



MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 17th of FEBRUARY 2025

PRESENT: Councillors: Paul Harding (Chairman), Simon Arlidge, Mike Bailey, Paul Blatchford, Kelly Smith, Nina Thain, Steve Voller (Vice-Chairman) & Tara Wright.

IN ATTENDANCE:

WARD COUNCILLOR: Cllr Tristam
MEMBERS OF THE PUBLIC: None

Cllr Harding welcomed everybody.

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

i) **Members of the public.**

No members of the public were present.

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

The following report was received for the period 19/01/2025 to 16/02/2025.

Incidents reported = 35 with the following selection of crimes reported: 6 abandoned 999 calls, 2 assault, 3 concern, 1 harassment, 1 suspicious activity, 5 theft, 6 traffic related.

The next "Talk to Us Banwell" will be held on the 19th of 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.

- **Mead Fields Development** - Concerns have been raised about parking issues in Mead Fields and the safety of children playing in the streets due to the lack of playgrounds. The Clerk, Cllr Thain, and District Cllr Tristam attended a meeting with Mead Realisations. It was confirmed that the parking issue can only be addressed by the Police, as it involves illegal parking. The PCSO advised Cllr Tristam to report any breaches via 101. Discussions were also held about the importance of play spaces, and it is hoped that a fenced area adjacent to the Mead Fields Hub can be provided while the current public space is under construction. A request for a bus service has also been received, which Cllr Tristam is investigating.
- **Thomas Close Parking** - A resident of Thomas Close has raised concerns about inconsiderate parking in a disabled bay. However, at present, no action can be taken.
- **Banwell Bypass** – With the current closure of Wolvershill Road, plans are in place to use fill material to repair some of the potholes and readjust the bollards along this route.
- **Summer Lane Park Homes Residents** – Residents have expressed concerns that their views are not being heard by developers. They have requested a green gap between their homes and any new development, as well as more detailed information about active travel and transport links connecting them to the new centre and the centre of Banwell.

The meeting was convened.

The Chairman announced that Cllr McCarthy had decided to resign from the Parish Council and thanked her for all her work over the years as a Parish Councillor, as well as for her support in the operational running of the Council. The Clerk will write a letter of thanks.

013/25 To receive apologies for absence (agenda item 1)

Apologies were received from Cllrs Steve Davies, Nick Manley & Matthew Thomson.

014/25 To receive members' declarations of interest on any agenda item (agenda item 2)

No interests were declared.

015/25 To approve as a correct record, the minutes of the Parish Council meeting on the 20th of January 2025 (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.

016/25 To note the following minutes / notes from the following (agenda item 4).

- i) **Planning Committee 5th of February 2025**
- ii) **Youth & Community Centre Committee 5th of February 2025**

The minutes above were noted.

017/25 To receive the Clerk's report/Exchange of information (agenda item 5)

- i) **Banwell Bypass update**

North Somerset Council (NSC) has agreed to bring forward essential Banwell Bypass works, originally planned for Stage Two of the Galliford Try contract. These include utility 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 NSC Full Council meeting on 1st April. The Bypass Team has offered a Parish Council briefing on 14th April.

The Bypass Team is in discussions with Homes England to secure additional funding and extend its availability into early 2027. NSC Executive Members unanimously supported accelerating these works, with additional backing from all MPs covering North Somerset. To provide updates and information to the community, Galliford Try has launched a Banwell Bypass social media platform: <https://www.facebook.com/profile.php?id=61572307361006>. A "Meet the Contractor" event is being considered for April or May
- ii) **Community Governance Review**

A Community Governance Review (CGR) allows principal authorities to assess whether governance arrangements for parishes and towns are working efficiently and effectively, making 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.
- iii) **Willow Crafting Bird Feeders.**

The Environment and Biodiversity Officer worked with the YMCA to offer a willow crafting session to create bird feeders. This was well received, with some young people making multiple feeders. There are still some materials left, so she is offering it as one of the Public Living Room activities on 25th March.
- iv) **Banwell Methodist Chapel Thank you.**

Following the postponement of the Christmas Market, several stalls were unable to attend. The Methodist Chapel requested to hire the Youth & Community Centre to host these stalls. In consultation with the Chairman of the YCC, the building was offered free of charge. The Methodist Chapel later sent a letter thanking the Parish Council and confirming that they had raised £203.60.

018/25 To note the training and events available and agree any attendance (agenda item 6)

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

The training above was noted.

019/25 To approve the following expenditure (agenda items 7)

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

Resolved – To approve the cost of £35 for an additional inline CCTV camera supply.

The resolution was correctly proposed and seconded (unanimous)

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

Resolved – To approve the cost of £499.99 a detailed drawing of the new cemetery garden.

The resolution was correctly proposed and seconded (unanimous)

020/25 To agree a £50 donation to St Johns Ambulance for two Defib training sessions, with an allocated refreshments budget of £25 (agenda item 8).

Resolved – To approve a £50 donation to St Johns Ambulance for two Defib training sessions on the 19th & 22nd March, with an allocated refreshments budget of £25.

The resolution was correctly proposed and seconded (unanimous)

021/25 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 £80 (agenda item 9).

Resolved – To approve a £80 refreshments budget for the unveiling of the Ancient Remains Stone and its associated event on the 19th July 2025.

The resolution was correctly proposed and seconded (unanimous)

022/25 To agree the 2025 spring and summer clean dates and a refreshments budget (agenda item 10).

Resolved – To agree a refreshments budget of £30 for the Spring Clean on May 17th and the Summer Clean on the 20th of September.

The resolution was correctly proposed and seconded (unanimous)

023/25 To review the committee membership (agenda item 11).

Resolved – To appoint the following Members to Committees and Working Groups for the remainder of 2024/25.

| Planning | Youth and Community Centre |
|-----------------|-----------------------------------|
| Cllr Arlidge | Cllr Harding |
| Cllr Blatchford | Cllr Manley |
| Cllr Davies | Cllr Smith |
| Cllr Harding | Cllr Thain |
| Cllr Manley | Cllr Thomson |
| Cllr Thomson | Cllr Wright |

| Employment | Appeals |
|---|--|
| Cllr Arlidge | Cllr Davies |
| Cllr Bailey | Cllr Thomson |
| Cllr Blatchford | Cllr Voller |
| Cllr Harding | |
| Cllr Smith | |
| Cllr Thain | |
| | |
| Cemetery & Memorials Working Party | Wolvershill Development Liaison Group |
| Cllr Blatchford | Chairman of the Parish Council |
| Cllr Harding | Vice Chairman of the Parish Council |
| Cllr Davies | Chairman of the Planning Committee |
| John Keate (co-opted) | |
| | |
| Sustainability Working Group | Wolvershill Development Working Group |
| Cllr Arlidge | Cllr Arlidge |
| Cllr Bailey | Cllr Bailey |
| Cllr Harding | Cllr Blatchford |
| Cllr Smith | Cllr Harding |
| Cllr Thomson | Cllr Manly |
| Cllr Voller | Cllr Thomson |
| Cllr Wright | Cllr Voller |

The resolution was correctly proposed and seconded (unanimous)

024/25 To note the Internal Controls report undertaken by Cllr Voller and agree changes to the following documents (agenda item 12).

The Internal Controls report undertaken by Cllr Voller was noted.

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

Resolved – To agree to insert a new section 5 to the Travelling and Subsistence Policy.

The resolution was correctly proposed and seconded (unanimous)

- ii) **Section 9 of the Financial Regulations.**

Resolved – To agree changes to section 9 of the Financial Regulations.

The resolution was correctly proposed and seconded (unanimous)

- iii) **New line in the Financial Risk Assessment.**

Resolved – To agree a new line in the financial regulations in relation to use of the credit card.

The resolution was correctly proposed and seconded (unanimous)

025/25 To agree the following new documents (agenda item 13).

- i) **Parish Council Youth & Community Centre Risk Assessment.**

Resolved – To agree the new Parish Council Youth and Community Centre Risk Assessment.

The resolution was correctly proposed and seconded (unanimous)

- ii) **General Assets Risk Assessment.**

Resolved – To agree changes the General Assets Risk Assessment.

The resolution was correctly proposed and seconded (unanimous)

iii) **Body Camera Risk Assessment.**

Resolved – To agree the new Body Camera Risk Assessment.

The resolution was correctly proposed and seconded (unanimous)

iv) **Updated Strategic Action Plan.**

Resolved – To agree the updated Strategic Action Plan with a change in 1.13 from ‘decision’ to ‘discussion of the necessity’.

The resolution was correctly proposed and seconded (unanimous)

026/25 To note the Planning Committee’s response and determine the Council’s response to the following planning applications (agenda item 14).

i) **24/P/2446/OU2 Land North of Knightcott Road and West and East of Summer Lane 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 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 Wolvershill 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 Parish Council also notes concerns regarding the Summer Lane Park Home site, particularly the potential for hard development—including both housing and employment units—being built directly up to the boundary. We strongly request the incorporation of a strategic green gap to protect the amenity of existing residents and provide an appropriate buffer between the development and the Park Homes.

The resolution was correctly proposed and seconded (unanimous)

The Parish Council acknowledged the recommendations of the Environment and Biodiversity Officer and considered the following to be relevant at this outline planning stage:

Resolved: To request mandated minimum hedgerow dimensions to ensure ecological integrity and to secure a legally binding Habitat Management and Monitoring Plan (HMMP) as a condition of planning permission, ensuring the long-term success of these measures.

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 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.

To request mandated minimum hedgerow dimensions to ensure ecological integrity and to secure a legally binding Habitat Management and Monitoring Plan (HMMP) as a condition of planning permission, ensuring the long-term success of these measures.

