



MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 20th of JANUARY 2025

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

IN ATTENDANCE:

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 member of the public wished to speak.

ii) Community Beat Manager's report.

The following report was received for the period 21/12/2024 to 19/01/2024.

Incidents reported = 40 with the following selection of crimes reported: 4 abandoned 999 calls, 2 anti-social behaviour, 1 assault, 1 burglary, 1 harassment, 1 missing person, 2 public order, 4 suspicious activity, 2 theft, 1 threat, 8 traffic related.

The next "Talk to Us Banwell" will be held on the 19th February from 11am until 12 at the coffee and chat session in the Scout Building. For up-to-date information residents can keep in touch via the Avon & Somerset website or follow them on social media, Facebook "North Somerset Neighbourhood Policing". 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 the following.

- North Somerset budget update - At the latest budget meeting, North Somerset Council reported a reduced deficit of £1,000,000, which will primarily be sourced from reserves. The budget for Children's Services has been increased. However, next year is expected to be challenging as reserves currently stand at less than £5,000,000.
- Local Plan - Cllr Tristam shared a map of potential housing site allocations intended to address the shortfall in housing for the Local Plan.
- Mead Fields Parking and Play Areas - Concerns have been raised about parking issues in Mead Fields and the safety of children playing in the streets due to a lack of playgrounds.
- Planning Application Land South of Knightcott – The planning officer initially opposed this application but is now inclined to recommend approval.

The meeting was convened.

001/25 To receive apologies for absence (agenda item 1)

Apologies were received from Cllr Wright

002/25 To receive members' declarations of interest on any agenda item (agenda item 2)

No interests were declared.

003/25 To approve as a correct record, the minutes of the Parish Council meeting on the 16th of December 2024 (agenda item 3)

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

The resolution was correctly proposed and seconded (unanimous)

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

004/25 To receive the Clerk's report/Exchange of information (agenda item 4)

i) Banwell Bypass update

The former police station at Towerhead is being considered as a wellbeing house. This facility would provide mental health support and respite care for up to five residents, operating on a Monday-to-Monday basis. A planning application has been submitted, with an initial one-year term and a possible extension for a further two years. The property is expected to be sold at the end of the Banwell Bypass project. If successful, CURO may consider retaining it, as they already operate a similar facility in Bath.

Bristol Water is continuing work on the mains water diversion. No road closures are planned in the next two to four weeks.

Galliford Try continues to construct temporary compounds for the bypass. Archaeological investigations are ongoing and are expected to continue until February/March, with no significant findings reported to date. Hedge planting is continuing to progress.

Sam Landrigan has joined as the new Communications Officer on behalf of Galiford Try for the project. Galliford Try's Banwell Bypass social media platform is scheduled to go live this week, providing updates and information to the community. "Meet the Contractor" dates are being suggested for April or May.

ii) Golling / Godding Lane

The trees were taken down early in the New Year and the closed signs have now been removed by the village orderly.

iii) Ancient Remains unveiling of the Stone.

The artifacts recovered by Border Archaeology in Banwell, alongside the remains, are currently held by the Southwest Heritage Trust in Taunton. It has been suggested that the unveiling of the stone coincide with the Festival of Archaeology. There is also hope that some of the artifacts can be displayed either before or after the unveiling to enhance the event. The Archaeological Society are meeting in two weeks this.

iv) Councillor Laptops.

Councillors were reminded to check whether their laptops are compatible with Windows 11 and to determine if an upgrade is possible for those currently running Windows 10. They were also reminded to review and delete emails in accordance with the Document Retention Policy.

005/25 To note the training and events available and agree any attendance (agenda item 5)

i) ALCA e-learning on nimble

ii) Breakthrough Communications Training via ALCA

iii) Various Finance Training via ALCA

iv) Various 'Scribe' Finance Training

v) Various NALC training from £30

The training above was noted.

006/25 To approve the following expenditure (agenda items 6)

i) £15 annual subscription to the Somerset Playing Fields Association (SPFA).

Resolved – To approve the cost of £15 for the annual subscription to the SPFA.

The resolution was correctly proposed and seconded (unanimous)

- ii) **£960 for trees works picked up on the annual report & removal of 3 stumps in the cemetery**

Resolved – To approve the cost of £960 for trees works.

The resolution was correctly proposed and seconded (unanimous)

- iii) **£760 +VAT for the annual maintenance contract for the monitored intruder and fire alarm systems.**

Resolved – To approve the cost of £760 +VAT for the annual maintenance contracts.

The resolution was correctly proposed and seconded (unanimous)

- iv) **£145 +VAT for the annual CCTV services.**

Resolved – To approve the cost of £145 +VAT for the annual CCTV services.

The resolution was correctly proposed and seconded (unanimous)

- v) **£530 +VAT for two new CCTV cameras.**

Resolved – To approve the cost of £530 +VAT for two new CCTV cameras.

The resolution was correctly proposed and seconded (unanimous)

007/25 To receive an update on the 2025/26 budget (agenda item 7).

- i) **Weekly collections of North Somerset (NSC) Litter Bins**
NSC have agreed to leave the litter bins on the 1st of April, and they will be emptied from this date by the Village Orderly.
- ii) **£2000 contribution to fund a member of the NSC Public Rights of Way team.**
Despite being asked in November NSC have not demonstrated that the funded officer would not undertake statutory functions. It has now been confirmed by the National Association of Local Councils (NALC) that therefore it would be illegal for a Parish Council to contribute financially to these services. The requested amount remains in the environmental projects budget.
- iii) **Removal of the £245 NSC contribution to maintaining the paths**
We are waiting for confirmation that this contribution will not be available for 2025/26. The Parish Council agreed to it coming out of reserves for next financial year and then it can be discussed again for 2026/27.
- iv) **Removal of the £435.81 NSC Village Orderly Grant**
NSC have confirmed that currently this will still exist.

008/25 To note and agree a response to the following planning applications (agenda item 8).

- i) **24/P/0967/OUT 87 Knightcott Road Banwell BS29 6HR.**
Outline planning application for residential development of up to 27 dwellings including footpath diversion, with all matter reserved for subsequent approval.

Resolved – To continue to object to the application. The amended landscape strategy details provided lack sufficient information to address the concerns raised in our previous objection from August 2024. Based on the limited details available in the Landscape Strategy Plan uploaded to the North Somerset Council (NSC) planning portal on 14th January, our original objections remain unresolved;

- **Contravention of NSC Policy CS32:** The proposed development fails to "respect and enhance local character," contribute to "place making," reinforce "local distinctiveness," and integrate well into the existing village, as required by NSC policy CS32. It does not make a positive contribution to the local environment and landscape setting.

- **Inconsistency with Landscape Quality Assessment:** The appellant's assertion that the landscape's quality is "medium to poor" contradicts the North Somerset Council's Landscape Character Assessment SPD (2018), which classifies the landscape areas (J2: River Yeo Rolling Valley Farmland and E1: Mendips Ridges and Combes) as 'Good'—the highest category. Furthermore, a planning inspector in a 2016 appeal decision (Appeal Decision APP/D0121/W/15/3138816) highlighted the area's visual qualities and significant landscape attributes, describing it as an area of 'visual tranquillity.'
- **Impact on Green Gateway and Character:** The proposed development would transform a significant open field area between Banwell and Knightcott into urban space, leading to considerable expansion into the countryside west of Banwell. This would result in the development of nearly every field south of Knightcott Road, creating a ribbon development and eliminating the existing green gateway into Banwell village. These fields are vital for maintaining the distinct and separate identities and character of Banwell and Knightcott. The proposal would significantly harm the area's character and appearance, eroding Knightcott's identity as a hamlet and giving the impression of an enlarged and merged settlement to users of Knightcott Road. This change would also be visible from various public paths and roads around the site.
- **Elevation Concerns Above 30m Contour Line:** The aforementioned 2016 appeal decision raised concerns regarding the placement of dwellings above the 30m contour line, highlighting their prominent visibility and adverse impact upon the landscape. The development includes placing 19 out of 27 houses above the 30-meter contour line, which would significantly disrupt the existing landscape quality and scenic views. This prominent visibility would adversely impact the relationship between the Mendips National Landscape and the surrounding countryside.
- **Loss of Public Footpath:** The development would result in the realignment of a valued public footpath, currently enjoyed for its recreational benefits, replacing part of it with a permissive path. This raises concerns about maintenance responsibilities and the long-term future of this popular public amenity.
- **Inadequate Consideration for Bat Population:** Insufficient information has been provided regarding the development's impact on the Special Area of Conservation Bat Population and the proposed mitigation measures.

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

The resolution was correctly proposed and seconded (unanimous)

- ii) **24/P/2588/FUH 87 Knightcott Road Banwell BS29 6HR.**
Proposed demolition and rebuilding of the existing single storey outbuilding on the same footprint to provide a new garage/workshop and home office and solar panels to the West elevation roof.

Resolved – To not object to this planning application.

The resolution was correctly proposed and seconded (unanimous)

009/25 To note the following planning applications (agenda item 9).

- i) **24/P/2695/AGA 'Banwell Woods', Towerhead Road, Banwell.**
Application to determine if prior approval is required for the placement of a shipping container clad in timber, to be used for storage of tools/equipment and shelter during adverse weather conditions.
- ii) **24/P/2699/AOC 'Banwell Bypass', Land to North & East of Banwell.**
Application for the discharge of details reserved by conditions 7(a), 7(c), 7(g), 7(h), 7(m), 7(n), 19, 27(b), 27(d), 28(b) and 30 attached to planning permission 22/P/1768/R3EIA (herein

referred to as 'Package C') relating to the Banwell Bypass and Highways Improvement Scheme Road construction Phase 2c.

The planning applications above were noted.

010/25 To note the Parish Council's end of December's net position, reserves, bank balances and bank reconciliation (agenda item 10)

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

011/25 To authorise bills for payment for January (agenda item 11).

Resolved – To authorise the bills for payment for January of £12,414.40. Cllr Harding and Cllr Blatchford to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

012/25 Dates of the next meetings (agenda item 12)

Monday 3rd of February 2025, 7pm Planning Committee at the Youth & Community Centre (YCC).

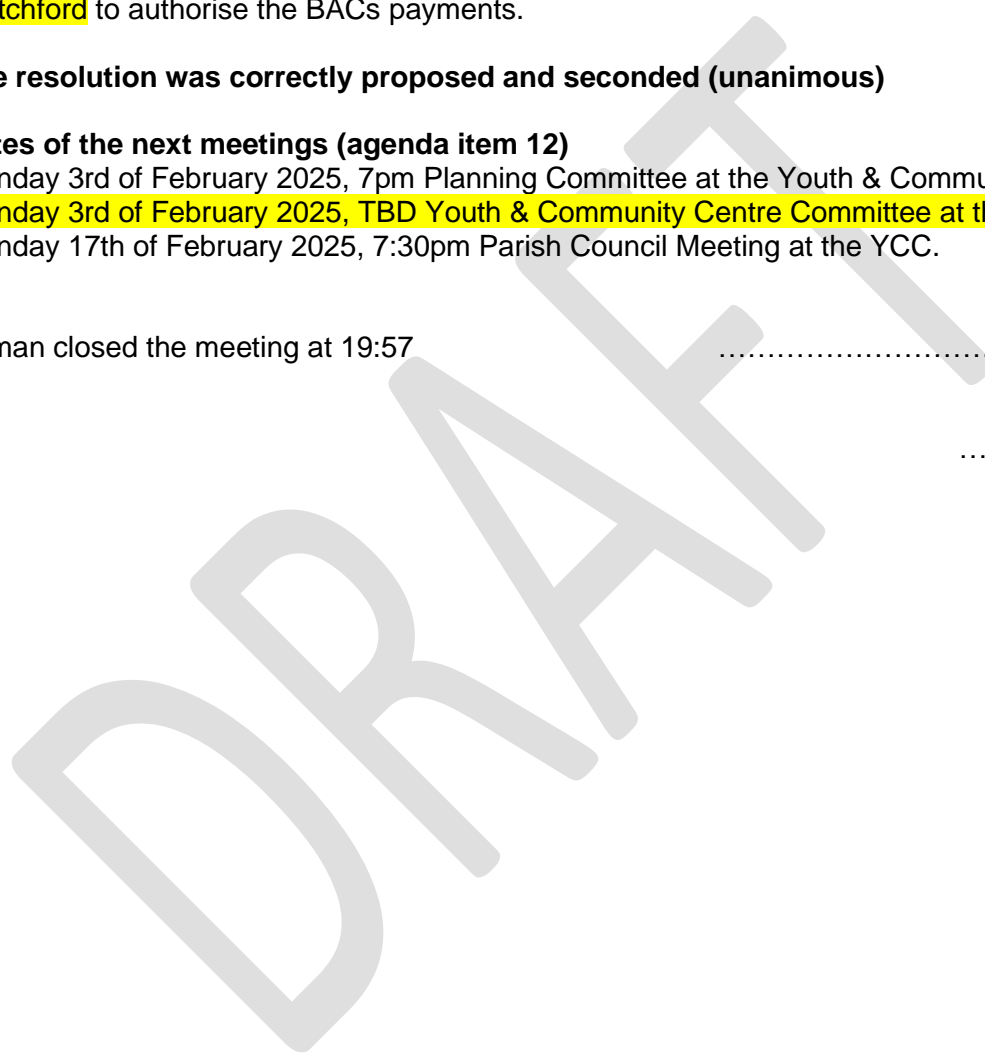
Monday 3rd of February 2025, TBD Youth & Community Centre Committee at the YCC

Monday 17th of February 2025, 7:30pm Parish Council Meeting at the YCC.

The Chairman closed the meeting at 19:57

Chairman

.....Date



Bills for Payment - 20th December to the 15th January 2025
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
Already Paid						The Parish Council
DD	YU	Streetlight Power	£ 254.81		083/24	
DD	Mainstream	Phone and Broadband	£ 57.14		083/24	
BACS	Gregor Heating	% deposit	£ 1,667.50		126/24	
To Pay						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		083/24	
BACS	J K Gardening	Bural of Ancient Remains	TOTAL £1163.34		124/23 (iii)	
BACS	Ambience Landscape	Dog Bin Emptying	£ 648.07		083/24	
BACS	YMCA	Youth Club Sessions Nov	£ 540.00		083/24	
BACS	YMCA	Youth Club Sessions Dec	TOTAL £945		083/24	
BACS	Insight Cleaning	YCC Cleaning	£ 256.00		083/24	
BACS	ALCA	Operating an Effective Staffing Committee	£ 120.00		155/24 (iii)	
BACS	ALCA	Essential Councillor	TOTAL £165		192/24	
BACS	SLCC	Membership Fee	£ 300.00		193/24 (iii)	
BACS	Gregor Heating	Final payment	£ 1,687.50		113/23	
BACS	Weston Rail Services	Erection and removal of trees	£ 458.64		156/24 (i)	
BACS	Weston Rail Services	Double sockets replacemement	TOTAL £629.04		193/24 (ii)	
BACS	Mark Walker	Initial consultation on cemetery garden	£ 50.00		Admin	
BACS	Rob Cox	Landlords Annual Gas Survey 2024	£ 114.00		H & S	
BACS	Rob Cox	Works to Boiler and 2025 Annual Survey	£ 268.48		H & S	
BACS	Officer overtime + Expenses	Overtime, expenses (rolls, milk, stamps)	£ 154.66		contractual & 022/24	
DD	Lloyds Bank PLC	Multipay charge & costs (Open AI, food, YC, YCC misc)	£ 448.95		various	
DD	EDF	YCC Electricity	£ 73.95		083/24	
SO	Officer Salaries	Officer Salaries	£ 2,831.71		083/24	
DD	Nest	Pension contibutions	£ 200.93		083/24	
DD	Unity Trust	Bank Charges	£ 10.80		083/24	
DD	North Somerset	YCC Waste Collection	£ 9.50		083/24	
BACS	HMRC	PAYE and NI	£ 860.50		083/24	
			Totals	£ 12,796.88		

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 3rd of February 2025.

PRESENT: Councillors Nick Manley (Chairman), Simon Arlidge, 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 wished to speak.

The meeting was convened.

01/25 To receive apologies for absence (agenda item 1)

No apologies were received.

02/25 To receive declarations of interest (agenda Item 2)

A personal interest was received by Cllr Manley who had spoken numerous times to the residents of 16 High Street (applications 24/P/2610/FUH & 24/P/2611/LBC) in relation to their application.

03/25 To approve as a correct record the minutes of the Planning Committee Meeting held on the 2nd of December 2024 (agenda item 3)

Resolved – That the minutes of the Planning Committee Meeting held on the 2nd of December 2024 be approved as a correct record of the meeting.

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

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

04/25 To discuss a response to be presented to Full Council upon planning applications (agenda item 4).

- (i) **24/P/2446/OU2 Land North of Knightcott Road and West and East of Summer Lane Banwell**
Outline planning application with Environmental Statement for the erection of up to 755 residential dwellings, up to 6.3ha employment use, public open space and areas of play, sustainable drainage, planting, foot/cycle paths, noise bund, community infrastructure, ancillary uses and principal means of vehicular access from Knightcott Road and Summer Lane. All matters reserved except for means of access.

Resolved: The Planning Committee recommends that the Parish Council notes this application. While they broadly support the scheme, this is contingent on its implementation following the delivery of the Banwell Bypass.

However, there are concerns regarding the traffic assessment presented in this application, as it appears to have been conducted under the assumption that Wolverhill Bridge will be closed. Given the recent clarification from North Somerset Council confirming that the bridge will remain open, we urge an updated assessment to accurately reflect the future road network and to properly evaluate the development's impact on existing infrastructure.

Additionally, we request that a monitoring point be established on Riverside to assess the development's impact on this road and ensure that any unforeseen traffic implications can be addressed appropriately.

