.00	481.00	
205	Subscriptions inc ALCA &				3,000.00	1,701.72	1,298.28	
206	Audit Fee				1,500.00	460.00	1,040.00	
207	Legal Costs				600.00		600.00	
208	Training Officers				900.00	913.06	-13.06	
209	Training Councillor		160.00		400.00	312.68	247.32	
210	Grants & Donations				7,000.00	6,507.50	492.50	
211	Chairmans Allowance				400.00	94.09	305.91	
213	Bank Charges				200.00	48.60	151.40	
215	Risk Assessments				180.00		180.00	
709	Office Equipment inc Web				2,500.00	1,116.09	1,383.91	
					£160.00	62,030.00	£32,814.68	29,375.32

<u>Earmarked Reserves</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>	
214	Food bank			340.00	2,000.00	334.80	2,005.20	
504	CIL 2022/23							
505	CIL 2023/24							
506	Cil 2024/25							
718	Living Room			1,400.00		956.03	443.97	
808	Social Perscribing Grant					401.90	-401.90	
					£1,740.00	2,000.00	£1,692.73	2,047.27

<u>Environment</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>		
301	Allotment		1,647.88	1,647.88	1,647.88	1,647.88			
302	Env Grass Cutting				2,045.00	852.10	1,192.90		
303	Env Hedge / Fence / Tree			245.00	310.00	320.00	235.00		
304	Village Orderly		435.81	435.81	4,710.00	1,962.50	2,747.50		
305	Dog Bins				8,565.00	2,684.57	5,880.43		
306	Env Maintenance / Inspec				2,000.00	172.00	1,828.00		
307	Env Projects				5,000.00	1,216.74	3,783.26		
308	Env Grant		7,149.00		1,000.00		-6,149.00		
					9,232.69	£2,328.69	25,277.88	£8,855.79	9,518.09

<u>Highways</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

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

Banwell Parish Council Net Position by Cost Centre and Code

Cost Centre Name

401 Street light power	3,000.00	976.28	2,023.72
402 Street light maintenance	3,500.00	1,050.00	2,450.00
403 Street light upgrade			
404 Highways related projects	8,000.00	961.05	7,038.95
	14,500.00	£2,987.33	11,512.67

Income

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
501 Misc Income		200.00	280.26			80.26
502 Annual Precept		122,646.03	66,800.10			-55,845.93
503 VAT						
		122,846.03	£67,080.36			-55,765.67

Recreation Ground

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
601 Rec Grass Cutting				2,250.00	977.50	1,272.50
602 Rec Maintenance				8,600.00	67.00	8,533.00
603 Rec Tree & Fence Work				300.00		300.00
604 Rec Inspections				400.00	66.00	334.00
605 Rec Play Equipment & Be				5,000.00		5,000.00
				16,550.00	£1,110.50	15,439.50

Youth & Community Centre

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
701 YCC upgrade				6,200.00	4,200.00	2,000.00
702 YCC repairs & maintenanc				2,900.00	1,704.96	1,195.04
703 YCC CCTV				800.00		800.00
704 YCC Electricity				1,800.00	118.95	1,681.05
705 YCC Gas				1,000.00		1,000.00
706 YCC water				600.00		600.00
707 YCC waste			7.72	300.00	128.83	178.89
708 YCC cleaning & supplies				2,700.00	1,267.54	1,432.46
710 YCC phone & wifi				700.00	238.10	461.90
711 YCC Grass cutting				1,125.00	468.75	656.25
712 YCC hedge, fence & tree \				500.00		500.00
713 YCC grants & donations		1,000.00				-1,000.00
714 YCC income		500.00	1,440.00			940.00
715 YCC Booking software				430.00	417.60	12.40
716 YCC Music Licence				600.00		600.00
717 YCC events refreshments				120.00		120.00
		1,500.00	£1,447.72	19,775.00	£8,544.73	11,177.99

Youth Club

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
801 YC sessions				8,000.00	2,295.00	5,705.00
802 YC budget				400.00		400.00
803 YC extraordinary activities				3,000.00		3,000.00
805 YC subscriptions		600.00	244.55			-355.45
806 Tuck Shop		100.00	160.00	100.00	10.98	149.02
807 Youth Forum				200.00		200.00
		700.00	£404.55	11,700.00	£2,305.98	9,098.57

NET TOTAL

	134,278.72	£77,367.62	161,777.88	£59,124.24	45,742.54
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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: _____

A	Bank Reconciliation at 31/08/2024		
	Cash in Hand 01/04/2024		219,437.02
	ADD		
	Receipts 01/04/2024 - 31/08/2024		81,484.67
	SUBTRACT		
	Payments 01/04/2024 - 31/08/2024		62,029.04
	Cash in Hand 31/08/2024 (per Cash Book)		238,892.65
B	Cash in hand per Bank Statements		
	Petty Cash	31/08/2024	0.00
	Natwest Current account (5335765	31/08/2024	11,126.53
	Cemetery Reserve Account (59678	31/08/2024	18,670.20
	PC Reserve Saver account (81413	31/08/2024	45,684.51
	Unity Trust Bank (20398572)	31/08/2024	75,138.07
	Lloyds Credit Card	31/08/2024	0.00
	Charity Bank	31/08/2024	88,273.34
			238,892.65
		Less unrepresented payments	
	Plus unrepresented receipts		
	Adjusted Bank Balance		238,892.65
	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			4,206.30	108,123.54
Social prescribing grant	863.57				863.57
Food Bank	2,145.81		334.80	340.00	2,151.01
New Banwell Solar	2,339.36				2,339.36
CIL 22/23	64,986.16				64,986.16
Refreshments	46.05				46.05
CIL 2023/24	5,598.67				5,598.67
Community Living Room	-99.99		956.03	1,400.00	343.98
NSC Solar Panel Grant					0.00
CIL 2024/25					0.00
Total Earmarked	179,796.87		1,290.83	5,946.30	184,452.34
TOTAL RESERVE	179,796.87		1,290.83	5,946.30	184,452.34
GENERAL FUND					54,560.31
TOTAL FUNDS					239,012.65

Bills for Payment - 19th August to the 10th September 2024
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
Already Paid						The Parish Council
DD	Water 2 Business	YCC Water Bill	£ 183.10		083/24	
DD	YU	Streetlight Power	£ 184.60		083/24	
DD	Mainstream	Phone and Broadband	£ 57.14		083/24	
To Pay						
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	Insight Cleaning	YCC Cleaning	£ 256.00	Awaiting invoice	083/24	
BACS	Webglu	Quarterly Charge	£ 273.90	Agenda item for change	083/24	
BACS	GB Sports	Removal of Net at YCC	£ 36.00		H & S	
BACS	Scribe	Cemetery Package	£ 540.00		Agenda item	
BACS	Deltron	Annual Lift Maintenance	£ 216.00		Agenda item	
BACS	PPL/PRS	YCC Music Licence	£ 679.95		Agenda item	
DD	Lloyds Bank PLC	Multipay charge & costs (Amazon, Open AI)	£ 202.21		various & 95/24	
BACS	Expenses	Overtime, expenses (rolls, milk, butter)	£ 260.22		various & 95/24	
SO	Officer Salaries	Officer Salaries	£ 2,381.10		083/24	
DD	Nest	Pension contributions	£ 190.37		083/24	
DD	EDF	YCC Electricity	£ 36.23		083/24	
BACS	HMRC	PAYE and NI	£ 789.43		083/24	
DD	North Somerset	YCC Waste Collection	£ 9.50		083/24	
Totals			£ 7,987.16			

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