The resolution was correctly proposed and seconded (unanimous)

iii) **24/P/0046/OU2 Land North of Banwell and West of Wolverhill 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 Wolverhill Road and Summer Lane.

Resolved – 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 Wolverhill 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 Wolverhill 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)

027/25 To note the Parish Council's end of January's net position, reserves, bank balances and bank reconciliation (agenda item 15)

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

028/25 To authorise bills for payment for February (agenda item 16).

Resolved – To authorise the bills for payment for January of £11,029.81. Cllr Harding and Cllr Blatchford to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

029/25 Dates of the next meetings (agenda item 17)

Monday 3rd of March 2025, 7pm Planning Committee at the Youth & Community Centre (YCC).
Monday 17th of March 2025, 7:30pm Parish Council Meeting at the YCC.

The Chairman closed the meeting at 20:33

.....Chairman

.....Date

DRAFT

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 | £ 380.00 | TOTAL £1478.34 | 083/24 | |
| BACS | Ambience Landscape | Dog Bin Emptying | £ 648.07 | | 083/24 | |
| BACS | YMCA | Youth Club Sessions | £ 540.00 | | 083/24 | |
| BACS | Insight Cleaning | YCC Cleaning | £ 256.00 | | 083/24 | |
| BACS | Somerset Playing Fields Assoc | Annual Subscriptiton | £ 15.00 | | 006/25 (i) | |
| BACS | Churchill Minibus Society | Annual grant | £ 1,000.00 | | 199/24 | |
| DD | 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 | £ 318.00 | | 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 | £ 174.00 | TOTAL £1,932.00 | 006/25 (iv) | |
| BACS | Neill Merrick | H & S Works to YCC | £ 65.00 | | H & S | |
| 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 | |
| DD | Water 2 Business | YCC Water | £ 162.71 | | 083/24 | |
| BACS | HMRC | PAYE and NI | £ 782.09 | | 083/24 | |
| DD | CF corporate | Printer lease | £ 132.00 | | 126/24 | |
| | | Totals | £ 11,029.81 | | | |

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 March 2025.

PRESENT: Councillors Nick Manley (Chairman), Simon Arlidge, Paul Blatchford, Steve Davies and Paul Harding.

IN ATTENDANCE: Liz Shayler (Clerk).

Cllr Manley welcomed everybody.

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

No members of the public were present.

The meeting was convened.

09/25 To receive apologies for absence (agenda item 1)

No apologies were received.

10/25 To receive declarations of interest (agenda Item 2)

No interests were received.

11/25 To approve as a correct record the minutes of the Planning Committee Meeting held on the 3rd of February 2025 (agenda item 3)

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

12/25 To discuss North Somerset Councils consultation on 'Additional Housing Sites' and agree a recommended submission to Full Council (agenda item 4).

Resolved: The Planning Committee recommends that the Parish Council submits the following response.

1. Prioritisation of Grey Belt Sites in the Green Belt

Some sites in the Additional Housing Sites documentation, currently within the Green Belt, may now qualify as Grey Belt under recent NPPF changes. Prioritising development in these areas would:

1. Distribute housing more evenly across North Somerset.
2. Support sustainable locations, especially near Bristol, the region's economic hub.
3. Reduce strain on overstretched rural villages like Banwell.

North Somerset Council should identify Grey Belt land within the Green Belt and prioritise these sites before considering less sustainable rural developments.

2. Housing Target & Overdevelopment within Banwell

Banwell is already contributing 2,800 homes through the strategic site development at Wolverhill, playing a significant role in North Somerset's housing supply.

We urgently seek clarification on the number of homes required at Wolverhill, as paragraph 3.22 of the consultation document suggests the strategic sites will require additional capacity to be assessed, while paragraph 7.1 suggests an extra 500 homes could be accommodated. This expansion threatens the existing plans for Wolverhill, which prioritise the delivery of accessible and open green space and ecological mitigation.

Any further development within or near the Banwell Bypass would be excessive and unjustified. If all proposed sites were developed, Banwell would already be responsible for 13% of North Somerset's housing target, a significant and disproportionate burden, which would rise to over 15% with the additional 500 homes at Wolverhill.

3. Banwell's Classification as a Category A Village

Banwell's classification as a Category A village is not justified by the services and facilities available. While it has some local amenities, it lacks the infrastructure needed for a truly sustainable settlement. Based on North Somerset's own criteria, Banwell aligns more closely with a Category B village, as it depends on larger nearby settlements for essential services. Like other Category B villages such as Bleadon, Wrington, and Claverham. Banwell does not have sufficient employment opportunities, retail options, healthcare facilities or reliable public transport to support significant growth without overburdening existing resources.

4. Impact on Local Services

While the Wolverhill development promises improved local services and amenities, experience from developments such as Meadfields shows that these facilities often take years to materialise. In the meantime, existing GP surgeries, infrastructure, employment opportunities, retail facilities, and public transport are already overstretched, leaving residents with inadequate provisions. The cumulative effect of further development will exacerbate demand and negatively impact both new and existing residents.

5. Flood Risk & Drainage Issues

Several proposed additional sites have flood risks or high-water tables, making them unsuitable for development. The topographical studies undertaken by Banwell Parish Council have already demonstrated that certain areas cannot be developed due to water-related constraints.

6. Environmental & Landscape Harm

The proposed sites erode the rural character of Banwell, with some affecting the Mendip Hills National Landscape. The impact of light pollution, urbanisation, and habitat fragmentation will have significant long-term ecological consequences.

7. Biodiversity & Conservation Concerns

Several sites are located near the Special Areas of Conservation (SAC) and Sites of Special Scientific Interest (SSSI) at Banwell Ochre Caves and Banwell Caves, known habitats for Horseshoe Bats and Greater Horseshoe Bats. Moreover, there are several other sites of significant nature conservation interest in the vicinity. The proximity of proposed locations, particularly sites HE20195 (East of Riverside) and HE201050 (Western Trade Centre), poses a potential threat to the sensitivity of these areas. Additionally, all five sites harbour a variety of legally protected species within a 1 km radius, including Hazel Dormouse, Otter, Slow Worm, Adder, Grass Snake, Badger, and Hedgehog, further highlighting their ecological importance.

Site-Specific Objections

HE20195 - East of Riverside (Adjacent to the Cemetery) – 4.8 ha, 30 dwellings

1. Flood Risk: The northern part of the site is prone to flooding, which contradicts National Planning Policy Framework (NPPF) guidance on avoiding flood-prone areas. There is always an issue with flooding on Riverside during episodes of heavy rain.
2. High Water Table: - we know there is an issue with the water table in this location as topographical studies undertaken by the PC meant we were unable to extend the cemetery due to the height of the water table.
3. Heritage and Impact: The site is near several listed buildings and would adversely affect their setting, particularly the historic view from Banwell and the Grade I-listed St Andrew's Church towards the Castle. Furthermore, the site is believed to contain several archaeologically significant areas, including the Abbey's medieval fishponds. A 2012 Border Archaeology dig uncovered a well-preserved footprint, possibly of a Roman soldier, and wooden posts thought to be part of a trackway leading to the marshland.
4. Infrastructure Strain: The local road network would face significant challenges in accommodating additional development, as access would be limited to Riverside and Church Street. This would increase traffic within the bypass and into Banwell's conservation area, counteracting the bypass's intended purpose of reducing congestion.

HE208050 - Elmcroft Farm (Behind Wolvershill Road Properties) – 5 ha, 100 dwellings

1. Traffic & Access Issues: additional housing would increase traffic and put pressure on the Banwell Bypass which would either empty onto Wolvershill Road or onto the new bypass.
2. Settlement Creep: This site extends the village boundary unnecessarily, increasing urban sprawl and would adversely affect the proposed green gap between the Bypass and Banwell Village.
3. Impact on Rural Character: Development would erode Banwell's rural setting by taking development up to the bypass.
4. Drainage Issues: Potential for water runoff affecting nearby properties and infrastructure.

HE203014 - Land North of Banwell (Adjacent to Jubilee Gardens) – 1.6 ha, 58 dwellings

1. Strategic Gap Conflict: The site reduces the gap between Banwell village, the Banwell Bypass, and the Wolvershill strategic growth area. This contradicts the Local Plan's goal of preserving village identity.
2. The proposal for 58 houses in land only 1.6ha in size would see double the density of the adjacent Jubilee Gardens (3.2ha in size and 54 dwellings). This would result in a cramped development which would appear discordant with the existing pattern of development in Banwell, failing to respect the existing character and appearance of the area.

HE2098 - South of Knightcott Road – 8.76 ha, 95 dwellings

1. This site already has a proposal in planning awaiting a final decision by North Somerset for 27 houses. As a Parish Council, we have already strongly objected to the site's suitability for housing, as it would be contrary to the existing Local Plan, would be contrary to decisions made by a Planning Inspector in 2016 and would harm the rural landscape character of the area, compromising Knightcott's identity as a distinct hamlet and adversely harming the setting of the Mendips National Landscape.

HE201050 - Western Trade Centre – 1.2 ha, 30 dwellings

1. This site has been twice refused for development by North Somerset (2018 and 2021), the latter application being also dismissed at appeal by the Planning Inspectorate in 2022, with the inspector stating the development on the site for only 20 houses "would have a significant harmful impact on the character and appearance of the area" and "would result in a new urban built form of development which would project out into the fields which surround the site, completely at odds with the linear form of the existing hamlet (Knightcott)."
2. We consider these comments from the Planning Inspector are still applicable.

Wolvershill Strategic Site

1. The additional 500 houses at Wolvershill Strategic Site would increase density and undermine the proposed benefits of the current plans. With several applications already submitted, this increase could strain infrastructure and disrupt the proposed development.