The resolution was correctly proposed and seconded (unanimous)

(ii) **24/P/2690/OU2 Land East of Wolvershill Road, Banwell**

Outline Planning Application with Environmental Statement (main points of Access, from Banwell Bypass and Wolvershill Road not reserved) for demolition of existing buildings and phased redevelopment to provide up to 1,300 homes (Use Class C3), a mixed-use local centre including up to 5,500 sqm of community and commercial uses (Use Classes E, F1 and F2) and a Care or Extra Care facility (Use Class C2), a Primary School, green infrastructure, and associated works. Details of layout, appearance, scale and landscaping reserved for subsequent approval.

Resolved: The Planning Committee recommended that the Parish Council notes this application. While they largely support the scheme and welcome its proposed benefits, particularly improvements to the nature trails, they have several concerns and believe its implementation should be contingent on the completion of the Banwell bypass.

- **Traffic Assessment Concerns** - The current traffic assessment appears outdated, as it assumes Wolvershill Bridge will be closed, which is no longer the case. We urge an updated assessment to reflect the future road network accurately and to properly evaluate the development's impact on existing infrastructure.
- **Safeguarding the Junction 21 Relief Road Route** - The forthcoming North Somerset Local Plan 2040 includes plans for a Junction 21 bypass relief road. While we acknowledge that its delivery may be a long-term objective, the proposed development includes permanent features—such as a SuDS basin, wet woodland, community orchard, and housing—that would occupy the planned route. It is crucial to safeguard this corridor to ensure that the relief road remains a viable option to meet future infrastructure needs.

The resolution was correctly proposed and seconded (unanimous)

(iii) **25/P/0046/OU2 Land North of Banwell and West of Wolvershill Road Banwell**

Outline planning application with Environmental Statement for residential-led mixed use development comprising: up to 600 residential dwellings including specialist later living accommodation (Classes C2 and C3), mixed-use Local Centre (non-residential uses to include Classes E, F2 and sui generis (pub/restaurant)), a Primary School (Class F1), sports and leisure provision including community park, public open space and associated access, infrastructure, landscape and ancillary works. All matters reserved except for access from Wolvershill Road and Summer Lane.

Resolved: The Planning Committee recommended that the Parish Council notes this application. While they broadly support the scheme, they do so on the condition that it is implemented after the delivery of the Banwell bypass. However, several concerns remain.

- **Traffic Assessment Concerns** - The current traffic assessment is outdated, as it assumes Wolvershill Bridge will be closed, which is no longer the case. We urge an updated assessment to accurately reflect the future road network and properly evaluate the development's impact on existing infrastructure.
- **Encroachment on the Strategic Green Gap** - The proposal includes a football clubhouse, parking facilities, and pitches within the strategic green gap. This green gap is vital for maintaining the distinct identity of the 'old' village of Banwell by ensuring separation from the new development. While we acknowledge North Somerset Council's requirement for additional sports pitches, we do not consider this location appropriate.

The Wolvershill development should not be used as a catch-all solution for the district's wider needs, particularly when such provisions compromise the strategic green gap's purpose.

Introducing these facilities in this location would harm the undeveloped character of the area and contradict the forthcoming Local Plan's definition of a strategic green gap.

Furthermore, this provision is unnecessary given that Banwell Football Club is already a well-established and successful club serving the community. If additional sports facilities are required, they should be incorporated within the new development itself, preventing unnecessary vehicle movements into Banwell and along Wolvershill Road.

The resolution was correctly proposed and seconded (unanimous)

05/25 To note and comment upon planning applications (agenda item 5).

(i) 24/P/2551/FUL Land to the East of Banwell Road (A371)

Banwell Retention of existing access track for agricultural use and construction of new 4m wide agricultural track.

Resolved: To strongly recommend refusal of this application on the grounds that the retention of the existing track and construction of a new 4m-wide agricultural track would cause unacceptable harm to the scenic beauty of the Mendip National Landscape, with no clear public benefit to outweigh this impact. Additionally, we remain unconvinced that the development would not pose an increased risk to highway safety, particularly given the imminent reversion of the road's speed limit to 60mph, which may exacerbate hazards associated with additional agricultural access.

The resolution was correctly proposed and seconded (unanimous)

At this point in the meeting, the Chairman, Cllr Manley, handed over the chair to the Vice-Chairman, Cllr Blatchford, for the discussion of planning applications 24/P/2610/FUH & 24/P/2611/LBC.

(ii) 24/P/2610/FUH & 24/P/2611/LBC 16 High Street Banwell BS29 6AE

Listed building consent for extended bay window with door and steps at the rear of the property in place of the existing bay.

Resolved: To echo Historic England by supporting this application.

The resolution was correctly proposed and seconded (unanimous)

Following the conclusion of this item, Cllr Manley resumed the chair and continued to preside over the meeting.

(iii) 24/P/2636/FUL Field To the Rear of Rose Hatch Cottage Hatches Lane Banwell.

Proposed extension of existing equine menage area.

Resolved: To note this application.

The resolution was correctly proposed and seconded (unanimous)

(iv) 24/P/2692/FUL The Old Police House, 3 Towerhead Road, Banwell BS29 6PG

Proposed Change of Use from Residential to Sui Generis Temporary Wellbeing Accommodation with sleeping accommodation and communal areas.

Resolved: To support this application.

The resolution was correctly proposed and seconded (unanimous)

(v) 24/P/2704/FUL The Moor Dairy Moor Road Banwell BS29 6ET

Proposed demolition of existing barn and erection of a new barn in place.

Resolved: To note this application.

The resolution was correctly proposed and seconded (unanimous)

06/25 To note the following planning applications (agenda item 6).

- (i) **25/P/0130/AOC Banwell Bypass Land To North And East Of Banwell Including Mitigation Highway Land In Sandford, Winscombe And Churchill.**
Application for the discharge of details reserved by conditions 7(k), 9, 10, 11, 13 and 33 attached to planning permission 22/P/1768/R3EIA (herein referred to as 'Package D') relating to the Banwell Bypass and Highways Improvement Scheme road construction Phase 2C.
- (ii) **25/P/0151/LDP Willow Barn Silver Moor Lane Banwell BS29 6LG.**
Certificate of lawful development for the proposed erection of a single storey rear extension.
- (iii) **25/P/0165/TPO Avona Wood Banwell Woods Towerhead Road Banwell.**
4-5 no. Hazels - coppice to let in more light.

Resolved: The applications above were noted.

The resolution was correctly proposed and seconded (unanimous)

07/25 To note planning decisions – (agenda item 7)

- (i) **20/P/2282/FUL Land at The Moor Dairy Moor Road Banwell**
Change of use of land to use for the siting of 2no. storage containers (part retrospective). Erection of 1no. stable and retention of 1no. stable for use with the existing livery business; formation of a hardstanding and the erection of a timber fence in association with agricultural activities (retrospective). **APPROVED**
- (ii) **24/P/1749/FUL Corner Lodge Whitecross Lane Banwell BS29 6DP**
Proposed conversion of existing detached garage to 1no. dwelling. Works to include; Hardstanding and landscaping alterations including the infill of existing outdoor pool and creation of new vehicular access for existing dwelling. Fenestration alterations to the North and West elevations including the removal, replacement and installation of windows, doors, cladding and 1no. new rooflight. **APPROVED**
- (iii) **24/P/2212/MMA Elmfield Whitecross Lane Banwell BS29 6DP**
Minor material amendment to planning permission 22/P/3009/FUL (proposed demolition of existing dwelling and erection of 2 No. detached dwellings) to allow for very minor repositioning of houses and omission of lintel over window on front elevation, windows to be white and not grey and reconstructed stone to front elevation. **APPROVED**
- (iv) **24/P/2236/FUL Land at The Moor Dairy Moor Road Banwell**
Retrospective application for change of use from agriculture to equestrian and the erection of 2no. Stables, tack room and 2no. Hay stores. **APPROVED**
- (v) **24/P/2353/TRCA 60B West Street Banwell BS29 6DB**
T1 magnolia- reduce crown by up to one metre. **No objection (tree/hed) unconditional**

08/25 Date of the next meeting (agenda item 7)

3rd of March 2025 7pm Planning Committee Meeting at the YCC.

The Chairman closed the meeting at 19:30

.....Chairman

.....Date



Banwell Parish Council

MINUTES OF A MEETING OF THE YOUTH & COMMUNITY CENTRE (YCC) COMMITTEE HELD AT THE YCC, WEST STREET, BANWELL AT 7:45pm ON MONDAY 3rd of FEBRUARY 2025

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

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

01/25 To receive apologies for absence: (agenda Item 1)

No apologies were received.

02/25 To receive members' declarations of interest on any agenda item (agenda Item 2).

There were no declarations of interest received.

03/25 To approve, as a correct record, the minutes of the Youth & Community Centre Committee (YCC) minutes from the 5th of August 2024 (agenda Item 3)

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

The resolution was correctly proposed and seconded (unanimous)

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

04/25 To note YMCA Dulverton report on the current Youth Club provision (agenda Item 4)

The report was noted.

05/25 To complete the YMCA Dulverton appraisal process (agenda Item 5)

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

The resolution was correctly proposed and seconded (unanimous).

06/25 To receive the Officer's report/Exchange of information (agenda Item 6)

i) Mentoring Bookings

There are now several sets of mentoring bookings, meaning that the building is in use every weekday for activities that would not be possible without the committee's decision to allow the space to be used free of charge.

ii) Community Payback Team

The fence at the back of the YCC has now been completed. The team will be scheduled again in the spring/summer for further work. It has been suggested that they assess the ivy-covered wall, cutting the stems but allowing the ivy to die back naturally before removal.

iii) YCC Works

Recent works have included replacing the men's toilet seat, rehanging the ladies' toilet door (which required a replacement finger guard), installing CCTV signs, resealing windows in the porch, replacing bolts for the lift, repairing chairs, and erecting a Fire Assembly Point sign in the hatched area of the car park.

iv) Community Learning Forest School Taster session

The North Somerset Community Learning Team has approached us regarding a Forest School taster session for under-5s at Goblin Coombe on Fridays. They aim to attract families who may

not usually be able to afford such sessions. They have asked if we could host an introductory session, offering engaging activities for young children and their guardians, to encourage participation in the Goblin Coombe programme. The Clerk is meeting with them tomorrow to gather more information.

07/25 To note the outstanding invoice of £10 for the field and agree a way forward (agenda Item 7).

Resolved: That the £10 be written off. However, the Clerk will speak to the Scouts' booking officer to request advance notice if this individual hires the building in the future.

The resolution was correctly proposed and seconded (unanimous)

08/25 To note the following documents (agenda Item 8).

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

The Clerk reported that the four items above had already been considered by Full Council on November 18th – minute 178/24.

- v) **CCTV Risk Assessment.**
- vi) **Electrical Safety General User Risk Assessment.**

Resolved: To approve the CCTV Risk Assessment and Electrical Safety Risk Assessment.

The resolution was correctly proposed and seconded (unanimous)

09/25 To note the Youth and Community Centre and Youth Club budgets (agenda Item 9).

The Youth and Community Centre budgets were noted.

10/25 To note the agreed budget for the 25/26 budget (agenda item 10).

The agreed 2025/26 budget was noted.

11/25 Date of Next Meeting (agenda item 11)

Youth & Community Centre Committee Meeting at Banwell YCC on Wednesday 7th of May 2025.

The meeting closed at 19:55

Chairman.....

Date.....

YMCA –REVIEW OF PERFORMANCE

Period under review 1st September 2025 to 28th October 2025

- i) Are all contracted sessions being held? **Yes** / No where possible
Comments...
- ii) Are the numbers attending increasing? **Yes** / No / NA
Comments ... Experiencing a surge with the new Year 6 intake. Currently approximately 30.
- iii) Is a comprehensive range of activities being organised? **Yes** / No / NA
Comments... Yes, but only within the village.
- iv) Are YMCA demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? **Yes** / No
Comments.... A Day Camp was organised for September but only three people attended.
- v) YMCA arranging activities outside of the village? **Yes** / No / NA
Comments... A Day Camp was organised for September but only three people attended.
- vi) Are YMCA seeking other sources of funding for Youth Club activities? Yes / **No** / NA
Comments – N/A.
- vii) Is any feedback from users/parents positive? Yes / No / **NA**
Comments – None received.
- viii) Have any complaints been received about the service? Yes / **No**
Comments...
- ix) Have there been any behavioural issues at the Youth Club including damage? **Yes** / No / NA
Comments... See report but predominately new cohort pushing boundaries.
10. Have any unannounced visits been made by Committee members since the review? Yes/**No**
Comments...
11. Any other comments:
A Day Camp was organised for September but only three people attended.
The Youth Leader has left and has been replaced.
12. Conclusion – **Satisfactory** / Unsatisfactory
13. Action points for YMCA
- To ensure a list of activities is sent to the Comms Officer when agreed by young people. Within 2 weeks of new term.
 - To ensure that Tuck and Subs are being banked at least every half term.
 - To have representation at the Christmas Market to attract members.
14. Action points for Youth Club Management Committee.

YMCA –REVIEW OF PERFORMANCE

Period under review 1st November 2024 to 28th January 2025

- i) Are all contracted sessions being held? **Yes** / No where possible
Comments...
- ii) Are the numbers attending increasing? **Yes** / No / NA
Comments ... Currently high teens.
- iii) Is a comprehensive range of activities being organised? **Yes** / No / NA
Comments... Yes, which included an October day camp.
- iv) Are YMCA demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? **Yes** / No
Comments.... A Day Camp was organised for October
- v) YMCA arranging activities outside of the village? **Yes** / No / NA
Comments... A Day Camp was organised for September but only three people attended.
- vi) Are YMCA seeking other sources of funding for Youth Club activities? Yes / **No** / NA
Comments – N/A.
- vii) Is any feedback from users/parents positive? Yes / No / **NA**
Comments – None received.
- viii) Have any complaints been received about the service? Yes / **No**
Comments...
- ix) Have there been any behavioural issues at the Youth Club including damage? Yes / **No** / NA
Comments....
10. Have any unannounced visits been made by Committee members since the review? Yes/**No**
Comments...
11. Any other comments:
....
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.
14. Action points for Youth Club Management Committee.
- To support the air hop initiative by subsidising the cost with the extraordinary budget.

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

North Somerset Council has agreed to bring forward essential Banwell Bypass works, originally planned for Stage Two of the Galliford Try contract, including utilities diversions and the construction of a haul road. The decision to progress to Stage Two, allowing main construction to begin, is now expected to be discussed at the Full Council meeting on 1st April. The Bypass Team has offered a Parish Council briefing on 14th April.

The Bypass Team are in discussions with Homes England to secure additional funding and extend availability into early 2027. The NSC Executive Members unanimously supported bringing forward these works, with additional backing from all MPs covering North Somerset.

Providing updates and information to the community, Galliford Try's Banwell Bypass social media platform is now live: <https://www.facebook.com/profile.php?id=61572307361006>, with "Meet the Contractor" dates being considered for April or May

ii) Community Governance Review (CGR)

A Community Governance Review (CGR) allows principal authorities to assess whether governance arrangements for parishes and towns are working efficiently and effectively, as well as to make changes where necessary. This may include the creation, merger, or abolition of parishes, amendments to parish or ward boundaries, and changes to parish names and styles. It can also review electoral arrangements, such as the ordinary year of election, the number of councillors, and the number and boundaries of wards. Additionally, it provides an opportunity to consider grouping or de-grouping parishes under a common parish council. The first Parish Council briefing is the 27th of February. If you could let the Clerk know on the 17th of February if you would like to attend.

7. To agree the following expenditure.

i) An additional £35+ VAT for inline CCTV camera supply.

The previous CCTV camera operated at a different voltage from the new ones, requiring the purchase of an additional adapter to ensure compatibility.

ii) £499.99 for a detailed drawing of the new cemetery garden design for tender purposes.

An initial sketch of the cemetery garden has been completed (see below). The next phase has been divided into two parts: Phase 2 (hard landscaping, including paths and bed creation) and Phase 3 (soft landscaping, including planting). To proceed with the tender process, a formal tender document must be prepared, which requires a detailed design drawing. The garden landscaper has agreed to provide this drawing for £499.99.



8. To agree a £50 donation to St Johns Ambulance for two Defib training sessions, with an allocated refreshments budget of £25.

A local resident and trainer for St John Ambulance, is willing to deliver sessions for a donation to St Johns for Defibrillator training. Before Covid we used to run annual training sessions. The suggestion is a Wednesday even and Saturday session in March / April.

Proposed dates:

- Wednesday evening – March 12th, 19th, 26th, April 2nd or 30th
- Saturday – March 22nd, 29th, April 5th or 26th.

Given it is anticipated to be about an hour in length the suggestion is to offer tea coffee and biscuits. As such a budget of £25 is proposed to cover this for both events.

9. To agree on the 19th of July 2025 as the date for the unveiling of the Ancient Remains Stone and the associated event, with an allocated refreshments budget of £100 (page 15).

The unveiling has been scheduled for the 19th of July 2025 to align with the Festival of Archaeology. Artifacts recovered by Border Archaeology are currently held by the Southwest Heritage Trust in Taunton, which will display them from 11:00 AM to 3:00 PM on the day of the event.

It is proposed that the stone unveiling takes place at 10:30 AM, allowing 30 minutes for the ceremony before members of the public proceed to the YCC to view the artifacts. A PowerPoint presentation will run throughout the event at the YCC, showcasing the artifacts and their discovery locations.

10. To agree the 2025 spring and summer clean dates with an allocated refreshments budget of £80 (page 15)

Proposed dates:

- Spring Clean – May 10th or 17th
- Summer Clean – September 20th or 27th

As weed-clearing kits were purchased for the last Spring Clean, only refreshments will need to be provided. Previously, the WI kindly donated cakes and volunteers. However, if no volunteers or cake donations are available this year, a budget of £80 is proposed to cover refreshments for both events.