Conclusion

Banwell PC strongly opposes the proposed additional 5 housing sites. The existing strategic allocation at Wolvershill already provides a substantial contribution to North Somerset's housing needs. Further development would be unsustainable, environmentally damaging, and inconsistent with the policies from the emerging Local Plan. The PC urges NSC to reconsider these allocations in favour of better-connected locations with the appropriate infrastructure to support growth of better connected locations with the appropriate infrastructure to support growth.

The resolution was correctly proposed and seconded (unanimous)

13/25 To note and comment upon planning applications (agenda item 5).

(i) **25/P/0238/RM Land at Parklands, Meadfields Phase 6 Churchland Way.**

Reserved Matters application for area Phase 6, with access, appearance, landscaping, layout and scale for approval, for the erection of 68no. dwellings and associated works pursuant to Outline Permission 16/P/2744/OT2 (Outline planning application with Environmental Statement with all matters reserved for subsequent approval for a residential development of up to 250 dwellings and associated infrastructure).

Resolved: To note this application.

The resolution was correctly proposed and seconded (unanimous)

- (ii) **25/P/0325/FUL Land South of Lower Laurel Farm, Summer Lane, Banwell**
Proposed erection of 6 bed-bungalow for use as an accessible holiday let.

Resolved: To support this application.

The resolution was correctly proposed and seconded (unanimous)

14/25 To note the following planning applications (agenda item 6).

- (i) **25/P/0239/NMA Land at Parklands (Phase 4a) Churchland Way.**
Non-material amendment to permission 23/P/1376/RM (Reserved Matters application for area Phase 4a for the erection of 95no. dwellings and associated works pursuant to Outline Permission 12/P/1266/OT2) to allow for substitution of house types and some surfacing and boundary amendments.
- (ii) **25/P/0258/LDE Withyhurst, Riverside Banwell BS29 6EH.**
Certificate of lawfulness for confirmation that the use of an existing outbuilding used as a two-storey annexed habitable space used incidentally to the occupation of the main dwellinghouse (Withyhurst) is lawful.

Resolved: The applications above were noted.

The resolution was correctly proposed and seconded (unanimous)

15/25 To note planning decisions – (agenda item 7)

- (i) **24/P/2704/FUL The Moor Dairy Moor Road Banwell BS29 6ET**
Proposed demolition of existing barn and erection of a new barn. **APPROVED**
- (ii) **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. **WITHDRAWN**
- (iii) **24/P/2636/FUL Field to the Rear of Rose Hatch Cottage Hatches Lane Banwell**
Proposed extension of existing equine menage area. **APPROVED**
- (iv) **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. **APPROVE**

16/25 Date of the next meeting (agenda item 8)

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

The Chairman closed the meeting at 19:30

.....Chairman

.....Date



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 3rd MARCH 2025

Present: Cllrs Paul Blatchford (Chairman), Simon Arlidge, Mike Bailey and Paul Harding.
In attendance: Liz Shayler (Clerk)

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

Apologies were received from Cllr Nina Thain.

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

No member's declarations of interest were received.

03/25 To approve as a correct record the minutes of the meeting of the Employment Committee held on the 2nd and 9th of September 2024 (agenda item 3).

Resolved – That the minutes be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous).

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

04/25 Exclusion of the press and public. (The Committee is recommended to resolve that members of the press and public be excluded from the meeting during consideration of agenda item 5 - 8 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (agenda item 4).

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

The resolution was correctly proposed and seconded (unanimous).

05/25 To note the Communication Officer six-monthly appraisal targets (agenda item 5).

The Communication Officers six-monthly appraisal targets were noted.

06/25 To note the Environment and Biodiversity Officer's six-monthly appraisal targets (agenda item 6).

The Environment and Biodiversity Officer's six-monthly appraisal targets were noted.

07/25 To discuss the end of the Environment and Biodiversity Officer's 6-month probation (agenda item 7).

Resolved – To agree the end of Environment and Biodiversity Officers probation.

The resolution was correctly proposed and seconded (unanimous).

08/25 To undertake the Clerk's six-monthly appraisal and agree any targets (agenda item 8).

The Clerks six monthly appraisal was undertaken, and appraisal targets agreed. HR training was suggested for Cllr Bailey and the Clerk.

09/25 To reassess the need for additional workforce capability and discuss increasing Officer hours (agenda item 9).

Resolved: To increase the Environment and Biodiversity Officers core hours from 6 to 8 hours a week. With an additional 2 hours a week for grant funding purposes.

The resolution was correctly proposed and seconded (unanimous).

The workforce capability to be reviewed in September 2025 for the 2026/27 budget.

10/25 To undertake the annual salary review (agenda item 10).

The annual salary review was undertaken.

Resolved: that all salaries remain the same and be reassessed in September 2025 for the 2026/27 budget

The resolution was correctly proposed and seconded (unanimous).

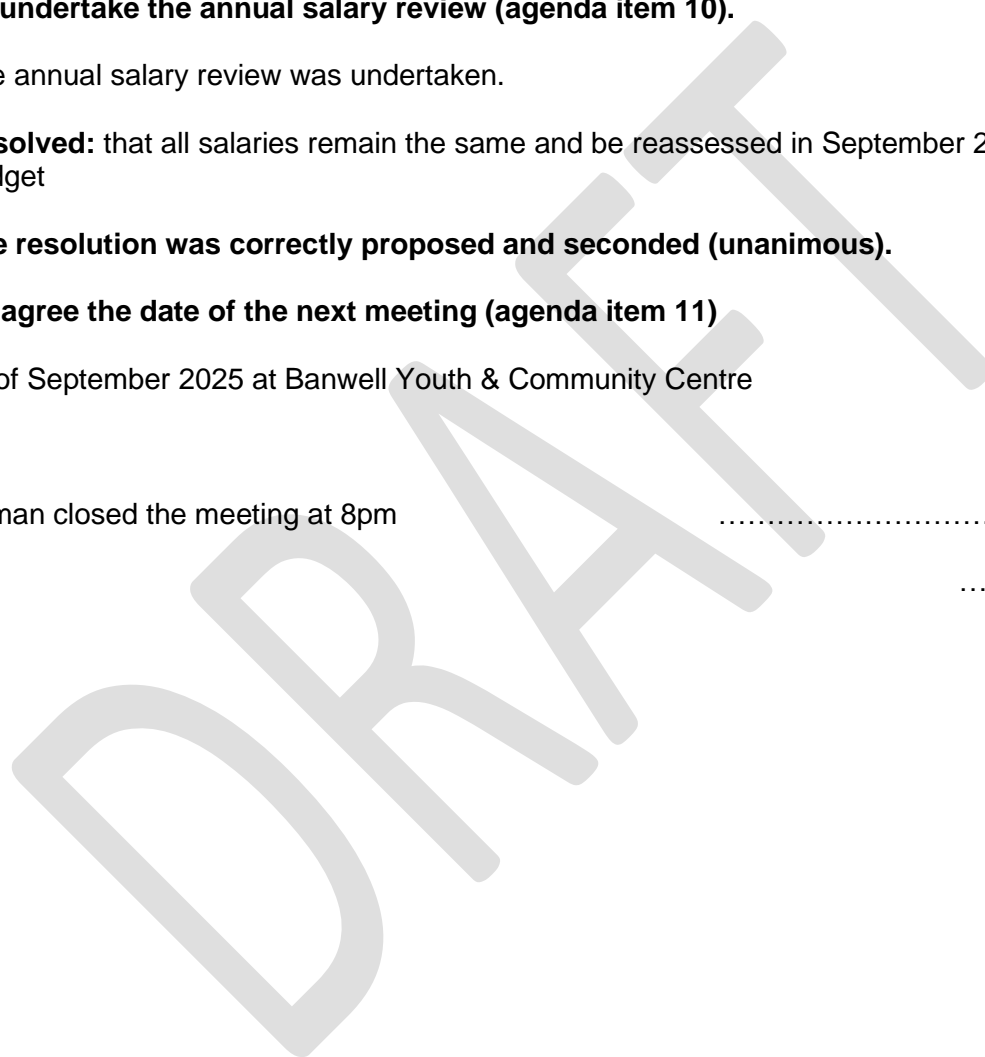
11/25 To agree the date of the next meeting (agenda item 11)

1st of September 2025 at Banwell Youth & Community Centre

The Chairman closed the meeting at 8pm

.....Chairman

.....Date



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

An apology was received regarding the lack of notice and subsequent delay of the road closure at Riverside. This issue was partly due to an IT error, which did not recognise that Church Street would be impacted by the closure. The anticipated road closures include a nighttime closure of Well Lane (to the industrial estate) and Riverside, which will take place once the necessary permits are received (from 17th March onwards). In light of recent developments, there has been a change in Galliford Try's Communications Officer, and a "Meet the Contractor" event is being scheduled for May.

Utility diversions and the construction of the haul road are ongoing. The decision to proceed to Stage Two, allowing main construction to begin, is still expected to be discussed at the Full Council meeting on 1st April. A Parish Council briefing by the Bypass Team will take place on 14th April.

ii) 126 Bus Route changes

As of April 6, 2025, the 126-bus service, which operates between Weston-super-Mare and Wells via Banwell, will undergo significant changes following a tendering process by North Somerset and Somerset Councils. To expedite travel to and from Weston-super-Mare, buses will now run via the A371 through Banwell, Hutton Moor, and Locking Road, instead of passing through Hutton and Uphill (which includes the hospital). Additionally, the timetable will be revised on all days, with an improved frequency on Saturdays, as two buses will now operate the service instead of one.

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

- i) ALCA Operating an effective Staffing Committee 11th & 18th June from 6:15pm, £120. Cllr Bailey and the Clerk.
- ii) Chairmanship Skills 12th June from 6:15pm, £45 (recommended by Cllr Manley and the Clerk).
- iii) ALCA e-learning on nimble £14 each [E-Learning Courses ALCA](#)
- iv) Breakthrough communications training £30 [Communications Courses ALCA](#)
- v) Various finance training £30 [Finance Training ALCA](#)
- vi) Various Scribe finance training (this is our accounting package) Free [Scribe Training](#)
- vii) Various NALC training from £32.68 www.nalc.gov.uk/nalc-events

7. To agree the following expenditure.

i) Up to £35 for engraving and paperweight for 'Service to the Community Award'.

This will cover the cost of engraving and purchasing a commemorative paperweight to recognise an individual's outstanding contributions to the community. Shortlisting on the 14th of April. Currently £21 net for the paperweight, £3.95 delivery and £9.20 for the engraving.

ii) £100.50 for annual automatic front door service.

8. To receive a report on the Soup and a Roll initiative and agree a way forward

Overview: The 'Soup and a Roll Initiative' has been running for 1 year and 4 months, supported by a £1,100 grant from North Somerset Council and community contributions totalling £2,855. Over this period, we have provided meals to 1,696 people. In June 2024, the price was increased from £1 to £2 per serving due to funding running out.

Challenges and Adjustments: While the program initially saw strong participation, attendance dropped during the summer months when we introduced a salad option. Average participation fell from 19 people per session for soup to 11/12. In September, cooking costs increased to £20 per session, but given numbers remained low after the summer, this led to a loss each session. With two sessions a week, this resulted in a larger loss. The NSC grant allowed the program to continue, but it was decided to minimise the loss by reducing the initiative to once a week from January 2024. Currently we are still averaging 11/12 participants per session and so the initiative continues to operate at a loss. Despite the financial challenges, the program continues to serve the community and remains a valuable initiative which is loved by those attending.

Recommendation: It is proposed to pause the initiative at the end of May 2025. The estimated remaining balance from the NSC funding, at this time, would be approximately £150, which would enable the PC to restart the initiative in September for the autumn/winter months. A break over the summer will allow time for rebranding and planning for a relaunch with a view to bringing the numbers above 20.

To agree the cost of a baseline ecological survey for the Parish Council owned green spaces.

The Environment and Biodiversity Officer recommends engaging an ecologist to map the Parish Council's green spaces, provide enhancement recommendations, and offer guidance on a management plan. This aligns with Aim 4: Climate Emergency of the Strategic Plan, particularly in fulfilling Objective 4.2: Protect and enhance wildlife and the environment and promote biodiversity.

A baseline ecological survey will support progress on the following targets:

- 4.21: Protect green spaces and promote and instigate environmental enhancement schemes.
- 4.23: Investigate ways to enhance the quarry by improving biodiversity.
- 4.24: Explore the creation of additional habitats.

Rationale

Establishing a baseline of our assets is key to managing green spaces and tracking changes over time. Ecological surveys provide structured data to monitor and evidence enhancements, informing future initiatives and supporting sustainable management. This proactive approach ensures effective stewardship and long-term biodiversity gains. This project has the potential to inform and meet Our Sustainability Action Plan target below.

- Identify suitable locations for habitat creation, such as hedgehog homes, bird/bat boxes, and bug hotels, involving local young people in their construction.
- Explore the potential for establishing community orchards
- Assess and consider the planting of hedgerows on parish council land.
- Identify local areas suitable for rewilding or wildflower planting.
- Explore opportunities to increase hedgerows and reduce fencing.
- Promote citizen science initiatives, including river monitoring with the Bristol Avon River Trust, BioBlitz, and the UWE bat monitoring projects.

Budget Considerations

In the 2025/26 budget, £8,200 has been allocated for Environmental Projects. This includes funding for replacement noticeboards and a new noticeboard for Mead Fields, among other initiatives. However, £5,000 has been specifically earmarked for projects related to Aim 4 of the Strategic Plan.

Ecological Consultancy Options

Three ecological consultants have been approached for conducting habitat assessments and biodiversity management planning for our sites. Below is a summary of each:

| Contractor | Quotation Outline | Cost | Notes |
|------------|--|-----------------------------|--|
| A | Preliminary Ecological Appraisal (PEA), ecological desk study, basic biodiversity management plan/schedule. Recommendations will be based on site use, with draft documents for review and revisions included. | £2,045 (VAT not applicable) | Highly recommended by Yatton and Congresbury Wildlife Action Group; firsthand experience with excellent service. |
| B | UKHab mapping with an overview of recommended site improvements to enhance wildlife value. | £2,190 + VAT | Recommended and engaged with Yatton and Congresbury Wildlife Action Group. |
| C | Baseline habitat mapping using UKHab and GIS, assessment of post-habitat improvements, and development of management plans for habitat creation and ongoing management. | £3,085 | Found via a google search to ensure comparison of quotes, slow response time and uncommunicative behaviour |

Recommendation

Based on expertise, responsiveness, and cost-effectiveness, Contractor A is my recommended choice for this project. Their approach aligns with our objectives, and they have a strong track record of delivering high-quality ecological assessments. Additionally, having a flexible management plan is important for the Parish Council, given that these spaces serve multiple purposes.

Impact Alliance Loneliness Project – Banwell Parish Council Briefing

Background

Impact Alliance, initially led by St Monica Trust, is a collaboration of local and national charities aiming to address key social issues collectively rather than independently. Their first focus is on loneliness, with the vision to "make loneliness a stranger."

A data-driven selection process, incorporating local intelligence and statistical analysis, identified four key locations across the West of England, including the Mendip villages of Banwell, Churchill, Langford, Winscombe and Sandford. This selection was based on risk factors for loneliness, including age demographics, health conditions, and social isolation.

Local Context & Challenges

- The area ranks highest among rural North Somerset locations for loneliness risk factors.
- A significant proportion of the population is elderly, with many owning properties outright.
- There is a higher-than-average disability rate and poor health outcomes.
- Public transport is limited, and essential services such as post offices and GP surgeries have been lost, requiring travel to larger towns.
- A lack of a central hub and minimal existing collaboration between parish councils.

Outcome of Initial Discussions

Following a meeting with a rep from the three Parish Council, St Monica Trust CEO and the OPSS service, the suggestion was made to form a working group composed of Parish Councils and other relevant organisations such as local trusts, North Somerset Council, Voluntary Action North Somerset (VANs), medical practices, and community groups.

The working group would take a strategic approach to addressing loneliness in the Mendip villages and explore how funds from the Impact Alliance could be used to benefit the area. This could involve funding individual projects within a community or collaborative initiatives across all the villages. The group would also explore additional funding opportunities from external sources such as CIL, Section 106, VANS, Quartet, and other grant providers. The funding pot within Impact Alliance is in excess of £500,000 and so part of this could be available to help agreed schemes in our area.

What This Could Mean for Banwell Parish

If Banwell PC chooses to be involved, it would have the opportunity to help shape the strategic approach to tackling loneliness in the Mendip Villages. Participation in the working group would ensure that local needs and priorities are represented, influencing how any funding might be allocated. This could lead to new projects or initiatives that directly benefit Banwell, whether through enhanced community services, improved access to social opportunities, or support for vulnerable residents. Additionally, involvement could open up opportunities to leverage further funding from external sources, ensuring long-term sustainability for community-led initiatives.

How would any funds be distributed?

There is a desire to ensure that the task group is as local as possible and the Parish councils are best placed to understand local needs. The scheme is across the three local Parish Councils. It is best if these three councils were willing to work together to ensure that any projects recommended are satisfactory and any funding be directed through a central account administered by the Parish Councils, at no cost to them.

Decision for the Parish Council

- Is the Parish Council willing to be part of this project with neighbouring Parish Councils?
- Would the Parish Council allow funds to be passed through them to agreed schemes?
- Are there any volunteers from the Parish Council willing to participate in the working group?

To agree a response to North Somersets 1st Community Governance Consultation paper

Q1 – Q5 are general questions – name address etc...

Q6. Do you think the name of your parish reflects your community and its identity? **Yes**

Q7. Do you think your parish boundary make sense for your community? **Yes**

Whilst we have Hill End, Wolverhill Batch and Mead Fields the other side of the M5 historically they have always wanted to remain within the Parish of Banwell.

Q8. If you ticked that it should be reviewed, what kind of changes would you support? **N/A**

Q9. Should the number of councillors in your parish/town council change? **No**

I am recommending we remain at 12 despite the electorate increasing within 5 years. This is because we have not had an election since 2003.

Q10. Do you think your parish/town council should be divided into wards for electing councillors? **N/A (we are not included within the list)**

Q11. Do you think any changes should be made to the existing wards in your parish/town council? **N/A (as above)**

Q12. Should a new parish be created in North Somerset? **No**

There is an argument for Mead Fields becoming its own Parish but currently there are only approximately 400 properties. It makes more sense that this is considered at the next review in 10 years when they are more likely to have reached the expected number of properties.

Q13. Do you feel that there is a need to group any of the parishes in North Somerset? **No**

Q14. Do you have any further comments on Stage One of the Community Governance Review?

The Planning Committee recommends that the Parish Council submits the following response to the Additional Housing Sites document.

1. Prioritisation of Grey Belt Sites in the Green Belt

Some sites in the Additional Housing Sites documentation, currently within the Green Belt, may now qualify as Grey Belt under recent NPPF changes. Prioritising development in these areas would:

1. Distribute housing more evenly across North Somerset.
2. Support sustainable locations, especially near Bristol, the region's economic hub.
3. Reduce strain on overstretched rural villages like Banwell.

North Somerset Council should identify Grey Belt land within the Green Belt and prioritise these sites before considering less sustainable rural developments.

2. Housing Target & Overdevelopment within Banwell

Banwell is already contributing 2,800 homes through the strategic site development at Wolverhill, playing a significant role in North Somerset's housing supply.