10. To review the committee membership

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	Youth and Community Centre
Cllr Arlidge	Cllr Harding
Cllr Blatchford	Cllr Manley
Cllr Davies	Cllr Thomson
Cllr Harding	Cllr Wright
Cllr Manley	VACANCY
Cllr Thomson	
Employment	Appeals
Cllr Arlidge	Cllr Bailey
Cllr Blatchford	Cllr Davies
Cllr Harding	Cllr Thomson
VACANCY	
Cemetery & Memorials Working Group	Banwell Sustainability Working Group
Cllr Blatchford	Cllr Arlidge
Cllr Davies	Cllr Bailey
Cllr Harding	Cllr Harding
John Keate (co-opted)	Cllr Thomson
VACANCY	Cllr Smith
	Cllr Voller
	Cllr Wright
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.

BANWELL PARISH COUNCIL

Quarterly Internal Controls Checklist

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

Additional Comments	All accounts in order
<p>To improve control and accountability 2 recommendations: 1. Review the wording of the staff policy related to expenses such that if granted use of the PC credit card it is only used for costs incurred wholly and exclusively by the parish council; 2. Personal expenses incurred in the course of parish council business to be reclaimed and reimbursed through the Expenses form and process.</p>	

Reviewed by Councillor: Steve Voller

Date: 30th January, 2025



11. To note the Internal Controls report undertaken by Cllr Voller and agree changes to the following documents.

i) New Section 5 in the Expenses - Travelling and Subsistence Policy for Councillors & employees

5. Reimbursement of Discretionary Expenses

Expenses must be incurred wholly and exclusively for Parish Council purposes and must provide a clear benefit to the community.

Certain discretionary expenses, such as refreshments for Council events, public meetings, or volunteer activities, may be reimbursed, provided they have:

- Prior approval recorded in Council minutes; or
- A valid justification in line with Parish Council policy.

The Parish Council credit card must not be used for discretionary expenses unless explicitly authorised by the Council in advance. Instead, such expenses must be paid personally and reclaimed via the standard Expenses Form process with supporting receipts.

Claims should be submitted promptly using the Council's Expenses Form and approved by the Clerk and/or Council before reimbursement.

ii) Section 9 of the Financial Regulations

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1000 unless authorised by council in writing before any order is placed. The card will have a £2000 limit.

9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month. The Council credit card must only be used for expenses incurred wholly and exclusively for Council purposes. Discretionary spending, such as refreshments for Council events, public meetings, or volunteer activities, must be paid personally and reclaimed via the standard Expenses Form process, unless prior Council approval has been recorded in the minutes.

9.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy. Such expenses must be reclaimed using the standard Expenses Form process and supported by receipts.

iii) New line in the Financial Risk Assessment

Use of Parish Council Credit Card and Discretionary Spending	3	Parish Council/ Parishioners	- The Parish Council credit card is restricted to use by the Clerk only.	Use of Parish Council Credit Card and Discretionary Spending
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Banwell Parish Council

Parish Council Youth and Community Centre Risk Assessment

Risk Rating Matrix

	A possibility of death, major injury, major damage or loss of property or equipment.	B	C minor injury or minor damage to property or equipment
1 Extremely Likely			
2 Likely			
3 May but unlikely			

Introduction

Banwell Parish Council is responsible for the management and maintenance of the Parish Council Building, ensuring it remains a safe environment for staff, visitors, and hirers. This risk assessment identifies potential hazards associated with the building, its external areas, and usage by various groups, including Council meetings, office operations, and hired events. Measures to mitigate risks have been implemented and will be reviewed periodically to maintain compliance with health and safety standards.

The entire field and outdoor area are covered by a Public Spaces Protection Order (PSPO), which restricts certain activities to ensure safety and prevent anti-social behaviour.

Identified Hazards	Who's Exposed	Risk Rating	Mitigation Measures	Final Risk Rating	Further mitigation
Main Entrance & External Areas					
i) Moving vehicles in car park	All site users	2A	Speed hump to slow vehicles.	2B	Sign for gate required.
ii) Pedestrian access	All site users	2B	Walkways and entrances generally in good order. Walkway condition monitored at least 6 monthly.	2C	
iii) Parking Area – slips and falls	All site users	2B	Carpark resurfaced; can be slippery after frost. Grit bin level checked in September and monitored throughout winter.	2C	
iv) Propane Gas tank	All site users	2A	Enclosed in 6ft-high metal fenced area; safe and secure but not locked.	2B	
v) Waste storage – littering	All site users	3C	Wheelie bin, two recycling boxes & tetra-cycle bin available.	3C	Use of net to stop litter from blowing out.

Building Access and Egress					
i) Access and egress safety	All site users	2B	Vehicle entrance and paths smooth.	2C	
ii) DDA Provision	All site users	2B	Disabled access provided, lift maintained twice yearly. No step entrance to all areas.	2C	
iii) Fire exit doors	All site users	2A	Fire risk assessment undertaken annually. Exit doors checked weekly. Checks logged in Fire Checks book.	3B	
Office and Meetings					
i) DDA Compliance	Staff & visitors	3B	Disabled access button installed. Checked weekly.	3C	
ii) Slips, trips, and falls	Staff & visitors	2B	Good housekeeping, well-lit areas, and secure handrails.	2C	
iii) Fire risk	Staff & visitors	2A	Fire alarm system maintained quarterly, clear escape routes. Fire action notices at all entrances/exits.	3B	
iv) Emergency evacuation procedure	Staff & visitors	2B	Clerk is fire marshal. Assembly point in West Street car park. Staff onsite aware. Review procedure annually.	2C	
v) Display Screen Equipment (DSE) Use	Staff	2B	Workstations set up correctly, screen breaks encouraged. All staff (including remote workers) are provided with DSE assessments which is checked at annual appraisal in March.	2C	
vi) Stress	Staff	2B	Regular breaks, workload management, and support system. Team meeting at least monthly but Clerk available for catch up.	2C	
vii) Inadequate Lighting	Staff	2B	Ensure work areas are well-lit, replace bulbs promptly.	2C	
viii) Violence & Aggression Toward Staff	Staff	2B	Panic buttons, reporting procedures.	2C	Possible de-escalation training.
Hall and Meeting Spaces					
i) Manual Handling (Setting up chairs/tables)	Staff & Councillors	2B	Use correct lifting techniques, avoid overloading. Staff trained in manual handling.	2C	
ii) Slips, trips, and falls	Site visitors	2B	Caution step signs in place, mop & bucket available in cleaning cupboard.	2C	
iii) Cuts and abrasions	Site visitors	3C	First Aid boxes provided. First Aid boxes stocks checked annually.	3C	

iv) Emergency response (fire, terrorist attack)	Site visitors	3A	Emergency evacuation procedure in place. Announcement made at the beginning of every PC run event.	3B	
v) Risk of fire	Site visitors	2A	Annual fire risk assessment. Avon & Somerset Fire Officer check completed in 2025.	3B	
Kitchen (Shared Use)					
i) Gas boiler malfunction	Staff & visitors	2B	Serviced annually; clerk trained in use. Current Landlords certificate kept in cupboard, historic kept in YCC folder.	2C	
ii) Slips, trips, and falls	Staff & visitors	2B	Good housekeeping; mop & bucket available. Maintain clear walkways.	2C	
iii) Cuts and abrasions	Staff & visitors	3C	Knives stored in plastic box above microwave. First Aid box available.	3C	
iv) Food handling safety	Staff & visitors	3C	Gloves available in kitchen cupboard; hygiene facilities provided.	3C	
v) Contact with hot surfaces/ liquids	Staff & visitors	2B	Hot water & steam warnings displayed. Additional safety guidance for wall heater provided.	2C	
vi) COSHH (Cleaning products)	Staff & visitors	2B	COSHH list and data sheets kept in cleaner's cupboard. 2 nd copy kept in the office. Checked annually for any changes.	2C	
vii) Food allergies	Staff & visitors	2B	PC cannot guarantee allergen-free environment.	2C	Ensure in hirers terms and conditions.
Building Hire & External Use					
i) Hiring out of hall, field, or office	Hirers & visitors	2B	Hirers responsible for their own safety procedures. Risk assessments requested from hirers.	2C	
ii) Security of building	Staff & hirers	2B	Clerk ensures secure access. Monitored intruder alarm checked 6 monthly.	2C	
iii) General housekeeping	Staff & hirers	2B	All users responsible for maintaining order.	2C	
Food Bank Parcel Distribution					
i) Cupboard storage	Staff & volunteers	2B	Ensure storage areas are clean and well-organised. Monthly checks during stock take.	2C	
ii) Expired food management	Staff & volunteers	2B	Clerk ensures food is in date; expired food disposed of. Food checked as parcel is compiled and when food is donated.	2C	
iii) Stock rotation and management	Staff & volunteers	2B	Stock rotation system in place; monthly stock checks. Inventory records are maintained on a sheet for 6 months.	2C	

Field & Outdoor Areas (Covered by PSPO)					
i) Basketball court (tarmac area)	Public users	2B	Annual inspection, maintenance of surface and hoop.	2C	
ii) Grassed area	Public users	2C	Regular mowing and maintenance.	3C	Ensure safe ground conditions.
iii) Fenced play area (3ft high wooden fence)	Public users	2B	Annual inspection and repainting to ensure structural integrity.	2C	Repair or replace as needed.
iv) Badger set area (disused holes)	Public users	2A	Fenced off to prevent access. 5 bar gate locked at all times.	3B	Fence needs to be checked & reassessed.
v) Spiked metal fence (100 years old)	Public users	2A	Regular safety inspections, repairs as needed.	2B	Consider protective measures.
Additional Risk Categories					
i) Infectious Disease Control	Staff & visitors	2B	Cleaning protocols, hand sanitisers, and sick leave policy.	2C	Review based on government guidance.
ii) Child Protection/Safeguarding	Staff & visitors	2B	DBS checks for staff, safeguarding policy in place.	2C	Safeguarding training where appropriate.
iii) Data Protection & Security	Staff	2B	Adherence to GDPR, password security measures. Regular staff training on data security. GDPR policies and procedures in place.	2C	
iv) Emergency Preparedness (Building as Emergency Shelter)	Public users	2A	Annual emergency drill discussion with staff members onsite.	2B	Emergency plan with NSC.
v) Accessibility	Public users	2B	Step-free access, hearing loops available.	2C	
vi) First Aid	Staff & visitors	2B	First aid kits available, staff trained. First Aids are checked at least annually. Users of the YCC encouraged to report use of the first aid kit.	2C	
vii) Contractor Management	Contractors	2B	Contractors checked, public liability and risk assessments required before work commences.	2C	Maintain records of non-compliance.
viii) Waste Management	Staff	2B	Regular disposal schedule, recycling policy.	2C	



Parish Council Assets Risk Assessment

Introduction The Parish Council is required to review its risk assessment and management arrangements annually. This document identifies, evaluates, and controls risks associated with Parish Council-owned assets to ensure public safety, financial security, and operational efficiency.

Risk Rating Matrix

	A possibility of death, major injury, major damage or loss of property or equipment.	B	C minor injury or minor damage to property or equipment
1 Extremely Likely			
2 Likely			
3 May but unlikely			

Risk Identified	Risk Rating	Mitigation Measures	Final Risk Rating	Further mitigation
Buildings (Youth & Community Centre, Pavilion, Cemetery Structures, Storage Facilities)				
Fire hazard	1A	Fire safety measures in place, extinguishers maintained, fire exits checked regularly	2B	Conduct periodic fire drills and evacuation procedures
Structural damage (weathering, vandalism)	2B	Regular inspections, insurance coverage, prompt repairs Install security lighting in vulnerable areas	3C	
Electrical faults	1B	Annual PAT testing, routine maintenance, emergency shut-off systems	2C	Use surge protection for electrical systems
Slips, trips & falls	2B	Regular maintenance of flooring, proper signage, cleaning protocols	3C	Encourage public reporting of hazards via signage
Security (unauthorized access, vandalism)	1B	CCTV where applicable, security measures in place. Introduce alarmed access control for high-risk areas	2C	
Open Spaces (Recreation Ground, Riverside, Cemetery, Other Green Areas)				
Playground equipment failure	1B	Weekly inspections, annual RoSPA inspection, prompt repairs	2C	Introduce QR codes for easier public reporting of hazards
Fallen trees / branches	1B	Annual tree inspections, emergency response plan	2C	Implement a tree tagging and monitoring system
Anti-social behavior (vandalism, substance use)	1B	CCTV where applicable, police liaison, rapid repair of vandalism	2C	Establish community engagement initiatives to deter misuse
Slips, trips & falls (paths, wet grass, uneven surfaces)	2C	Regular inspections, maintenance, and public reporting system	3C	

Dog fouling	2C	Provision of dog waste bins, signage, and enforcement of PSPO.	3C	Public awareness campaign encouraging responsible pet ownership
Street Furniture (Benches, Litter & Dog Waste Bins, Noticeboards, Bus Shelters, Streetlights, Village Signage)				
Damage to benches	2C	Routine inspections, repair or replace damaged benches. Apply anti-graffiti coatings	3C	
Overflowing or damaged bins	2C	Weekly emptying schedule, contractor oversight	3C	Upgrade bins to models with self-closing lids
Noticeboard damage	2C	Regular inspections, Use shatter-resistant materials	3C	
Streetlight failure	2B	Contractor inspections, prompt repairs. Implement a real-time fault reporting system	2C	
Wear and tear on bus shelters	2C	Regular inspections, repainting, repair as needed Use vandal-resistant materials	3C	
Damage to village signage	2C	Routine inspections, repairs as necessary Ensure signage is coated for weather resistance	3C	
Defibrillators				
Equipment failure	1B	Monthly inspections, battery & pad replacements, emergency response plan Implement a volunteer guardian program for oversight	2C	
Vandalism	1B	Secure casing, CCTV where possible, public awareness Community engagement to highlight the importance of defibrillators	2C	
Lack of accessibility in emergency	1A	Clear signage, community awareness initiatives Ensure defibrillators are registered with local ambulance services	2B	
Roads, Car Parks, Pathways, and Public Rights of Way				
Uneven surfaces	1B	Routine inspections, prompt repairs	2C	Encourage local walking groups to report hazards
Ice and slippery conditions	1B	Gritting where necessary, warning signs Consider permeable surfaces in high-drainage areas	2C	
Obstruction (overgrown hedges, debris)	2C	Regular clearance, community reporting system	3C	Install pathway reflectors in poorly lit areas

Conclusion

This risk assessment will be reviewed annually and updated to reflect changes in assets, operations, or identified hazards. The Parish Council is committed to ongoing risk mitigation, ensuring safety for all users of its assets.



Banwell Parish Council

Body Worn Camera Risk Assessment

Risk Rating Matrix

	A possibility of death, major injury, major damage or loss of property or equipment.	B	C minor injury or minor damage to property or equipment
1 Extremely Likely			
2 Likely			
3 May but unlikely			

Identified Hazards	Who's Exposed	Risk Rating	Mitigation Measures	Final Risk Rating	Additional Mitigation
Privacy Intrusion	General public, staff	2B	BWCs are worn overtly, with clear signage and verbal announcements made where practicable.	2B	Conduct periodic audits to ensure compliance with data protection policies.
Unauthorised Access to Footage	Clerk, Police	2B	Access to footage is restricted to the Clerk. Stored footage is password-protected and encrypted.	2B	Regularly review access logs and ensure passwords are strong and updated periodically.
System Malfunction	Volunteers, public	2B	BWCs are checked at the start of each shift to confirm full functionality.	3C	Maintain regular checks on devices and ensure any malfunctions are reported and repaired promptly.
Retention of Non-Evidential Footage	Parish Council, public	2B	Non-evidential footage is retained for a maximum of 1 month before deletion.	3C	Confirm that automated deletion processes are functional and conduct regular audits to ensure compliance.
Data Breach	Parish Council	2B	All retained data is stored on a secure, password-protected folder accessible only by the Clerk.	2B	Provide cybersecurity training and data handling refreshers.
Physical Damage or Loss of Equipment	Volunteers, Parish Council	2B	BWCs are the responsibility of the user during shifts and are securely stored and charged afterward.	3C	Conduct regular visual inspections of devices and provide guidance on secure storage during and after use.

Approved: [Insert Date]

Next Review: [Insert Review Date]

Improper Use of BWC	Volunteers, public	2B	Training provided to ensure users activate and cease recording appropriately and announce usage clearly.	3C	Refresher training sessions to reinforce operational guidance and the legal implications of misuse.
Inadequate Training	Volunteers	2B	Training is provided before device use.	3C	Schedule training updates to ensure users remain familiar with legal, procedural, and technical aspects.
Failure to Respond to Data Subject Requests	Public	2B	Requests are managed by the Parish Clerk following subject access procedures.	3C	Ensure request forms are available, and that staff are trained to respond promptly and appropriately.
Insufficient Incident Documentation	Volunteers, Parish Council	2B	Users must report incidents and notify the Clerk of footage requiring retention or review.	3C	

System Overview

- **Number of Devices:** 1.
- **Usage Scope:** Used only during road crossing duties between 8:30–9:00 AM and 3:10–3:35 PM.
- **Data Retention:** Evidential footage stored for investigations; non-evidential footage retained for 1 month maximum.

Additional Notes

- **Data Management:**
 - All recordings are encrypted, with time-stamped and tamper-proof metadata.
 - Access to data is restricted to authorised personnel only.
 - Regular compliance checks to ensure adherence to GDPR and data protection laws.
- **Emergency Procedures:**
 - Any loss, malfunction, or suspected misuse of a BWC must be reported immediately to the Clerk.
 - Data Breach notify the relevant authorities where applicable and conduct an internal review and implement corrective actions

Approved: [Insert Date]

Next Review: [Insert Review Date]

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 31/01/2025
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	Completed Feb 2025

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 2025
	Full Council & Clerk	0-2yrs	Possible budget implications	The Remembrance Parade continues	2024 supported 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.	6 meetings have been had. Planning applications are in.
	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.