We urgently seek clarification on the number of homes required at Wolverhill, as paragraph 3.22 of the consultation document suggests the strategic sites will require additional capacity to be assessed, while paragraph 7.1 suggests an extra 500 homes could be accommodated. This expansion threatens the existing plans for Wolverhill, which prioritise the delivery of accessible and open green space and ecological mitigation.

Any further development within or near the Banwell Bypass would be excessive and unjustified. If all proposed sites were developed, Banwell would already be responsible for 13% of North Somerset's housing target, a significant and disproportionate burden, which would rise to over 15% with the additional 500 homes at Wolverhill.

3. Banwell's Classification as a Category A Village

Banwell's classification as a Category A village is not justified by the services and facilities available. While it has some local amenities, it lacks the infrastructure needed for a truly sustainable settlement. Based on North Somerset's own criteria, Banwell aligns more closely with a Category B village, as it depends on larger nearby settlements for essential services. Like other Category B villages such as Bleadon, Wrington, and Claverham. Banwell does not have sufficient employment opportunities, retail options, healthcare facilities or reliable public transport to support significant growth without overburdening existing resources.

4. Impact on Local Services

While the Wolverhill development promises improved local services and amenities, experience from developments such as Meadfields shows that these facilities often take years to materialise. In the meantime, existing GP surgeries, infrastructure, employment opportunities, retail facilities, and public transport are already overstretched, leaving residents with inadequate provisions. The cumulative effect of further development will exacerbate demand and negatively impact both new and existing residents.

5. Flood Risk & Drainage Issues

Several proposed additional sites have flood risks or high-water tables, making them unsuitable for development. The topographical studies undertaken by Banwell Parish Council have already demonstrated that certain areas cannot be developed due to water-related constraints.

6. Environmental & Landscape Harm

The proposed sites erode the rural character of Banwell, with some affecting the Mendip Hills National Landscape. The impact of light pollution, urbanisation, and habitat fragmentation will have significant long-term ecological consequences.

7. Biodiversity & Conservation Concerns

Several sites are located near the Special Areas of Conservation (SAC) and Sites of Special Scientific Interest (SSSI) at Banwell Ochre Caves and Banwell Caves, known habitats for Horseshoe Bats and Greater Horseshoe Bats. Moreover, there are several other sites of significant nature conservation interest in the vicinity. The proximity of proposed locations, particularly sites HE20195 (East of Riverside) and HE201050 (Western Trade Centre), poses a potential threat to the sensitivity of these areas. Additionally, all five sites harbour a variety of legally protected species within a 1 km radius, including Hazel Dormouse, Otter, Slow Worm, Adder, Grass Snake, Badger, and Hedgehog, further highlighting their ecological importance.

Site-Specific Objections

HE20195 - East of Riverside (Adjacent to the Cemetery) – 4.8 ha, 30 dwellings

1. Flood Risk: The northern part of the site is prone to flooding, which contradicts National Planning Policy Framework (NPPF) guidance on avoiding flood-prone areas. There is always an issue with flooding on Riverside during episodes of heavy rain.
2. High Water Table: - we know there is an issue with the water table in this location as topographical studies undertaken by the PC meant we were unable to extend the cemetery due to the height of the water table.
3. Heritage and Impact: The site is near several listed buildings and would adversely affect their setting, particularly the historic view from Banwell and the Grade I-listed St Andrew's Church towards the Castle. Furthermore, the site is believed to contain several archaeologically significant areas, including the Abbey's medieval fishponds. A 2012 Border Archaeology dig uncovered a well-preserved footprint, possibly of a Roman soldier, and wooden posts thought to be part of a trackway leading to the marshland.
4. Infrastructure Strain: The local road network would face significant challenges in accommodating additional development, as access would be limited to Riverside and Church Street. This would increase traffic within the bypass and into Banwell's conservation area, counteracting the bypass's intended purpose of reducing congestion.

HE208050 - Elmcroft Farm (Behind Wolvershill Road Properties) – 5 ha, 100 dwellings

1. Traffic & Access Issues: additional housing would increase traffic and put pressure on the Banwell Bypass which would either empty onto Wolvershill Road or onto the new bypass.
2. Settlement Creep: This site extends the village boundary unnecessarily, increasing urban sprawl and would adversely affect the proposed green gap between the Bypass and Banwell Village.
3. Impact on Rural Character: Development would erode Banwell's rural setting by taking development up to the bypass.
4. Drainage Issues: Potential for water runoff affecting nearby properties and infrastructure.

HE203014 - Land North of Banwell (Adjacent to Jubilee Gardens) – 1.6 ha, 58 dwellings

1. Strategic Gap Conflict: The site reduces the gap between Banwell village, the Banwell Bypass, and the Wolvershill strategic growth area. This contradicts the Local Plan's goal of preserving village identity.
2. The proposal for 58 houses in land only 1.6ha in size would see double the density of the adjacent Jubilee Gardens (3.2ha in size and 54 dwellings). This would result in a cramped development which would appear discordant with the existing pattern of development in Banwell, failing to respect the existing character and appearance of the area.

HE2098 - South of Knightcott Road – 8.76 ha, 95 dwellings

1. This site already has a proposal in planning awaiting a final decision by North Somerset for 27 houses. As a Parish Council, we have already strongly objected to the site's suitability for housing, as it would be contrary to the existing Local Plan, would be contrary to decisions made by a Planning Inspector in 2016 and would harm the rural landscape character of the area, compromising Knightcott's identity as a distinct hamlet and adversely harming the setting of the Mendips National Landscape.

HE201050 - Western Trade Centre (Behind New Development at Boulters) – 1.2 ha, 30 dwellings

1. This site has been twice refused for development by North Somerset (2018 and 2021), the latter application being also dismissed at appeal by the Planning Inspectorate in 2022, with the inspector stating the development on the site for only 20 houses "would have a significant harmful impact on the character and appearance of the area" and "would result in a new urban built form of development which would project out into the fields which surround the site, completely at odds with the linear form of the existing hamlet (Knightcott)."
2. We consider these comments from the Planning Inspector are still applicable.

Wolvershill Strategic Site

1. The additional 500 houses at Wolvershill Strategic Site would increase density and undermine the proposed benefits of the current plans. With several applications already submitted, this increase could strain infrastructure and disrupt the proposed development.

Conclusion

Banwell PC strongly opposes the proposed additional 5 housing sites. The existing strategic allocation at Wolvershill already provides a substantial contribution to North Somerset's housing needs. Further development would be unsustainable, environmentally damaging, and inconsistent with the policies from the emerging Local Plan. The PC urges NSC to reconsider these allocations in favour of better-connected locations with the appropriate infrastructure to support growth.



General Data Protection Regulation Policy

Purpose of the policy and background to the General Data Protection Regulation

Banwell Parish Council recognises its responsibility to comply with the General Data Protection Regulations (2018). The act and regulations regulate the use of personal data: this does not have to be sensitive data; it can be as little as a name and address.

The Regulations apply to 'personal data' that is data relating to a living person who can be identified from that data. 'Processing data' means any operation performed on that personal data such as collection, recording or use.

When dealing with personal data, Banwell Parish Council staff and Councillors will ensure that:

- **IT IS PROCESSED FAIRLY AND LAWFULLY** - Staff, Councillors and Volunteers will be open and honest about why information is required.
- **IT IS PROCESSED FOR SPECIFIED PURPOSES ONLY**
- **IT IS RELEVANT TO WHAT IT IS NEEDED FOR** - Data will be monitored so that too much or too little is not kept; only data that is needed will be held.
- **IT IS ACCURATE AND KEPT UP TO DATE** – Only accurate personal data will be kept. Inaccurate data will be corrected.
- **IT IS NOT KEPT LONGER THAN IT IS NEEDED**
- **IT IS PROCESSED IN ACCORDANCE WITH THE RIGHTS OF INDIVIDUALS** - Individuals will be informed, upon request, of all the information held about them.
- **IT IS KEPT SECURELY** - Only staff and Councillors will be able to access the data. Data will be stored securely so it cannot be accessed by members of the public.

Information Audit

The type of information the Council holds tends to be limited to name, address, telephone number and email address. More detailed information is held for employees.

In the normal course of business, the Parish Council will receive personal data in connection with the following council activities:

- Administration of the cemetery (GDPR does not apply to the records of those who are interred at the cemetery).
- Administration of employment matters
- Correspondence sent to the Council.
- Contract and tenders which are being considered.
- Volunteer lists for specific activities.

The Council (and Councillors by written request) are sent a copy of the electoral roll with updates through the year. The Data Protection issues associated with the electoral roll are the responsibility of North Somerset Council. The Parish Council does not permit any third party to view the document.

Services relating to children – There is special protection for the personal data of a child. The age when a child can give their own consent is 13. We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned. Unless in

reporting an incident on the zebra crossing a child is inadvertently filmed. If the Council requires consent from young people under 13, the Council will obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children age 13 plus, will be written in language that they will understand. Whilst the Council does not directly collect information from children (unless indirectly in the event of an incident on the zebra crossing) it will ensure that the Youth Club Commissioned service is aware of the relevant Data Protection issues that will need to be taken into consideration.

Sensitive data

The Act requires 'sensitive data' to be treated differently. Categories of sensitive data includes racial or ethnic origins, political opinions, religious beliefs, health issues. The Parish Council does not collect such data.

Where the Council carries out village- wide surveys, such as for a Neighbourhood Plan or a Parish Plan, the responses are anonymous, and questions are not asked on a topic that is classified as sensitive.

Storage of data

All Council paper documents are stored in the Parish Office. All computer and body cam footage records are stored on a password protected desktop computer with anti-virus software. This policy should be read alongside the Council's Acceptable Usage Policy and Document Disposal Policy which gives more detail concerning electronic information.

The Parish Council may use third-party service providers to process data on its behalf, such as cloud storage, payroll, and email services. These third parties are contractually bound to process data securely and in compliance with GDPR. The Council uses Microsoft 365, and all data is primarily stored within the UK. If any data is stored outside the UK or EEA, the Parish Council will ensure that appropriate safeguards, such as UK GDPR-approved Standard Contractual Clauses, are in place.

Data Security Measures

The Parish Council takes the security of personal data seriously and has implemented measures to ensure compliance with the General Data Protection Regulation (2018).

Personal and sensitive data is stored in Microsoft 365 OneDrive, with access limited to authorized personnel. All devices accessing Council data must be password-protected, and multi-factor authentication should be enabled where available. Unauthorized access or disclosure is strictly prohibited.

Sensitive data must not be sent via unencrypted email. Where necessary, encrypted methods such as password-protected attachments or secure file-sharing must be used. Mobile storage devices, including USBs and external hard drives, must be encrypted and only used where network access is unavailable.

The Parish Clerk will conduct regular security reviews to ensure compliance with GDPR and best practices. When disposing of electronic devices, digital records, or printed documents, data will be securely erased or shredded to prevent unauthorized access.

Lawful Bases for Sharing Data

The Parish Council does not share personal data with third parties without the express consent of the data subject, except in specific circumstances.

Where required by law, the Council may share personal data with law enforcement agencies, regulators, or other authorities. If there is a significant risk to public safety, data may be shared with the relevant authorities as necessary.

The only routine instance where data may be shared is in the case of an incident, where relevant information may be provided to the police. Any such sharing will comply with GDPR and be limited to what is strictly necessary.

The Council remains committed to protecting the rights and freedoms of individuals regarding their personal data and ensuring transparency in how data is handled and stored.

How the data is used

Data will be used only for the purpose for which it has been supplied. Data will not be passed to a third party without the express consent of the data subject. The Council will not share or sell data.

The Council does not share personal data without the express consent of the data subject. However, there are limited situations where sharing may be required by law, including:

Legal Obligations: The Council may be required to share data with law enforcement agencies or other authorities when legally obligated to do so.

Public Interest or Safeguarding: If there is a serious risk to public safety, data may be shared with relevant authorities.

The only routine data-sharing occurs in the case of an incident, where relevant information may be shared with the police. Any such sharing will comply with GDPR and be limited to what is strictly necessary

If an elected or co-opted Councillor needs to access information to help carry out their duties, they may only access as much information as is necessary for the particular task and it will be used only for that specific purpose. Information will not be released without the prior consent of the Parish Clerk. Data will never be used for political reasons unless the data subjects have consented.

Subject access requests

A request for a copy of information held by the Council can be made only in accordance with the process and response time as prescribed in the General Data Protection Regulations 2018.

Data eradication request

Individuals have a right to have their personal data erased (sometime known as the 'right to be forgotten') where their personal data is no longer necessary in relation to the purpose for which it was originally collected, and data portability must be done free of charge. Data portability refers to the ability to move, copy or transfer data easily between different computers.

If a request is received to delete information, then the Clerk will respond to this request within a month. The Clerk has the delegated authority from the Council to delete information.

If a request is considered to be manifestly unfounded then it may be refused, or a charge may apply. The charge will be as detailed in the Council's Freedom of Information Publication Scheme (currently £1 per page). The Parish Council will be informed of such requests.

Data Protection Officer

At present the Parish Council do not employ a Data Protection Officer (DPO)

Data breaches

If a data breach is identified the Information Commissioner's Office (ICO) will be informed and an investigation may be conducted.

Personal data breaches that are identified by the Council or referred to will be reported to the Clerk for investigation. The Clerk will conduct an investigation with the support of the Parish Council. Investigations will be undertaken within one month of the report of a breach.

Procedures will be put in place by the Clerk to report and investigate a personal data breach. The ICO will be advised by the Clerk of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the Clerk will also notify those concerned directly.

Privacy Notices

Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice which will inform individuals about what the Council does with their personal information; the Council has adopted this approach.

A privacy notice will also contain the name and contact details of the Parish Council Clerk, the purpose for which the information is to be used and the length of time for its use. It will be written clearly and will advise the individual that they can, at any time, withdraw their agreement for the use of this information. The issuing of a privacy notice will be detailed on the Information Audit kept by the Council.

Where necessary, the Council's privacy notice will be tailored to the particular situation, for example, where children are involved. All privacy notices will be verifiable.

Main actions arising from this policy are:

- The policy will be considered as a core policy for the Council.
- A copy of this policy will be available on the Council's website.
- An information audit will be conducted and reviewed at least annually or when projects and services change.
- Privacy notices will be issued.
- Data Protection will be included in the Council's Risk Management Policy.
- The Parish Council will undertake a privacy impact assessment.
- The Parish Council will manage the process.

This policy document is written with current information and advice. It will be reviewed at least annually or when further advice is issued by the ICO.

All Councillors, employees and volunteers are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.



Banwell Parish Council

Subject Access and Other Rights Policy

1. Purpose

This policy outlines the rights of individuals under the UK GDPR and the Data Protection Act 2018, and how Banwell Parish Council manages Subject Access Requests (SARs) and other data rights requests.

2. Data Subject Rights

Under the UK GDPR, individuals (data subjects) have the following rights:

1. **Right of Access (Subject Access Request - SAR)** – The right to request a copy of personal data held by the Parish Council.
2. **Right to Rectification** – The right to request corrections to inaccurate or incomplete data.
3. **Right to Erasure ('Right to be Forgotten')** – The right to request deletion of data under certain circumstances.
4. **Right to Restrict Processing** – The right to request that processing is temporarily halted.
5. **Right to Data Portability** – The right to receive a copy of data in a structured, machine-readable format.
6. **Right to Object** – The right to object to data processing in certain circumstances.
7. **Rights related to Automated Decision-Making & Profiling** – Not applicable to the Parish Council as we do not conduct automated profiling.

3. Making a Subject Access Request (SAR)

- SARs must be submitted in writing (email, letter, or using the Council's SAR form).
- Requests should be sent to the **Clerk of Banwell Parish Council**.
- Individuals must provide proof of identity (e.g., passport, driving license).
- The Council will acknowledge receipt of the SAR within **5 working days**.

4. Processing SARs

- **Response Time:** The Council will provide the requested information within **one month** from receipt of a valid request.
- **Fee:** SARs are free of charge unless they are manifestly unfounded or excessive, in which case a reasonable administrative fee may be charged.
- **Exemptions:** The Council may withhold data where exemptions apply (e.g., legally privileged information, third-party data confidentiality, or ongoing investigations).

5. Exercising Other Data Subject Rights

- Requests for rectification, erasure, or restriction should be made in writing.
- The Council will respond within **one month** of receipt.
- Where requests cannot be fulfilled (e.g., legal obligations prevent erasure), a full explanation will be provided.

6. Third-Party Data & Confidentiality

- If a SAR includes information about other individuals, the Council will either **seek consent** from the third party before disclosure or **redact personal details** where necessary.
- Data will not be disclosed where legal exemptions apply.

7. Data Security & Retention

- All SARs and responses will be securely stored and retained for **6 years** for compliance purposes.
- Personal data obtained through SARs will not be used for any other purpose beyond fulfilling the request.

8. Complaints & Escalation

- If a data subject is dissatisfied with the response, they may request an internal review by contacting the Parish Clerk.
- If still unsatisfied, complaints can be made to the **Information Commissioner's Office (ICO)**: www.ico.org.uk.

| Data Category | Data Subject | Source | Processing Activity | Storage Location | Shared With | Legal Basis | Retention Period | Security Measures |
|-------------------------|---------------------|---------------------|--------------------------------|---------------------------|-----------------------------------|-----------------------|---|------------------------------|
| Staff Records | Employees | HR System | Payroll & HR Management | On-premise / Cloud | Finance Team, HMRC | Contractual Necessity | Duration of Employment + 6 years | Encrypted, Limited Access |
| Councillor Contact Info | Councillors | Self-reported | Communication & Records | Secure Database | Published (limited), Internal Use | Legal Obligation | Duration of Office + 6 years | Password Protected |
| Public Contact Details | Residents | Website, Email | Service Requests | Secure Database | Internal Use Only | Consent | As long as needed | Access Controlled |
| CCTV Footage | Public | Surveillance System | Crime Prevention | Cloud (Restricted Access) | Police if needed | Legitimate Interest | 28 days | Encrypted, Role-Based Access |
| Body Cam Footage | Public, Volunteers | Body Cam | Crime & Incident Documentation | Secure Cloud | Police if required | Legitimate Interest | Up to 3 months or until case resolution | Encrypted, Limited Access |
| Subject Access Requests | Data Subjects | Request Form | Data Provision | Secure Filing | Requestor, ICO if needed | Legal Obligation | 6 years | Restricted Access |



Banwell Parish Council

Portable Vehicle Activated Sign (VAS) 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 | Risk Rating | Additional Mitigation Measures |
|------------------------------|-----------------------|-------------|---|-------------|--|
| Sunburn | Operatives | 3B | In times of extreme heat and sun exposure, suitable clothing to be worn. | 3C | |
| Inclement Weather | Operatives | 2B | Appropriate clothing to be worn at time of servicing or moving equipment. | 3C | Monitor weather forecasts and postpone work during extreme conditions. |
| Manual Handling | Operatives and public | 3B | Use proper lifting techniques and step ladders as appropriate | 3C | |
| Post Stability | Operatives and public | 3B | Ensure posts are secure | 3C | Annual scheduled inspections to monitor post stability over time. |
| Falls from Height | Operatives | 3B | Use ladders/steps of appropriate height | 3C | |
| Loading & Transit | Operatives | 3B | Ensure loads are properly secured or stored within the vehicles load/boot compartment | 3C | |
| Working Area Access & Egress | Operatives and public | 2B | Work from off-road safe parking locations where possible. Where not possible, park vehicle in a position before the VAS and utilise hazard lights or warning signs. High visibility clothing to be worn at all times when servicing or moving the VAS | 2C | |
| Slips, Trips, and Falls | Operatives | 2B | Be vigilant for trip hazards and wear appropriate footwear, not sandals or open shoes | 2C | Maintain a clear working area by removing debris and vegetation . |

Approved: [Insert Approval Date]

Next Review: [Insert Review Date]

| | | | | | |
|-------------------------------------|-------------------|----|--|----|--|
| Electrical Faults (Solar/Battery) | Staff, volunteers | 3C | Perform regular equipment checks. Replace faulty components immediately. | 3C | Implement a policy for routine battery disposal and recycling. |
| Contamination or Injury from Sharps | Operatives | 3B | Conduct site inspections before work to identify potential hazards. If necessary wear suitable PPE, including gloves and appropriate footwear, not sandals or open shoes | 3C | |

System Overview

VAS Equipment:

- Portable, battery-operated.
- Installed on pre-approved (by Police & NSC) roadside poles within the parish.
- Rotated every 6 weeks for maximum impact.