Activities occurring with, NS Childrens Services, JHF & Inspire. New toddler group.

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 31/01/2025
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, Env Officer & Comms.
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	Awarded Quality
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.	Ongoing
2.15 To adhere to all new legislation	Clerk	Ongoing	Statutory requirement	All new legislation has been adhered to.	Ongoing
	Clerk	Ongoing	Statutory requirement	Legal powers and opportunities are reviewed with access to ALCA and Government Daily updates	Ongoing
	Clerk	Ongoing	Statutory requirement	Transparency Code has been adhered to both for smaller councils and larger councils.	Ongoing

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 agreed May 2024, updated 2025.
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 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	Held June 2024, review June 2025
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	Ongoing

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 31/01/2025
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	Nature and Biodiveristy Questionnaire Dec 24/ Jan 25
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 enewsletter and improve volume of sign ups	Comms Officer	Ongoing	Comms Officer hrs	Volume of sign up has increased	Currently 398
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	2024/25 - so far 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	website updated
	All members of staff and councillors	0-2yrs	Utilities cost and officer time.	Annual Christmas Market for businesses	Ongoing
	Comms Officer	0-2yrs	Comms Officer hrs	Continuation of Buy in Banwell Campaign	Ongoing
	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	Env Officer working with Youth Club
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.	Reviewed June 2024.
3.3 Involving our community					
3.31 Work with NSC & the Wolverhill Developers to create a Wolverhill Master Plan.	Wolverhill Development Liaison Group & WG, Full Council & Clerk	0-2yrs	No cost except officer time.	The Creation of a Wolverhill Development Master Plan.	Ongoing
	Wolverhill Development Liaison Group & WG, Full Council & Clerk	0-2yrs	No cost except officer time.	The Creation of a NSC Wolverhill SPD	Ongoing
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 31/01/2025
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
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

Strategic Action Plan

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. Additional batteries for YCC and Scout Building
	Cllr Arlidge & Voller	0-1yr	Possible budget implications	A report on the viability of a Community Energy Scheme.	Being investigated by Councillors.
4.15 Carbon reduction	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 enewsletter.	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	Biodiversity audit proposed for 25/26
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

Strategic Action Plan

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 Wolverhill Developers, NSC & Bypass Team
	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
4.32 Ensuring money is invested wisely by researching the eco status of banks used / use of green utilities.	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. Solar Panels completed, additional batteries from grant, working with Wolverhill Developers
4.33 Research funding possibilities for climate projects.	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	
4.34 To create a "Sustainable Banwell" Facebook page.	Comms Officer	0-2yr	Comms Officer hrs	Page created, monthly comms promoting.	
4.35 To continue climate communications plan and regularly update with latest news and advice for residents.	Comms Officer	0-2yr	Comms Officer hrs	Monthly environmental comms which goes out across all social media platforms. Dedicated webpage & space in newsletter.	Ongoing
4.36 Compile and maintain an Environmental Policy Statement.	Environmental WG, Clerk & Full Council	0-2yr	6 hrs Officer time £400 a month.	Updated Sustainability and Biodiversity Policy	Environment Officer hired. Hours in 2025/26.
4.37 Planning Committee to consider green measures in all recommendations when supporting a planning application.	Planning Committee & Clerk	0-1yr	No cost except officer time.	Every planning application is looked at with green measures considered and recommended.	Started in November 2024.



- 1 Local Centre Mobility Hub
 - 2 Wolverhill Primary Gateway
 - 3 Wolverhill Primary School
 - 4 Eastern Secondary Gateway
 - 5 Northern Secondary Gateway
 - 6 Employment Access and Western Secondary Gateway
 - 7 Summer Lane Mixed Employment & Residential Area
 - 8 Summer Lane Primary School
 - 9 Potential Pedestrian/Cycle Bridge Crossing
 - 10 Sports Pitches
 - 11 Allotment
 - 12 Skate Park
 - 13 Existing Employment outside Masterplan Framework
 - 14 Until MUGA within the NEAP
 - 15 Community Hall (600m²) with sport / badminton indoors
- Illustrative New Planting
 - Wolverhill Road Active Travel Corridors
 - Future Active Travel Connection
 - Pedestrian and Cycle Loop
 - Primary Access Point
 - Secondary Access Point

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- KEY**
- Residential NDA
 - Suggested residential development blocks outside promoters control
 - Mixed Employment & Residential Area
 - Existing Employment Area
 - Local Centre
 - Green Infrastructure (within land control)
 - Attenuation Pond (Wet)
 - Attenuation Pond (Dry)
 - Allotments
 - Play Area (inc. Neighbourhood Equipped Areas of Play (NEAP), and Local Equipped Areas of Play (LEAP))
 - Playing Pitches
 - Green Wedge: Strategic Gap South of Bypass
 - Skate Park
 - Approved Bypass CPO Boundary
 - Temporary CPO Land
 - Approved Bypass
 - Green Corridor
 - Dark Corridor
 - Strategic Dark Corridor
 - Existing Green Infrastructure

CLIENT:
 Bloor, ASL, Wain Estates

PROJECT:
 Wolverhill, Banwell

DRAWING:
 Strategic Growth Location - DRAFT - Illustrative Masterplan

PROJECT NUMBER:
 BLOU3014

DRAWING NUMBER: _____ **CHECKED BY:** _____

*All development subject to but not limited to detailed assessment including; noise, drainage, landscape, ecology, transport and access.

14 Feb planning Connection towards

24/P/2446/OU2 Land North of Knightcott Road and West and East of Summer Lane. Banwell.

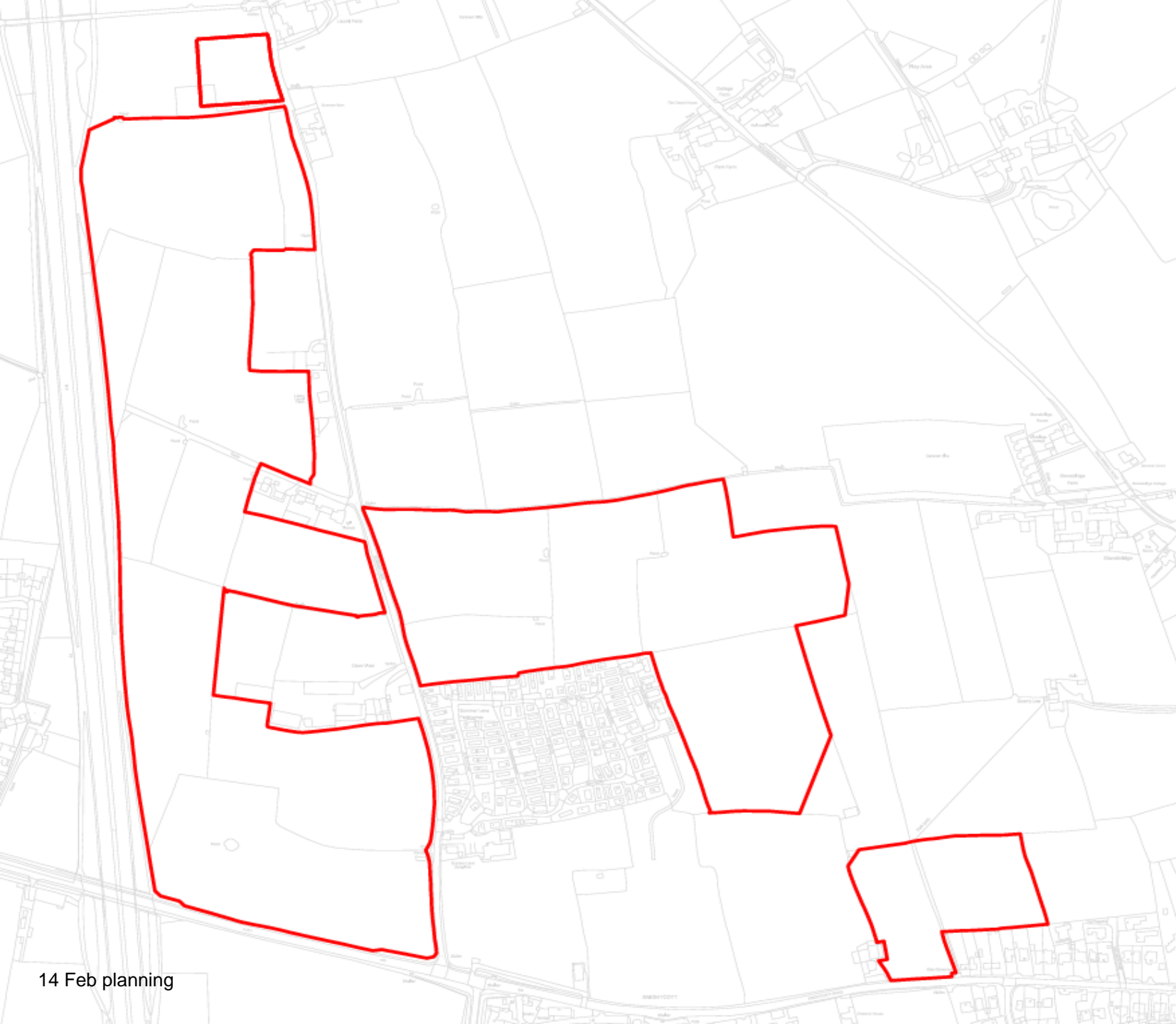
Outline planning application with Environmental Statement for the erection of up to 755 residential dwellings, up to 6.3ha employment use, public open space and areas of play, sustainable drainage, planting, foot/cycle paths, noise bund, community infrastructure, ancillary uses and principal means of vehicular access from Knightcott Road and Summer Lane. All matters reserved except for means of access.

Planning Committee suggested response

The Planning Committee recommends that the Parish Council notes this application. While they broadly support the scheme, this is contingent on its implementation following the delivery of the Banwell Bypass.

However, there are concerns regarding the traffic assessment presented in this application, as it appears to have been conducted under the assumption that Wolverhill Bridge will be closed. Given the recent clarification from North Somerset Council confirming that the bridge will remain open, we urge an updated assessment to accurately reflect the future road network and to properly evaluate the development's impact on existing infrastructure.

Additionally, we request that a monitoring point be established on Riverside to assess the development's impact on this road and ensure that any unforeseen traffic implications can be addressed appropriately.



14 Feb planning



Active Travel link as proposed in the draft Local Plan and subject to third party agreement

Existing employment and Farm access from Summer Lane

Potential additional access subject to third party agreement

Potential Alsough access subject to detailed design

Active Travel link to school and local centre coordinated with Alsough Framework

Safeguard link to existing footpath at boundary

Safeguard link to existing footpath at boundary

Indicative alignment of Barwell Bypass (proposal by NSC)

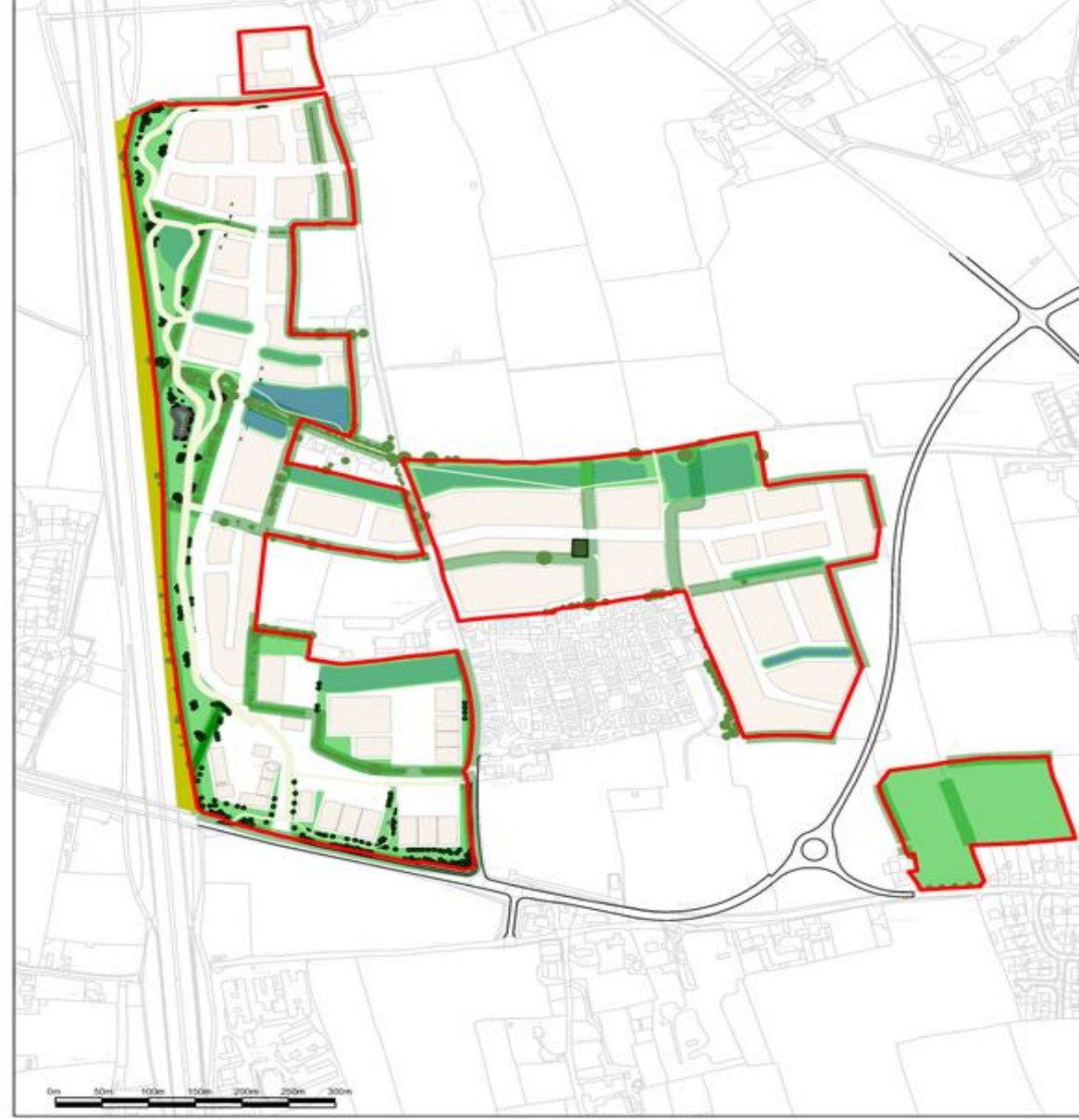
Knightscott Road - Summer Lane junction to not form vehicular access for development west of Summer Lane

Main vehicular access



- Bus Route / Spine Road 8.75m wide
- Residential Roads Normally 5.5m wide
- Employment Roads 7.5m wide
- Pedestrian link (subject to detailed design)
- Connection to Active Travel link (Proposal by NSC)
- Link to retained footpath and proposed by-pass footway

Client	Wain Estates	DA/AR/MS/LS/NO/CS/ST
Project	Barwell	200/16/1
Scale	1:500	£3,000/ha



- Motorway Buffer
- Hedgerows
- Public open space
- Sustainable Drainage Systems Residential Area
- Sustainable Drainage Systems Employment Area
- Play Area 400msq
- Pump track 460msq

Client	Wain Estates	DA/AR/MS/LS/NO/CS/ST
Project	Barwell	200/16/1
Scale	1:500	£3,000/ha

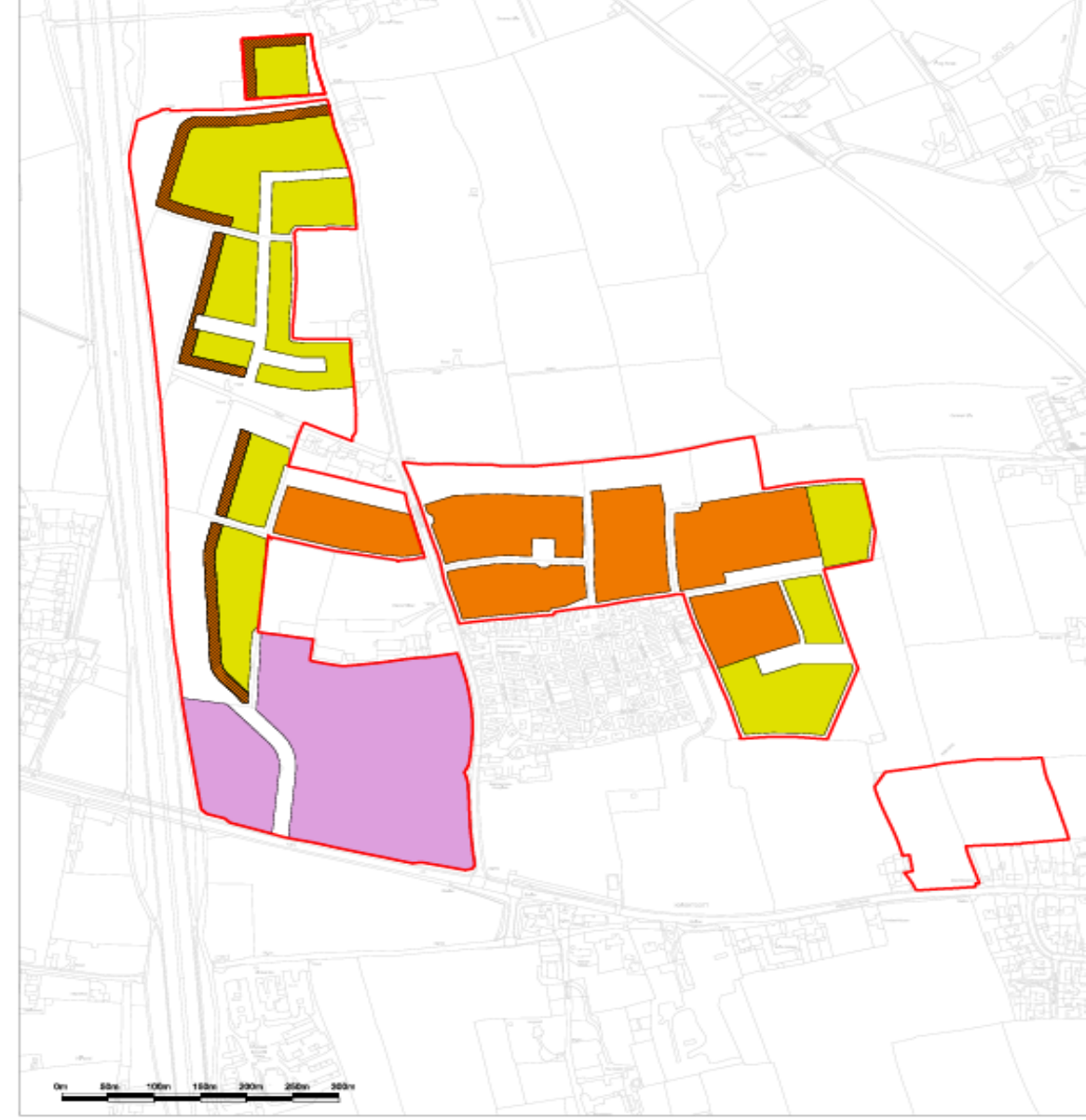
4 Feb planning







	Residential Inc. Care	14.61ha / 36.09ac
	Employment	6.30ha / 15.57ac
	Public open space	9.01ha / 22.26ac

14 Feb planning

Client	Wain Estates	DAVID LONDON
Project	Barwell	JOB NO.



	Residential	Up to 3 storeys
	Residential	Up to 2.5 storeys
	Employment	Up to 9m eaves height
	Residential	2.5-3 storey not less than 10m height from finished ground level, with selected locations for 3.5 storey subject to detailed design

Client	Wain Estates	DAVID LONDON
Project	Barwell	JOB NO.
Scale	1:5,000	
Drawing No.	Parameter Plan - Scale and Massing	

Planning Committee suggested response

The Planning Committee recommends that the Parish Council notes this application. While they broadly support the scheme, this is contingent on its implementation following the delivery of the Banwell Bypass.

However, there are concerns regarding the traffic assessment presented in this application, as it appears to have been conducted under the assumption that Wolverhill Bridge will be closed. Given the recent clarification from North Somerset Council confirming that the bridge will remain open, we urge an updated assessment to accurately reflect the future road network and to properly evaluate the development's impact on existing infrastructure.

Additionally, we request that a monitoring point be established on Riverside to assess the development's impact on this road and ensure that any unforeseen traffic implications can be addressed appropriately.

24/P/2690/OU2 Land East of Wolvershill Road, Banwell.

Outline Planning Application with Environmental Statement (main points of Access, from Banwell Bypass and Wolvershill Rd not reserved) for demolition of existing buildings and phased redevelopment to provide up to 1,300 homes (Use Class C3), a mixed-use local centre including up to 5,500 sqm of community and commercial uses (Use Classes E, F1 and F2) and a Care or Extra Care facility (Use Class C2), a Primary School, green infrastructure, and associated works. Details of layout, appearance, scale and landscaping reserved for subsequent approval.

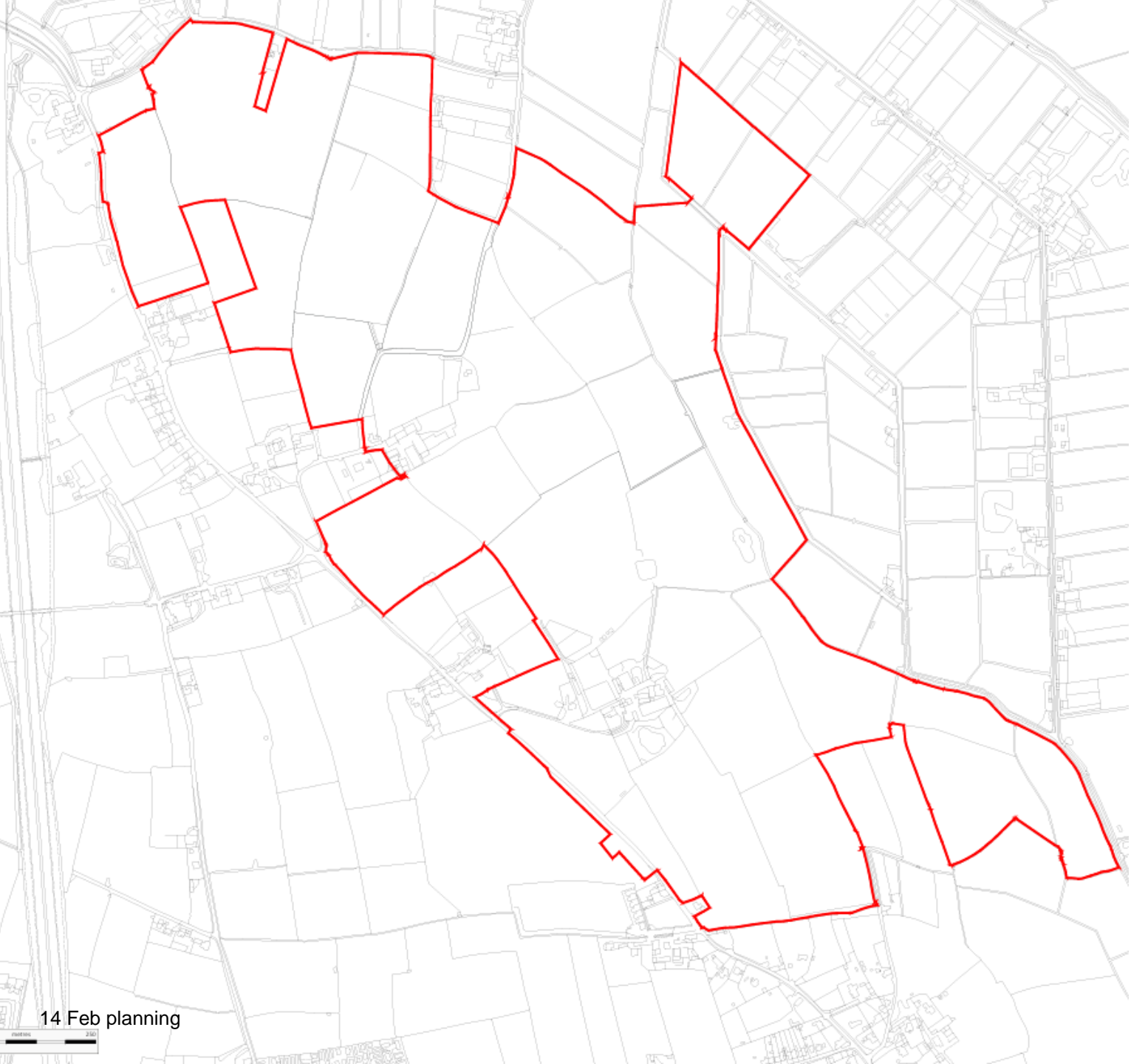
Planning Committee suggested response

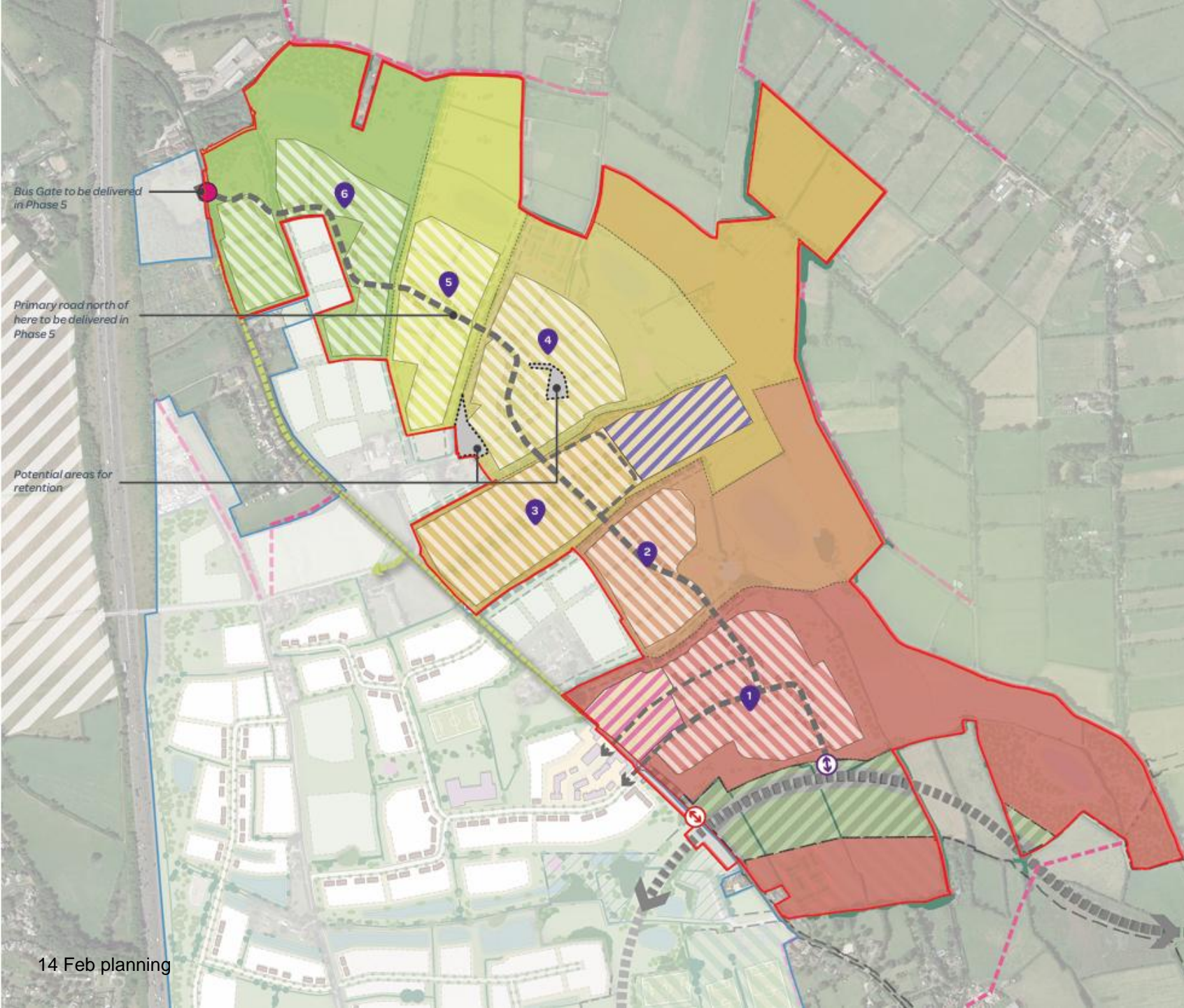
The Planning Committee recommends that the Parish Council notes this application. While they largely support the scheme and welcome its proposed benefits, particularly improvements to the nature trails, they have several concerns and believe its implementation should be contingent on the completion of the Banwell bypass.

- **Traffic Assessment Concerns** - The current traffic assessment appears outdated, as it assumes Wolvershill Bridge will be closed, which is no longer the case. We urge an updated assessment to reflect the future road network accurately and to properly evaluate the development's impact on existing infrastructure.
- **Safeguarding the Junction 21 Relief Road Route** - The forthcoming North Somerset Local Plan 2040 includes plans for a Junction 21 bypass relief road. While we acknowledge that its delivery may be a long-term objective, the proposed development includes permanent features—such as a SuDS basin, wet woodland, community orchard, and housing—that would occupy the planned route. It is crucial to safeguard this corridor to ensure that the relief road remains a viable option to meet future infrastructure needs.

Environment and biodiversity suggested response

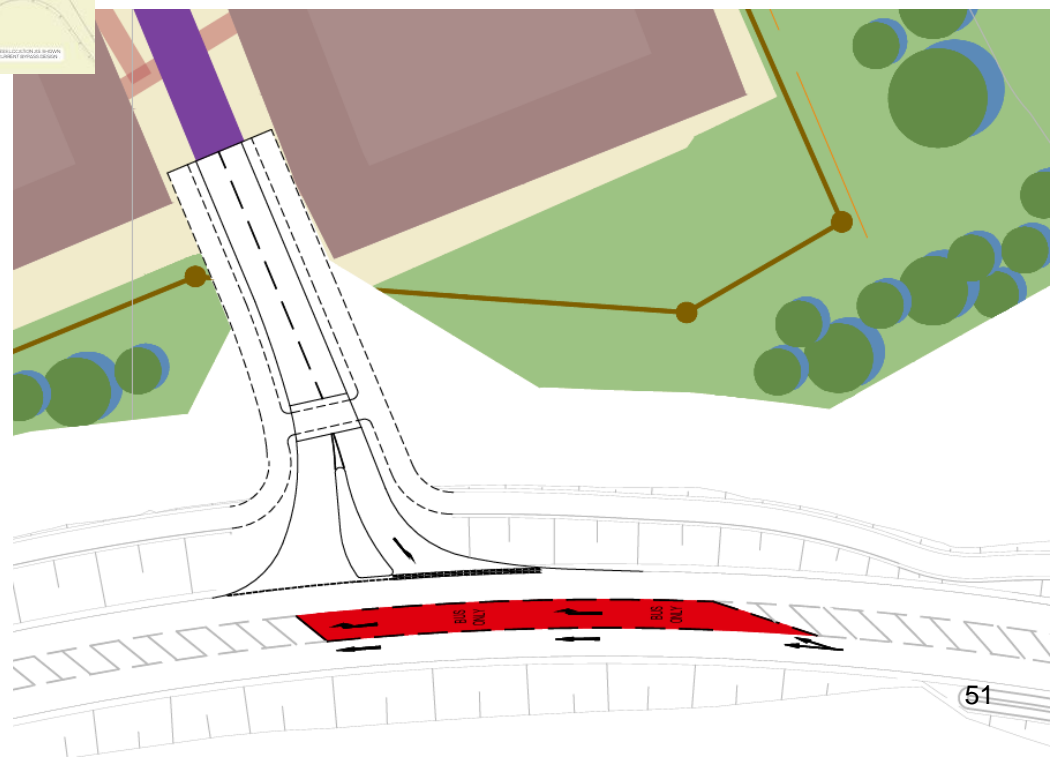
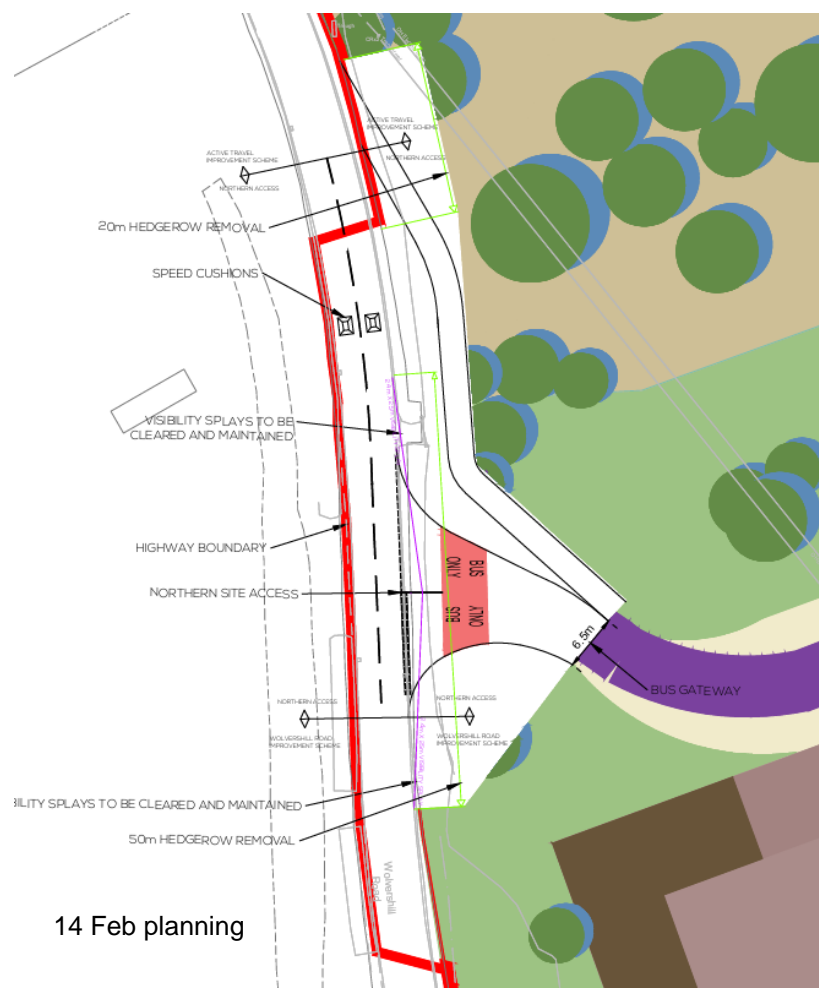
Topic	Comment	Recommendation
Light Levels	Relying on automatic blinds for residences built directly adjacent to bat corridors depends heavily on the behaviour of residents, which can often be unreliable. Will there be requirements for these blinds to be maintained or even kept in place to ensure levels are maintained below 0.5 lux mandated by the SAC for bat conservation	This should be achieved without relying on measures implemented by residents. Alternatively, if these blinds are used, there should be regular monitoring and enforceable penalties to ensure compliance.
Construction disturbance	There is a risk of temporary disturbance to the greater horseshoe bat and lesser horseshoe bat populations using the site during the construction period due to noise and light disturbance which is not compliant with the SAC for bats guidance	All construction should be restricted to daylight hours. If this is not possible, no construction lighting should be allowed to spill onto adjacent hedgerows or areas designated as dark corridors.
Maximising ecological value	Hedgerows need to meet minimum height and width for ecological value, especially for bats no minimum requirements have been mentioned.	Mandate minimum hedgerow dimensions to ensure ecological integrity.
Long-Term Management	No provisions for long-term management and monitoring of any green spaces have been detailed. BNG requirements state that all mitigation must be maintained for at least 30 years	To ensure the success of these measures, a legally binding Habitat Management and Monitoring Plan (HMMP) should be secured as a condition of planning permission