Emergency Procedures

During Installation:

- Stop work immediately if safety is compromised (e.g., traffic hazards, faulty equipment).
- Notify the Parish Clerk of any incidents or near misses.

In Case of Accident:

- Provide first aid if trained and call emergency services (999) if required.
- Secure the area to prevent further accidents.

Equipment Malfunction:

- Isolate and remove faulty VAS from service.
- Report faults to the Parish Clerk for repair or replacement.

Approved: [Insert Approval Date]

Next Review: [Insert Review Date]

Section 4.1 of the Burial Regulations

4.1 Bookings

4.1.1 All initial bookings for a burial (including the burial of cremated remains) in any Cemetery must first be made to the Parish Council Office either by telephone or in person and confirmed in writing as soon as possible thereafter using the Council's specified form referred to in 4.1.2 below.

This ensures all of our relative processes and procedures can be followed to minimise any problems that may arise.

4.1.2 For all burials a notice of an interment using the Council's specified form must be delivered to the Parish Council's Office at least two (2) Working Days prior to the interment.

This ensures that the staff of Banwell Parish Council Cemetery have enough notification to excavate a grave in preparation for a burial.

4.1.3 At the discretion of the Clerk an interment at shorter notice than that provided for by Rule 4.1.2 may be provided:

- a. in a case of emergency certified by a medical practitioner; or
- b. for those requiring burial due to cultural need in which case the burial will be subject to the agreed 'Out of Hours' burial procedure

Banwell Parish Council Cemetery will try wherever possible to facilitate burials at any time providing that all statutory documentation is in place but this is dependent on staff availability to undertake the necessary checks and preparatory works.

4.1.4 A notice of interment will be accepted by telephone but is subject to confirmation in writing on the form provided by the Council and such form shall be duly completed in all respects and be signed by the person applying for the interment.

It is a statutory requirement that a burial cannot take place without the consent of the burial authority.

4.1.5 No alteration to a notice of interment is permitted unless 1) a written request for any such alteration has been submitted to the Parish Council Office and 2) such alteration has been agreed by the Clerk.

Only alterations to arrangements can be accepted in writing prior to the burial date, this ensures there can be no misunderstandings if verbal alterations only are given.

4.1.6 All fees and charges in respect of an interment will be invoiced at the time of registration of the notice of the interment. The invoice will be raised against the person submitting the application and should be paid by cheque or bank transfer.

In usual circumstances this will be the Funeral Director acting on behalf of the bereaved. Payment of fees may also be made direct to the Parish Council Office by the applicant for the interment.

4.1.7 All fees and charges in respect of an interment must be paid in full prior to the interment taking place. No burial or interment of cremated remains will be permitted unless payment has been received by the Parish Council. It is the responsibility of the applicant or their appointed Funeral Director to ensure that payment is made in advance. Failure to do so may result in a delay to the scheduled interment.

4.1.8 The Council accepts no liability for the consequences arising from the loss or delay in delivery of any notice, Orders or other document sent to the Council by post.

4.1.9 The person responsible for the interment shall make all the necessary arrangements with the minister or other person intended to officiate at the interment, including the payment of the minister's fee.

Banwell Parish Council Cemetery do not provide a minister or officiate as part of its service.



Banwell Parish Council

Cemetery Burial / Cremation Interment Application

Banwell Parish Council Clerk:
 Banwell Youth and Community Centre
 West Street, Banwell BS29 6DB

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

1. **Full name of the applicant or deceased**

2. **Address of normal residence**

.....

3. Purchase of Grave or Cremation Plot

Please tick the appropriate box below if you are purchasing a new grave or cremation plot.

| | Resident | Non-Resident |
|---|----------|--------------|
| Exclusive right of burial in an earthen grave (or cremation plot within a grave) for 80 years. | | |
| Exclusive right of burial in a cremation plot for 80 years. | | |

If you are purchasing a new grave or cremation plot on behalf of the deceased, please give your name and address:-

.....

4. Interments - Please tick the appropriate box below-

| | Resident of Banwell | Non-Resident | Single / Double or Triple Depth |
|---|---------------------|--------------|---------------------------------|
| Burial of a child up to 18 years | | | |
| Burial of an adult of 18 years or over* | | | |
| Burial of cremated remains | | | |
| Re-opening of grave* | | | |
| Re-opening of cremation plot | | | |

5. **New grave:** Grave and Grant number (to be provided by the Clerk)

6. **Re-opening:** Grave number Number and date of grant

Please contact the clerk if the grave or grant number is unknown.

7. Authorisation of Interment

I/We hereby authorise my/our grave/cremation plot No to be opened for the interment of the person named above.

NOTE: The Local Authorities' Cemeteries Order 1977 states that no interment may take place in a grave or cremation plot without the consent of the owner of the exclusive right of burial for that plot. Accordingly, where the interment is of someone other than the plot owner, the following must be completed by the owner.

Name..... Signed.....

Address.....

8. Interment of plot owner

Where interment is of the owner of the exclusive right of burial for that plot, the following must be completed by the next of kin / executor.

I, being the executor/next of kin/person acting on behalf of the deceased owner, hereby authorize grave/cremation plot No to be opened for the interment of the plot owner.

Name..... Signed.....

Address.....

Relationship to the deceased.....

9. Transfer or addition of Ownership of Grave/Cremation Plot

If ownership of the plot is not transferred to a living family member, the regulations will not permit any further burials or memorial applications for this plot. Please contact the Clerk for an additional form or download one from the website.

10. Fee enclosed £ We prefer **BACs** payments: Banwell Parish Council. **Sort code** 60-23-32 **Account** 59678674 please put your name as a reference.

Alternatively make cheques payable to Banwell Parish Council

Please note: Full payment must be received by Banwell Parish Council before the interment can take place. Failure to provide payment in advance may result in the postponement of the interment.

Your signature **Date**.....

(For Banwell Parish Council use only: Date payment received)

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 | 1,787.50 | 162.50 |
| 102 | Cem paths / trees / garder | | | | 300.00 | 105.00 | 195.00 |
| 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 | £2,547.50 | 7,397.50 |

Cemetery Income

| <u>Code</u> | <u>Title</u> | <u>Bal. B/Fwd.</u> | <u>Receipts</u> | | <u>Payments</u> | | <u>Current Balance</u> |
|-------------|------------------------|--------------------|-----------------|------------------|-----------------|---------------|------------------------|
| | | | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> |
| 110 | Cemetery Income | | | 1,672.43 | | | 1,672.43 |
| 111 | Cemetery Bank interest | | | 3,273.34 | | | 3,273.34 |
| | | | | £4,945.77 | | | 4,945.77 |

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 | 42,276.14 | -2,276.14 |
| 202 | Clerk pension | | | | 2,400.00 | 2,207.20 | 192.80 |
| 203 | Advertising | | | | 650.00 | 349.50 | 300.50 |
| 204 | Insurance | | | 84.26 | 2,300.00 | 1,819.00 | 565.26 |
| 205 | Subscriptions inc ALCA & | | | | 3,000.00 | 2,180.44 | 819.56 |
| 206 | Audit Fee | | | | 1,500.00 | 710.00 | 790.00 |
| 207 | Legal Costs | | | | 600.00 | 14.10 | 585.90 |
| 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 | 7,617.50 | -617.50 |
| 211 | Chairmans Allowance | | | | 400.00 | 161.81 | 238.19 |
| 212 | IT Equipment in software | | | | | 1,337.80 | -1,337.80 |
| 213 | Bank Charges | | | | 200.00 | 150.30 | 49.70 |
| 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 | £61,298.39 | 1,208.67 |

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 | | | 1,055.00 | 2,000.00 | 897.17 | 2,157.83 |
| 504 | CIL 2022/23 | | | | | | |
| 505 | CIL 2023/24 | | | | | | |
| 506 | Cil 2024/25 | | | | | | |
| 718 | Living Room | | | 3,369.85 | | 2,535.99 | 833.86 |
| 808 | Social Perscribing Grant | | | | | 440.30 | -440.30 |
| | | | | £4,424.85 | 2,000.00 | £3,873.46 | 2,551.39 |