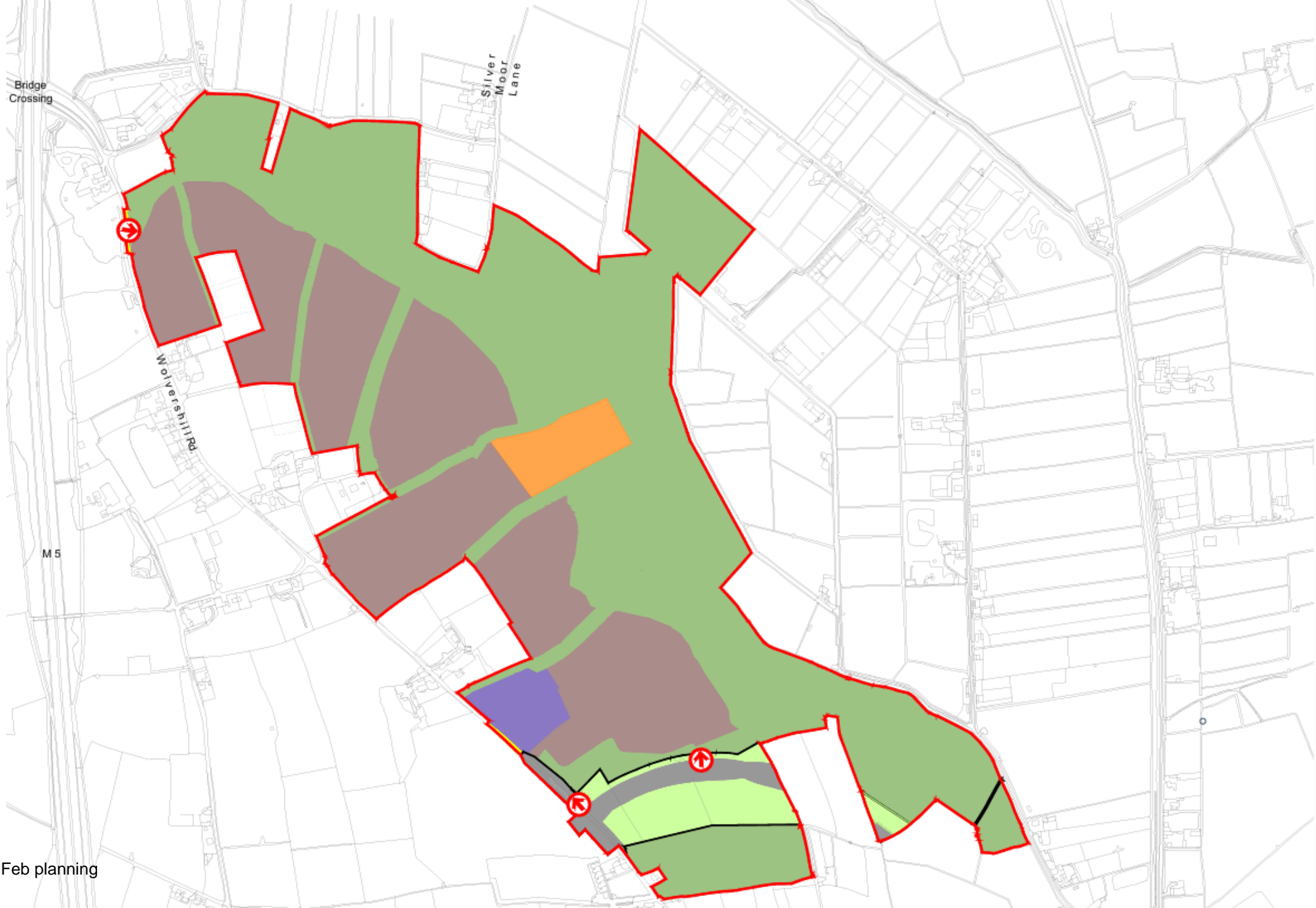


14 Feb planning





14 Feb planning



KEY

	Site Boundary (1)	102.07ha
	Proposed point of vehicle access (2)	
	Bypass CPO Boundary - Committed Development (3)	6.13ha
	Residential - up to 1800 Homes (2)	34.10ha
	Local Centre	1.80ha
	Primary School	2.40ha
	Green Infrastructure (4)	57.47ha
	Bypass - Carriageway and Junction (5)	2.18ha
	Bypass - Green Infrastructure (5)	3.98ha
	Off-Site Highways (4)	0.16ha

- Notes to plan:**
- (1) Including CPO Land and land for highway works. Red line shown on this drawing refers to the planning application boundary. The entire project boundary is defined by the CPO boundary plan.
 - (2) All other points of access to be reserved.
 - (3) Including streets, drainage, waste space and play spaces - details to be provided in Reserved Matters application.
 - (4) Including amenity green spaces, natural and semi-natural green spaces, secondary green fields, landscape development ponds, tree planting stations, drainage and all structures, parks and recreation grounds, tree and structural planting, allotments, woodland, ecological enhancement, play spaces and rail-use (play) - details to be provided in Reserved Matters application.
 - (5) Details provided within separate application.
 - (6) Required to deliver access junctions and associated visibility splays.

CLIENT
Bloor Homes

PROJECT
Land East of Wolverhill Road

DRAWING
Land Use and Access Parameter Plan

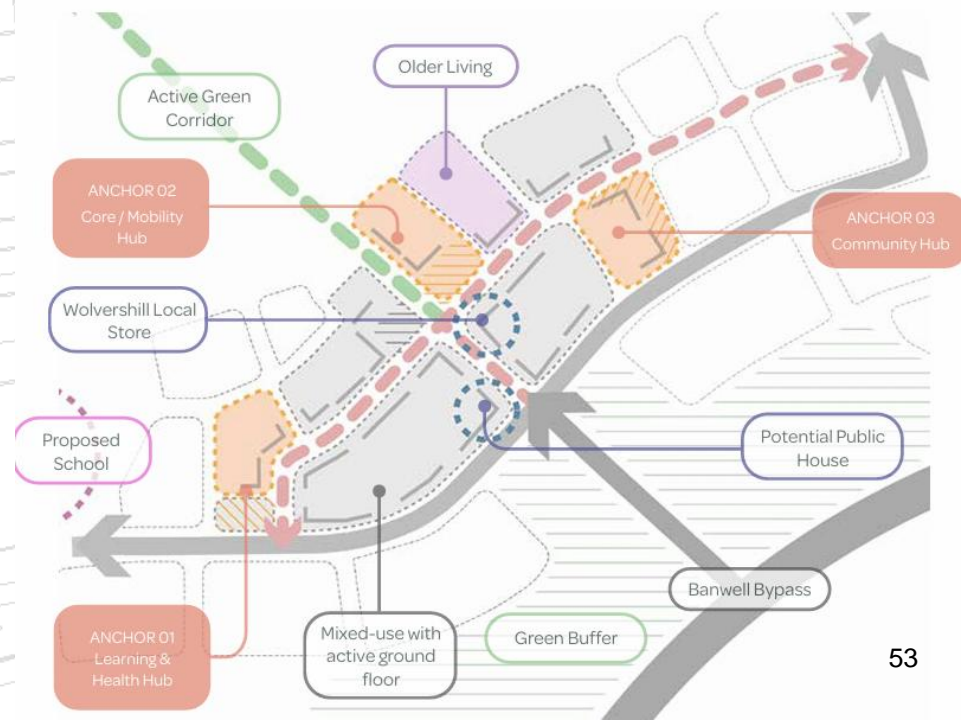
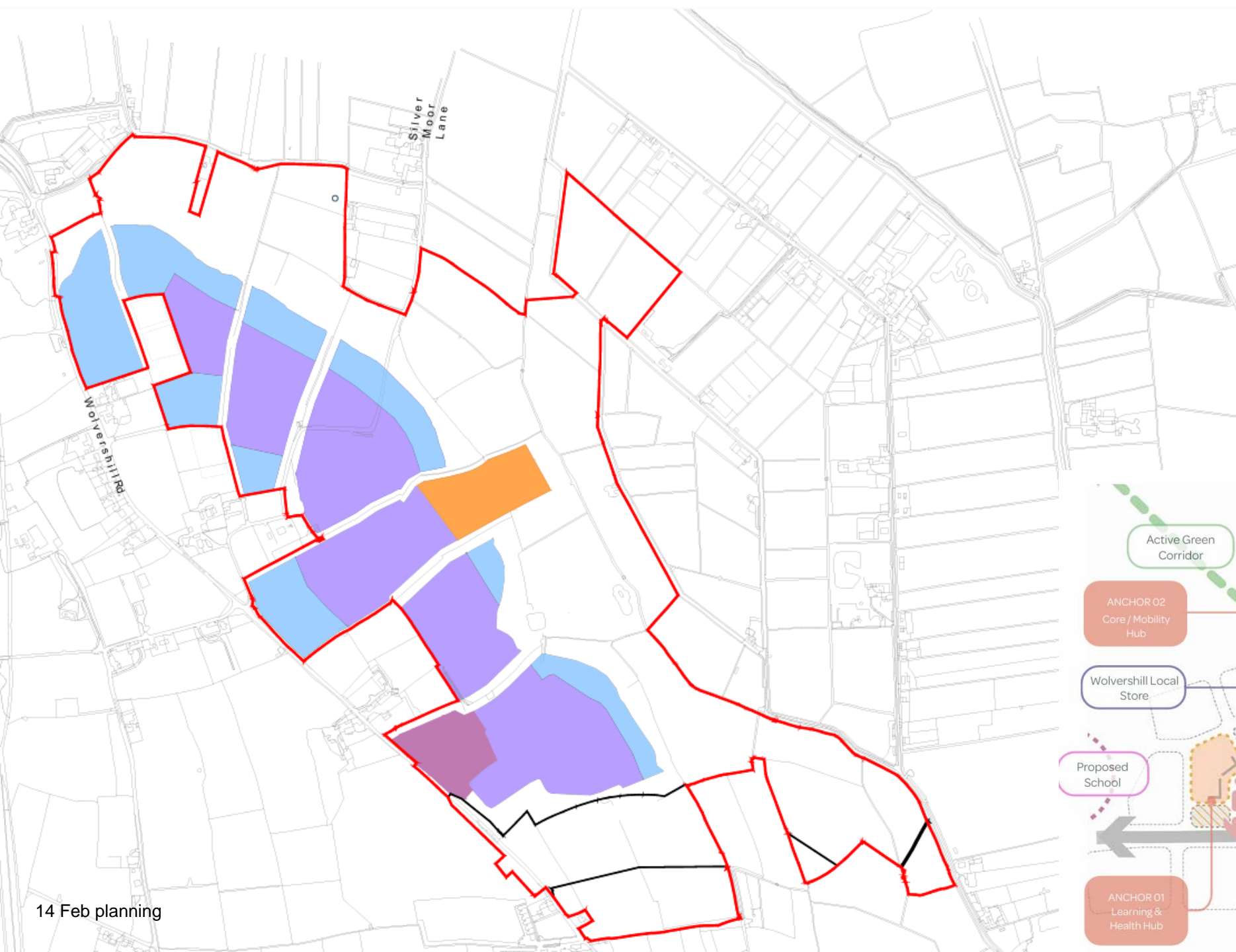
PROJECT NUMBER
BLOA3029

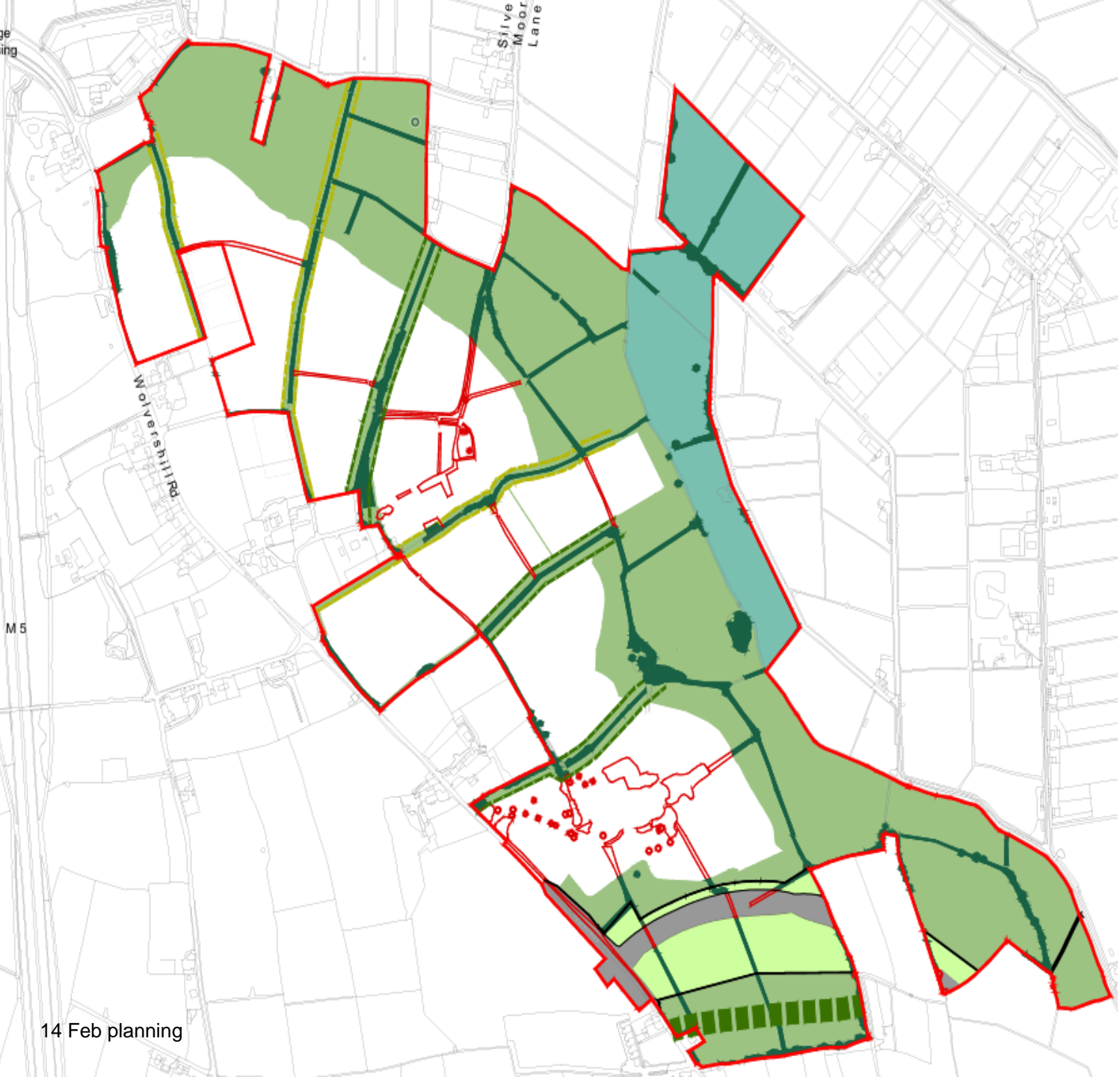
DRAWING NUMBER 5000 **CHECKED BY** DHT

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- KEY**
- Site Boundary(s) 102.07ha
 - Bypass CPO Boundary - Committed Development 6.13ha
 - Up to 2.5 Storeys (11m)(i)
 - Up to 3 Storeys (12.5m)(i)
 - Up to 4 Storeys (15.5m)(i)
 - Zone for School Building up to 2 Storeys (i)(j)

- Notes in plan**
- (i) Including CPO land and land for high speed rail. Built form shown as the proposed boundary to be defined by the CPO boundary plan.
 - (j) Maximum height taken from CPO. All heights shown are above existing ground level of 2m for above ground level. The building heights set out are not inclusive of incidental / ancillary or technical features, which would exceed the built envelope for up to 2m.
 - (k) Building height subject to design by school building specialist.





14 Feb planning



- 1 Permanently Wet SuDS Basin
- 2 Dry SuDS Basin
- 3 Nature Pond
- 4 Existing Ryhne Retained and Enhanced
- 5 Swales
- 6 Wet Woodland
- 7 Allotments
- 8 Community Orchard
- 9 NEAP with MUSA
- 10 LEAP
- 11 Dark Corridor
- 12 Green Corridor
- 13 Tree Lined Streets
- 14 Formal Plaza
- 15 Timber Boardwalk & Pontoons
- 16 Nature Trails
- 17 Archaeology Interpretation Board
- 18 Timber Roundhouse with Green Roof and Seating
- 19 Entrance Landscaping
- 20 Bypass

- Walswell Road Active Travel Route
- Tree Lined Primary Street
- Existing PRoW/Brideway
- Site Boundary
- Proposed Development
- Existing Vegetation
- Native Scrub
- Stone alignment (or similar) proposed above ground to provide structural indication of preserved archaeology
- Wildflower Grassland
- Woodland
- Tree Planting
- Public Art Features
- Seating and Picnic Benches
- Play on the Way Features
- Proposed Footpath

Planning Committee suggested response

The Planning Committee recommends that the Parish Council notes this application. While they largely support the scheme and welcome its proposed benefits, particularly improvements to the nature trails, they have several concerns and believe its implementation should be contingent on the completion of the Banwell bypass.

- **Traffic Assessment Concerns** - The current traffic assessment appears outdated, as it assumes Wolverhill Bridge will be closed, which is no longer the case. We urge an updated assessment to reflect the future road network accurately and to properly evaluate the development's impact on existing infrastructure.
- **Safeguarding the Junction 21 Relief Road Route** - The forthcoming North Somerset Local Plan 2040 includes plans for a Junction 21 bypass relief road. While we acknowledge that its delivery may be a long-term objective, the proposed development includes permanent features—such as a SuDS basin, wet woodland, community orchard, and housing—that would occupy the planned route. It is crucial to safeguard this corridor to ensure that the relief road remains a viable option to meet future infrastructure needs.

Environment and biodiversity suggested response

Topic	Comment	Recommendation
Light Levels	<ol style="list-style-type: none"> 1. Temporary artificial lighting during winter construction, especially when working hours (08:00 – 18:00) overlap with darkness, raises concerns. 2. The lighting strategy's exceptions for crossing points within dark corridors to exceed the 0.5 lux limit set by the SAC for bats is inappropriate. 	<ol style="list-style-type: none"> 1. Avoid lighting spillover onto hedgerows and designated dark corridors during hours of darkness 2. Keep dark corridors below 0.5 lux, use red lighting, shielding, or screening.
Maximising Ecological Value	<ol style="list-style-type: none"> 1. The inclusion of non-native or naturalised, while aesthetically pleasing, does not provide the ecological benefits of native species, which support local wildlife and ecosystems. 2. Hedgerows need to meet minimum height and width for ecological value, especially for bats. 	<ol style="list-style-type: none"> 1. Prioritise native species to enhance biodiversity. 2. Mandate minimum hedgerow dimensions to ensure ecological integrity.
Ecological Connectivity	Hedgehog highways should be included to improve biodiversity and facilitate movement between green spaces, in line with North Somerset's Green Infrastructure Strategy.	Include hedgehog highways in suitable gardens to enhance ecological connectivity.
Long-Term Management	No provisions for long-term management and monitoring of any green spaces have been detailed. BNG requirements state that all mitigation must be maintained for at least 30 years	To ensure the success of these measures, a legally binding Habitat Management and Monitoring Plan (HMMP) should be secured as a condition of planning permission

25/P/0046/OU2 Land North of Banwell/West of Wolvershill Rd.

Outline planning application with Environmental Statement for residential-led mixed use development comprising: up to 600 residential dwellings including specialist later living accommodation (Classes C2 and C3), mixed-use Local Centre (non-residential uses to include Classes E, F2 and sui generis (pub/restaurant)), a Primary School (Class F1), sports and leisure provision including community park, public open space and associated access, infrastructure, landscape and ancillary works. All matters reserved except for access from Wolvershill Rd and Summer Lane.

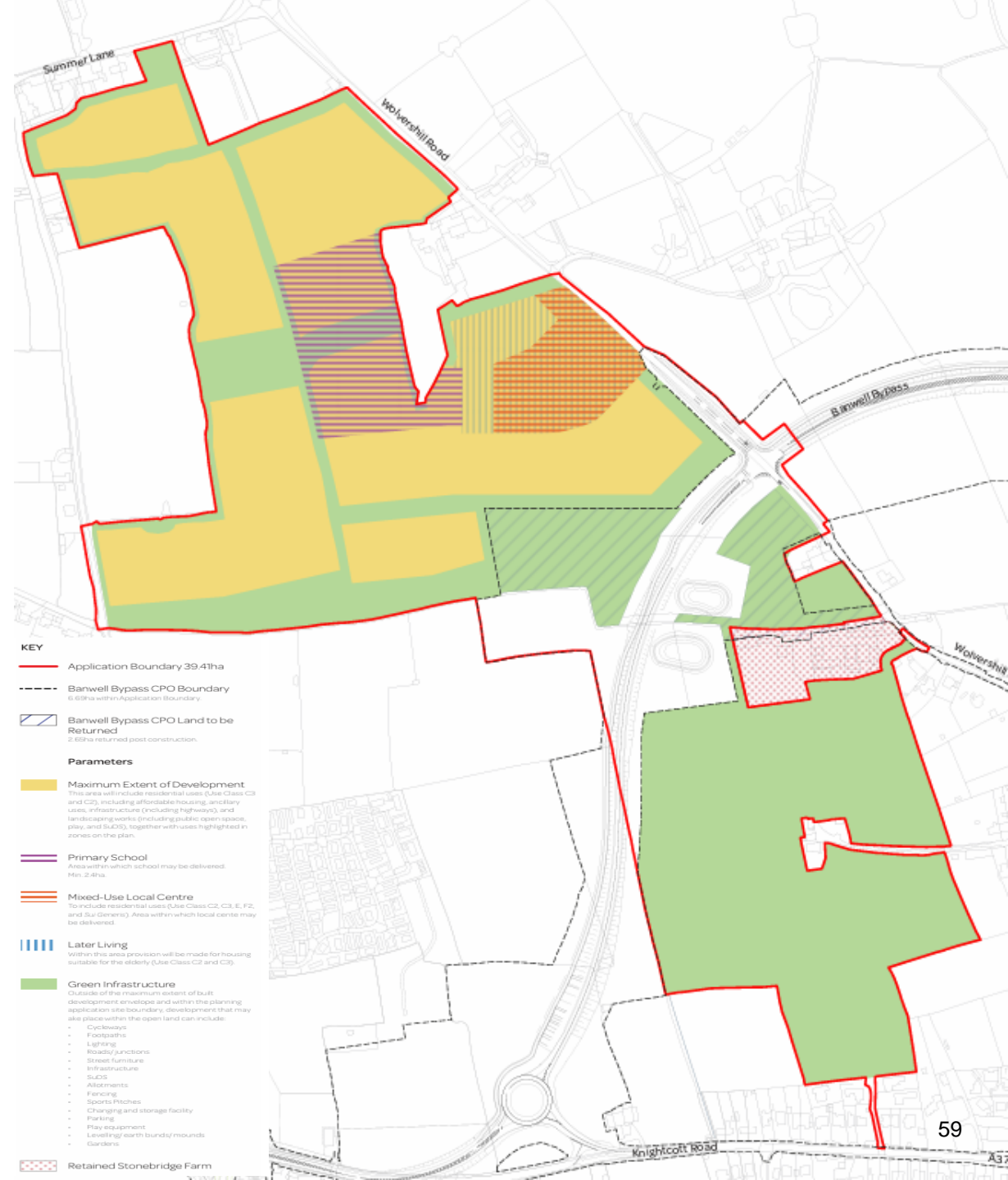
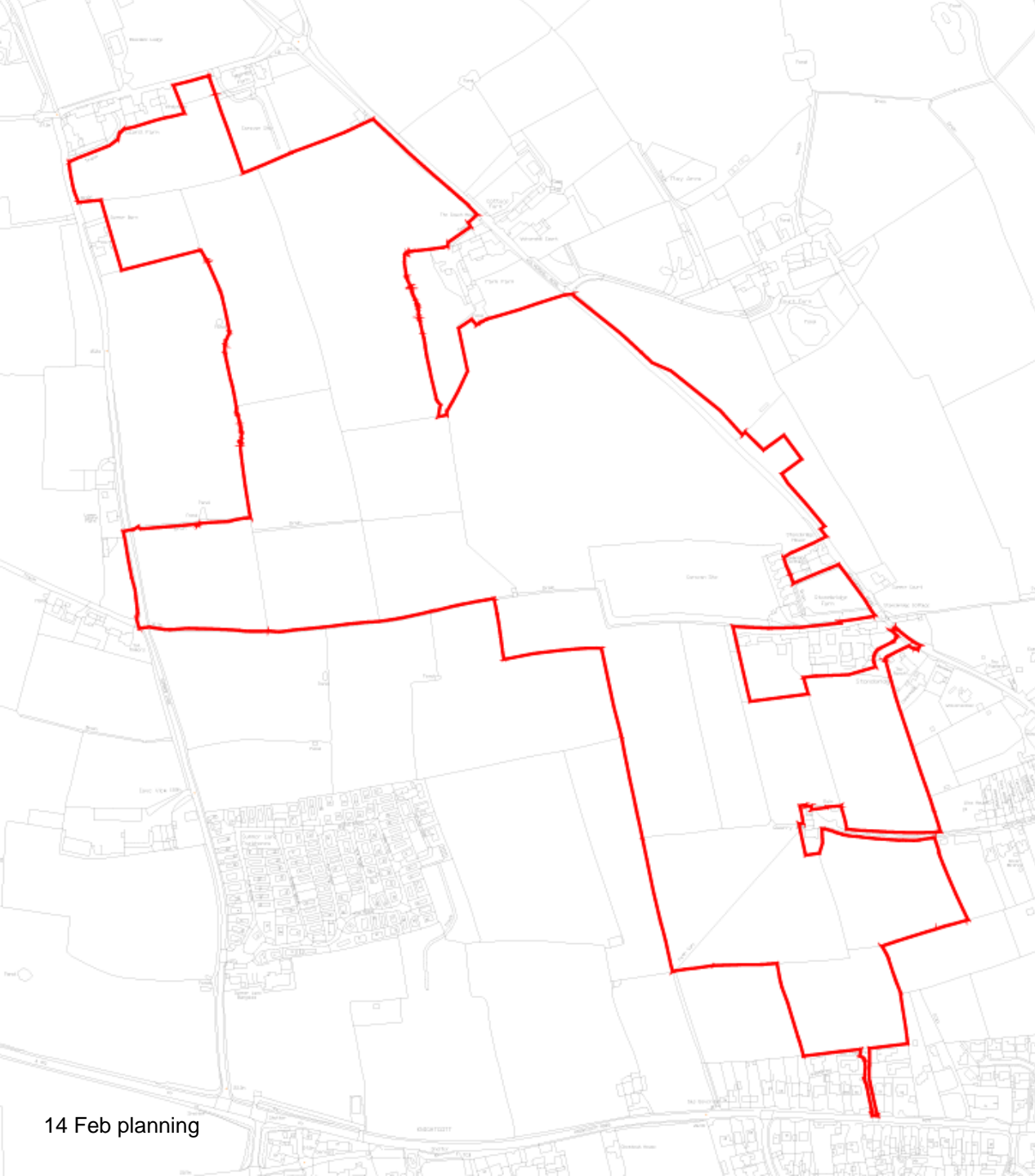
Planning Committee suggested response

While they largely support the scheme and welcome its proposed benefits, particularly improvements to the nature trails, they have several concerns and believe its implementation should be contingent on the completion of the Banwell bypass. However, several concerns remain.

- **Traffic Assessment Concerns** - The current traffic assessment is outdated, as it assumes Wolvershill Bridge will be closed, which is no longer the case. We urge an updated assessment to accurately reflect the future road network and properly evaluate the development's impact on existing infrastructure.
- **Encroachment on the Strategic Green Gap** - The proposal includes a football clubhouse, parking facilities, and pitches within the strategic green gap. This green gap is vital for maintaining the distinct identity of the 'old' village of Banwell by ensuring separation from the new development. While we acknowledge North Somerset Council's requirement for additional sports pitches, we do not consider this location appropriate.

The Wolvershill development should not be used as a catch-all solution for the district's wider needs, particularly when such provisions compromise the strategic green gap's purpose. Introducing these facilities in this location would harm the undeveloped character of the area and contradict the forthcoming Local Plan's definition of a strategic green gap.

Furthermore, this provision is unnecessary given that Banwell Football Club is already a well-established and successful club serving the community. If additional sports facilities are required, they should be incorporated within the new development itself, preventing unnecessary vehicle movements into Banwell and along Wolvershill Road.



KEY

- Application Boundary 39.41ha
- Banwell Bypass CPO Boundary
6.60ha within Application Boundary
- Banwell Bypass CPO Land to be Returned
2.60ha returned post construction.

Parameters

- Maximum Extent of Development**
This area will include residential uses (Use Class C3 and C2), including affordable housing, ancillary uses, infrastructure (including highways) and landscaping works (including public open space, play and SuDS), together with uses highlighted in zones on the plan.
- Primary School**
Area within which school may be delivered.
Min. 2.0ha
- Mixed-Use Local Centre**
To include residential uses (Use Class C2, C3, E, F2 and G1 General). Area within which local centre may be delivered.
- Later Living**
Within this area provision will be made for housing suitable for the elderly (Use Class C2 and C3).
- Green Infrastructure**
Outside of the maximum extent of built development envelope and within the planning application site boundary, development that may take place within the open land can include:
 - Cycleways
 - Footpaths
 - Lighting
 - Road/junctions
 - Street furniture
 - Infrastructure
 - SuDS
 - Alignments
 - Fencing
 - Sports pitches
 - Changing and storage facility
 - Parking
 - Play equipment
 - Levelling/earth bunds/mounds
 - Gardens
- Retained Stonebridge Farm**



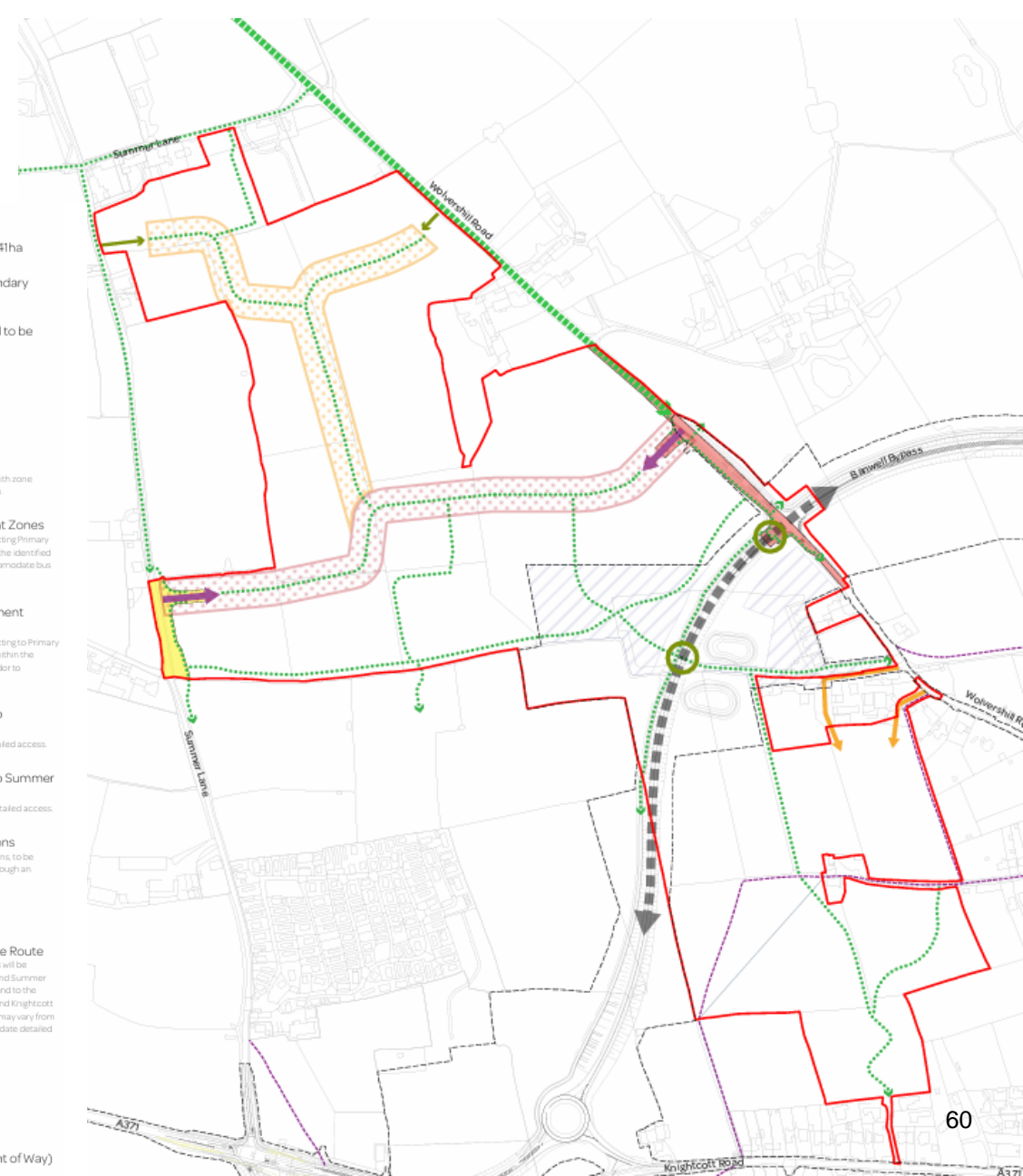
- Application boundary (39.41ha)
- Banwell Bypass CPO boundary (6.69ha within application boundary)
- Residential Development
- Mixed-Use Local Centre
- Green Infrastructure
- Local Equipped Area of Play (LEAP)
- Woodland
- Attenuation Basins
- Sports Pitches
- Primary Road
- Secondary Road
- Residential Streets, Lanes and Drives
- Public Right of Way
- Primary Foot and Cycle Paths