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 | 1,874.62 | 170.38 |
| 303 | Env Hedge / Fence / Tree | | | 245.00 | 310.00 | 830.00 | -275.00 |
| 304 | Village Orderly | | 435.81 | 435.81 | 4,710.00 | 4,317.50 | 392.50 |
| 305 | Dog Bins | | | | 8,565.00 | 5,924.93 | 2,640.07 |
| 306 | Env Maintenance / Inspec: | | | | 2,000.00 | 939.63 | 1,060.37 |
| 307 | Env Projects | | | | 5,000.00 | 1,862.60 | 3,137.40 |
| 308 | Env Grant | | 7,149.00 | 7,149.52 | 1,000.00 | | 1,000.52 |
| | | | 9,232.69 | £9,478.21 | 25,277.88 | £17,397.16 | 8,126.24 |

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 | 2,142.47 | 857.53 |
| 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 | £5,741.84 | 8,758.16 |

| Income | | Bal. B/Fwd. | Receipts | | Payments | | Current Balance |
|--------|----------------|-------------|-------------------|--------------------|----------|--------|------------------|
| Code | Title | | Budget | Actual | Budget | Actual | Budget |
| 501 | Misc Income | | 200.00 | 590.16 | | | 390.16 |
| 502 | Annual Precept | | 122,646.03 | 133,600.19 | | | 10,954.16 |
| 503 | VAT | | | | | | |
| | | | 122,846.03 | £134,190.35 | | | 11,344.32 |

| Recreation Ground | | Bal. B/Fwd. | Receipts | | Payments | | Current Balance |
|-------------------|-------------------------|-------------|----------|--------|------------------|------------------|------------------|
| Code | Title | | Budget | Actual | Budget | Actual | Budget |
| 601 | Rec Grass Cutting | | | | 2,250.00 | 2,102.50 | 147.50 |
| 602 | Rec Maintenance | | | | 8,600.00 | 30.00 | 8,570.00 |
| 603 | Rec Tree & Fence Work | | | | 300.00 | 280.00 | 20.00 |
| 604 | Rec Inspections | | | | 400.00 | 323.00 | 77.00 |
| 605 | Rec Play Equipment & Be | | | | 5,000.00 | | 5,000.00 |
| | | | | | 16,550.00 | £2,735.50 | 13,814.50 |

| 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 | 4,555.27 | -1,655.27 |
| 703 | YCC CCTV | | | | 800.00 | 1,205.00 | -405.00 |
| 704 | YCC Electricity | | | | 1,800.00 | 583.85 | 1,216.15 |
| 705 | YCC Gas | | | | 1,000.00 | 529.14 | 470.86 |
| 706 | YCC water | | | | 600.00 | 183.10 | 416.90 |
| 707 | YCC waste | | 64.72 | | 300.00 | 185.83 | 178.89 |
| 708 | YCC cleaning & supplies | | 12.98 | | 2,700.00 | 2,816.10 | -103.12 |
| 710 | YCC phone & wifi | | | | 700.00 | 537.46 | 162.54 |
| 711 | YCC Grass cutting | | | | 1,125.00 | 1,031.25 | 93.75 |
| 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 | 775.00 | | | | 275.00 |
| 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 | £1,878.69 | 19,775.00 | £20,737.44 | -583.75 |

| Youth Club | | Bal. B/Fwd. | Receipts | | Payments | | Current Balance |
|------------|-----------------------------|-------------|---------------|------------------|------------------|------------------|-----------------|
| Code | Title | | Budget | Actual | Budget | Actual | Budget |
| 801 | YC sessions | | | | 8,000.00 | 4,725.00 | 3,275.00 |
| 802 | YC budget | | | | 400.00 | | 400.00 |
| 803 | YC extraordinary activities | | | | 3,000.00 | | 3,000.00 |
| 805 | YC subscriptions | 600.00 | 615.55 | | | | 15.55 |
| 806 | Tuck Shop | 100.00 | 442.63 | | 100.00 | 377.94 | 64.69 |
| 807 | Youth Forum | | | | 200.00 | | 200.00 |
| | | | 700.00 | £1,058.18 | 11,700.00 | £5,102.94 | 6,955.24 |

| | | | | | |
|------------------|-------------------|--------------------|-------------------|--------------------|------------------|
| NET TOTAL | 134,278.72 | £156,453.11 | 161,777.88 | £119,434.23 | 64,518.04 |
|------------------|-------------------|--------------------|-------------------|--------------------|------------------|

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

Banwell Parish Council

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

Date: _____

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

Date: _____

| | | | |
|----------|---|------------|-------------------|
| | Bank Reconciliation at 28/02/2025 | | |
| | Cash in Hand 01/04/2024 | | 219,437.02 |
| | ADD Receipts 01/04/2024 - 28/02/2025 | | 163,517.28 |
| | SUBTRACT Payments 01/04/2024 - 28/02/2025 | | 382,954.30 |
| | | | 125,388.81 |
| A | Cash in Hand 28/02/2025 (per Cash Book) | | 257,565.49 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash | 28/02/2025 | 0.00 |
| | Natwest Current account (5335765) | 28/02/2025 | 11,712.43 |
| | Cemetery Reserve Account (59678) | 28/02/2025 | 19,569.67 |
| | PC Reserve Saver account (81413) | 28/02/2025 | 45,994.41 |
| | Unity Trust Bank (20398572) | 28/02/2025 | 42,015.64 |
| | Lloyds Credit Card | 28/02/2025 | 0.00 |
| | Charity Bank | 28/02/2025 | 88,273.34 |
| | Unity Saver | 28/02/2025 | 50,000.00 |
| | | | 257,565.49 |
| | Less unrepresented payments | | |
| | | | 257,565.49 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 257,565.49 |
| | A = B Checks out OK | | |

Banwell Parish Council
Reserves Balance
2024-2025

| <u>Reserve</u> | <u>OpeningBalance</u> | <u>Transfers</u> | <u>Spend</u> | <u>Receipts</u> | <u>CurrentBalance</u> |
|--------------------------|-----------------------|------------------|-----------------|------------------|-----------------------|
| Earmarked | | | | | |
| Cemetery Reserves | 103,917.24 | | | 4,945.77 | 108,863.01 |
| Social prescribing grant | 863.57 | | | | 863.57 |
| Food Bank | 2,145.81 | | 897.17 | 1,055.00 | 2,303.64 |
| New Banwell Solar | 2,339.36 | | | 7,149.52 | 9,488.88 |
| 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 | | 2,535.99 | 3,369.85 | 733.87 |
| NSC Solar Panel Grant | | | | | 0.00 |
| CIL 2024/25 | | | | | 0.00 |
| Total Earmarked | 179,796.87 | | 3,512.87 | 16,546.13 | 192,830.13 |
| TOTAL RESERVE | 179,796.87 | | 3,512.87 | 16,546.13 | 192,830.13 |
| GENERAL FUND | | | | | 64,735.36 |
| TOTAL FUNDS | | | | | 257,565.49 |

Bills for Payment - 18th February to the 10th March 2025
Banwell Parish Council

| Method | Payee | Details | Gross Amount | Comments | Minute agreed | Power |
|---------------------|-----------------------------|--|---------------|--------------------|----------------------|--------------------|
| Already Paid | | | | | | The Parish Council |
| BACs | St Johns Ambulance | Donation | £ 50.00 | | 083/24 | |
| DD | YU | Streetlight Power | £ 234.58 | | 083/24 | |
| DD | Avanti Gas | LPG Delivery | £ 794.40 | | 083/24 | |
| DD | Mainstream | Phone and Broadband | £ 57.23 | | 083/24 | |
| DD | XCS | Printer copies | £ 11.17 | | 126/24 | |
| To Pay | | | | | | |
| BACS | J K Gardening | Grass cutting & Village Orderly contract | £ 1,043.34 | | 083/24 | |
| BACS | Ambience Landscape | Dog Bin Emptying | £ 648.07 | | 083/24 | |
| BACS | YMCA | Youth Club Sessions | £ 405.00 | | 083/24 | |
| BACS | Insight Cleaning | YCC Cleaning | £ 256.00 | | 083/24 | |
| BACS | Mark Walker | a2 Garden design for tendor purposes | £ 499.99 | | 019/25 (ii) | |
| BACS | North Somerset | Officer 1st Aid Training | £ 105.00 | | 155/24 (ii) | |
| BACS | GB Sport | Quarterly inspection | £ 120.00 | | 083/24 | |
| BACS | Parish Magazine | Posters x 2 and article | £ 137.00 | | 240/19 | |
| BACS | The Bell Inn | Soup | £ 690.00 | | 022/24 | |
| BACS | Adams Memorials | Works to Cemetery memorials | £ 1,050.00 | | 156/24 (iii) | |
| BACS | Adams Memorials | Ancient Remains Stone | £ 150.00 | TOTAL £1200 | 139/23 | |
| BACs | Bridget Bowen | 2nd internal audit | £ 300.00 | | 113/23 | |
| BACS | Officer overtime + Expenses | Overtime, expenses (weaving, refreshments, rolls & milk) | £ 434.33 | | contractual & 022/24 | |
| DD | EDF | YCC Electricity | £ 66.31 | | 083/24 | |
| DD | Lloyds Bank PLC | Multipay charge & costs (Open AI, signage, A3 paper) | £ 86.92 | | Admin | |
| SO | Officer Salaries | Officer Salaries | £ 2,831.71 | | 083/24 | |
| DD | Nest | Pension contibutions | £ 207.13 | | 083/24 | |
| DD | Unity Trust | Bank Charges | £ 10.50 | | 083/24 | |
| DD | North Somerset | YCC Waste Collection | £ 9.50 | | 083/24 | |
| BACS | HMRC | PAYE and NI | £ 904.21 | | 083/24 | |
| | | | Totals | £ 11,102.39 | | |
| Transfer | Natwest Current Account | Payment for works from Natwest Cemetery Account | £ 1,090.00 | | Admin | |
| Transfer | Natwest Current Account | Transer balance from Savings Account to current account | £ 45,950.35 | | 197/24 | |
| Close | Natwest Deposit Account | Closed as opened alternative | | | | |

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