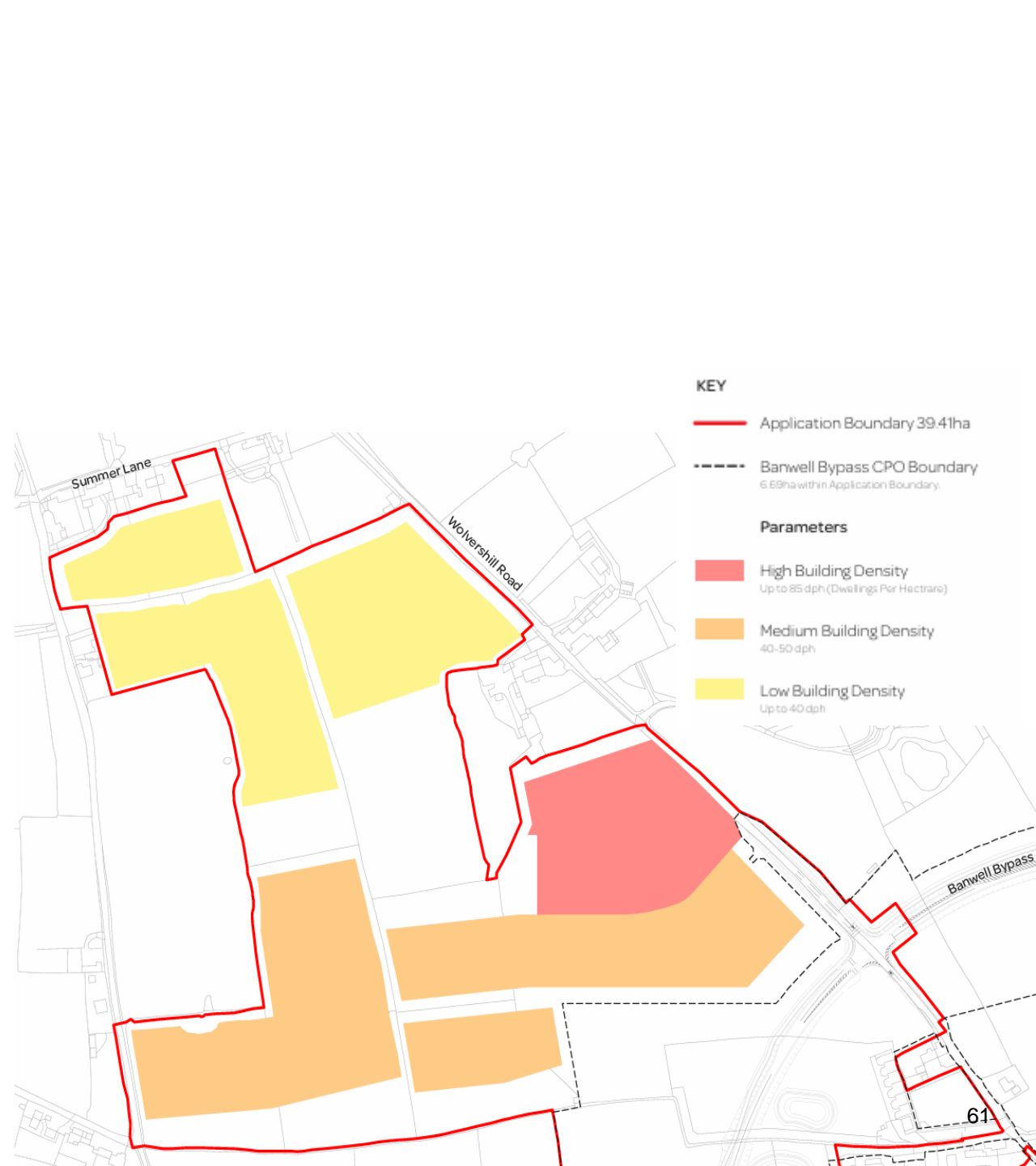
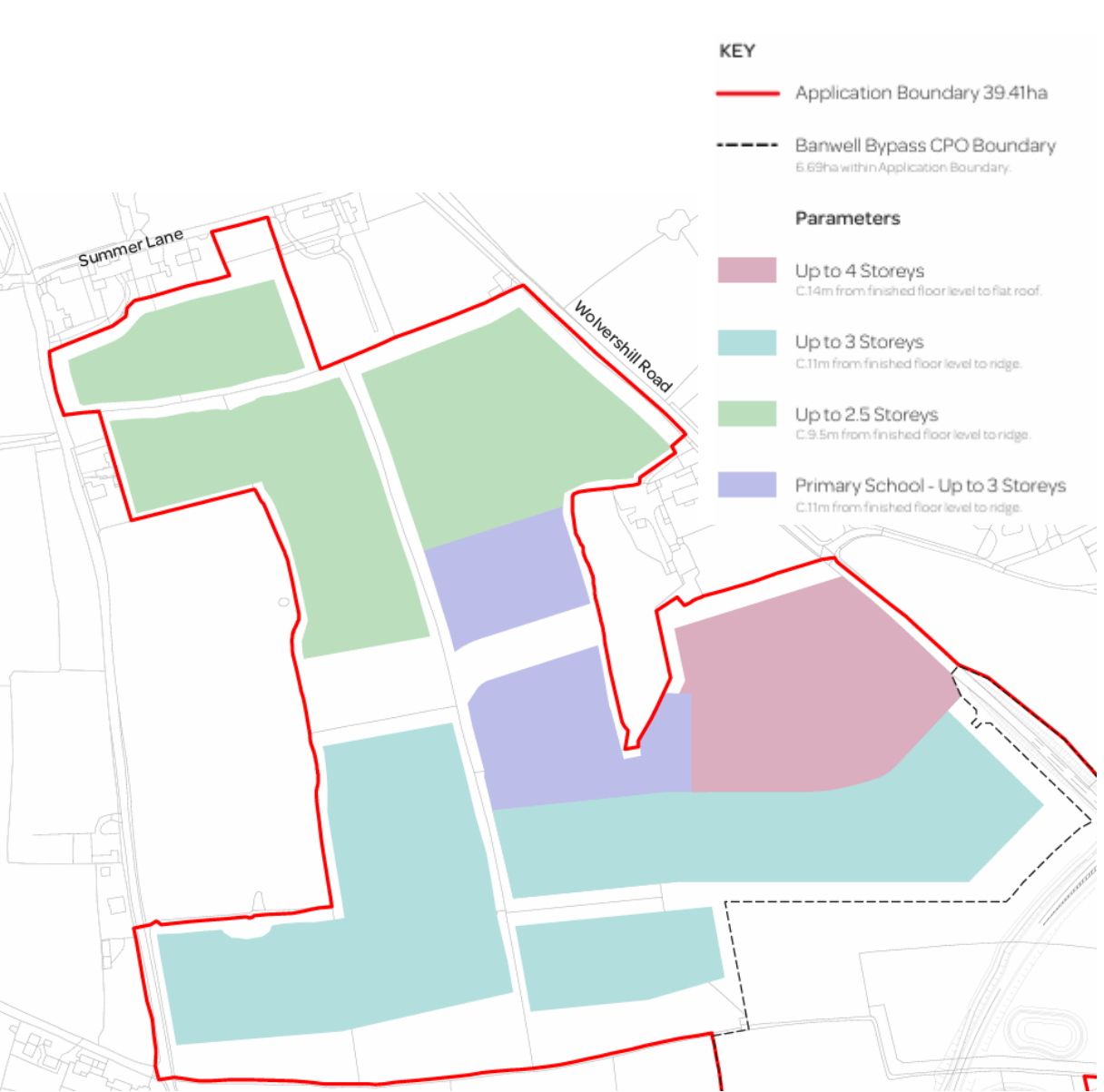
- Legend**
- 1. Primary School site (2.4ha)
 - 2. Local Park
 - 3. Green Blue Corridor / Neighbourhood Park
 - 4. Area for Leisure and Recreation
 - 5. Changing and storage facility and car park
 - 6. Area for Biodiversity Net Gain
 - 7. Banwell Bypass landscape, drainage and ecology mitigation areas
 - 8. Wolverhill Road Active Travel Corridor
 - 9. Primary access point and highway junction improvements on Wolverhill Road
 - 10. Primary access point and highway junction improvements on Summer Lane
 - 11. Active travel access point (foot and cycle only)
 - 12. Foot and cycle crossing over Banwell Bypass
 - 13. Retained Stonebridge Farm

14 Feb planning

KEY

- Application Boundary 39.41ha
- Banwell Bypass CPO Boundary 6.69ha within Application Boundary
- Banwell Bypass CPO Land to be Returned 2.65ha returned post construction
- Parameters**
- Banwell Bypass
- Primary Access Zones
Precise location to be determined, with zone indicated subject to 5-10m deviation
- Primary Vehicle Movement Zones
A continuous vehicular route connecting Primary Access Zones to be provided within the identified movement corridor. Corridor to accommodate bus route and cycle lane.
- Secondary Vehicle Movement Corridor Zones
A continuous vehicular route connecting to Primary Movement Corridor to be provided within the identified movement corridor. Corridor to accommodate cycle lane.
- Highway Improvements to Wolverhill Road
See Jobb drawing '7933-016' for detailed access.
- Highway Improvements to Summer Lane Road
See Jobb drawing '22291-006' for detailed access.
- Playing Field Access Options
Two potential vehicular access options, to be agreed at reserved matters stage through an appropriate planning condition.
- Sustainable Connection
- Primary Pedestrian & Cycle Route
Continuous pedestrian/cycle routes will be provided between Wolverhill Road and Summer Lane, the primary school and Wan land to the south, and Mixed Use Local Centre and Knightcott Road, the alignment of these routes may vary from that shown on the plan to accommodate detailed layouts.
- Active Travel Access
Pedestrian and cycle access only.
- Bypass Crossing Point
- Existing ProW (Public Right of Way)







Planning Committee suggested response

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Furthermore, this provision is unnecessary given that Banwell Football Club is already a well-established and successful club serving the community. If additional sports facilities are required, they should be incorporated within the new development itself, preventing unnecessary vehicle movements into Banwell and along Wolverhill Road.

Banwell Parish Council

Net Position by Cost Centre and Code

Cost Centre Name

Cemetery & Memorials

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
101	Cem Grass Cutting				1,950.00	1,625.00	325.00
102	Cem paths / trees / garder				300.00	50.00	250.00
103	Cem making up graves				200.00	120.00	80.00
104	Cemetery / Memorial Main				5,000.00	85.00	4,915.00
105	Env Fee				2,045.00		2,045.00
106	Cemetery software				450.00	450.00	
					9,945.00	£2,330.00	7,615.00

Cemetery Income

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
110	Cemetery Income			1,433.82			1,433.82
111	Cemetery Bank interest			3,273.34			3,273.34
				£4,707.16			4,707.16

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	38,569.33	1,430.67	
202	Clerk pension				2,400.00	2,018.67	381.33	
203	Advertising				650.00	313.50	336.50	
204	Insurance			84.26	2,300.00	1,819.00	565.26	
205	Subscriptions inc ALCA &				3,000.00	2,165.44	834.56	
206	Audit Fee				1,500.00	710.00	790.00	
207	Legal Costs				600.00	9.00	591.00	
208	Training Officers			34.80	900.00	1,307.82	-373.02	
209	Training Councillor			160.00	400.00	477.68	82.32	
210	Grants & Donations				7,000.00	6,567.50	432.50	
211	Chairmans Allowance				400.00	161.81	238.19	
212	IT Equipment in software					1,318.35	-1,318.35	
213	Bank Charges				200.00	136.65	63.35	
215	Risk Assessments				180.00		180.00	
709	Office Equipment inc Web			198.00	2,500.00	689.10	2,008.90	
					£477.06	£62,030.00	£56,263.85	6,243.21

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			990.00	2,000.00	897.17	2,092.83
504	CIL 2022/23						
505	CIL 2023/24						
506	Cil 2024/25						
718	Living Room			3,269.85		2,526.24	743.61
808	Social Perscribing Grant					401.90	-401.90
				£4,259.85	2,000.00	£3,825.31	2,434.54

Environment

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
301	Allotment		1,647.88	1,647.88	1,647.88	1,647.88	
302	Env Grass Cutting				2,045.00	1,704.20	340.80
303	Env Hedge / Fence / Tree			245.00	310.00	640.00	-85.00
304	Village Orderly		435.81	435.81	4,710.00	3,925.00	785.00
305	Dog Bins				8,565.00	5,384.87	3,180.13
306	Env Maintenance / Inspec				2,000.00	939.63	1,060.37
307	Env Projects				5,000.00	1,825.93	3,174.07
308	Env Grant		7,149.00		1,000.00		-6,149.00
			9,232.69	£2,328.69	25,277.88	£16,067.51	2,306.37

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

Banwell Parish Council

Net Position by Cost Centre and Code

Cost Centre Name

Highways		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
401	Street light power				3,000.00	1,884.70	1,115.30
402	Street light maintenance				3,500.00	2,625.00	875.00
403	Street light upgrade						
404	Highways related projects				8,000.00	974.37	7,025.63
					14,500.00	£5,484.07	9,015.93

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
501	Misc Income		200.00	546.10			346.10
502	Annual Precept		122,646.03	133,600.19			10,954.16
503	VAT						
			122,846.03	£134,146.29			11,300.26

Recreation Ground		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
601	Rec Grass Cutting				2,250.00	1,915.00	335.00
602	Rec Maintenance				8,600.00	30.00	8,570.00
603	Rec Tree & Fence Work				300.00	90.00	210.00
604	Rec Inspections				400.00	323.00	77.00
605	Rec Play Equipment & Be				5,000.00		5,000.00
					16,550.00	£2,358.00	14,192.00

Youth & Community Centre		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
701	YCC upgrade				6,200.00	7,707.00	-1,507.00
702	YCC repairs & maintenanc				2,900.00	3,367.29	-467.29
703	YCC CCTV				800.00	530.00	270.00
704	YCC Electricity				1,800.00	385.34	1,414.66
705	YCC Gas				1,000.00	449.22	550.78
706	YCC water				600.00	183.10	416.90
707	YCC waste		64.72		300.00	176.33	188.39
708	YCC cleaning & supplies		12.98		2,700.00	2,560.10	152.88
710	YCC phone & wifi				700.00	489.60	210.40
711	YCC Grass cutting				1,125.00	937.50	187.50
712	YCC hedge, fence & tree \				500.00	170.00	330.00
713	YCC grants & donations	1,000.00	1,000.00				
714	YCC income	500.00	710.00				210.00
715	YCC Booking software				430.00	417.60	12.40
716	YCC Music Licence				600.00	736.13	-136.13
717	YCC events refreshments		25.99		120.00	79.71	66.28
			1,500.00	£1,813.69	19,775.00	£18,188.92	1,899.77

Youth Club		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
801	YC sessions				8,000.00	4,185.00	3,815.00
802	YC budget				400.00		400.00
803	YC extraordinary activities				3,000.00		3,000.00
805	YC subscriptions	600.00	514.55				-85.45
806	Tuck Shop	100.00	391.63		100.00	377.94	13.69
807	Youth Forum				200.00		200.00
			700.00	£906.18	11,700.00	£4,562.94	7,343.24

NET TOTAL	134,278.72	£148,638.92	161,777.88	£109,080.60	67,057.48
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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			4,707.16	108,624.40
Social prescribing grant	863.57				863.57
Food Bank	2,145.81		897.17	990.00	2,238.64
New Banwell Solar	2,339.36				2,339.36
CIL 22/23	64,986.16				64,986.16
Refreshments	46.05		79.71	25.99	-7.67
CIL 2023/24	5,598.67				5,598.67
Community Living Room	-99.99		2,526.24	3,269.85	643.62
NSC Solar Panel Grant					0.00
CIL 2024/25					0.00
Total Earmarked	179,796.87		3,503.12	8,993.00	185,286.75
TOTAL RESERVE	179,796.87		3,503.12	8,993.00	185,286.75
GENERAL FUND					75,328.06
TOTAL FUNDS					260,614.81

Bills for Payment - 20th January to the 15th February 2025
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
Already Paid						The Parish Council
DD	YU	Streetlight Power	£ 270.66		083/24	
DD	Mainstream	Phone and Broadband	£ 57.43		083/24	
To Pay						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		083/24	
BACS	J K Gardening	Moss spray	£ 55.00		H & S	
BACS	J K Gardening	Rec and YCC Hedges	TOTAL £1478.34		083/24	
BACS	Ambience Landscape	Dog Bin Emptying	£ 648.07		083/24	
BACS	YMCA	Youth Club Sessions	£ 540.00	Awating invoice	083/24	
BACS	Insight Cleaning	YCC Cleaning	£ 256.00		083/24	
BACS	Somerset Playing Fields Assoc	Annual Subscripiton	£ 15.00		006/25 (i)	
BACS	Churchill Minibus Society	Annual grant	£ 1,000.00		199/24	
BACS	Avanti Gas	Standing charge	£ 83.92		083/24	
BACS	CSG	Annual Pump inspection	£ 214.80		H & S	
BACS	Parish Magazine	Advert	£ 36.00		240/19	
BACS	DS Securities	Annual Intruder Alarm	£ 594.00		006/25 (iii)	
BACS	DS Securities	Annual Fire Alarm	£ 846.00		006/25 (iii)	
BACS	DS Securities	Replacement CCTV cameras x 2	£ 636.00		006/25 (v)	
BACS	DS Securities	CCTV power supply & update to door access software	£ 210.00		H & S	
BACS	DS Securities	CCTV Annual Servicing	TOTAL £1086.00		006/25 (iv)	
BACS	Officer overtime + Expenses	Overtime, expenses (rolls & milk)	£ 20.04		contractual & 022/24	
DD	Lloyds Bank PLC	Multipay charge & costs (Open AI, food, YC)	£ 86.92		various	
DD	EDF	YCC Electricity	£ 208.44		083/24	
SO	Officer Salaries	Officer Salaries	£ 2,831.71		083/24	
DD	Nest	Pension contibutions	£ 188.53		083/24	
DD	Unity Trust	Bank Charges	£ 10.65		083/24	
DD	North Somerset	YCC Waste Collection	£ 9.50		083/24	
BACS	HMRC	PAYE and NI	£ 782.09		083/24	
DD	CF corporate	Printer lease	£ 132.00		126/24	
		Totals	£ 11,330.10			

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