



## MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD AT BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 15<sup>th</sup> MAY 2023

**PRESENT:** Councillors: Paul Blatchford (Chairman), Simon Arlidge, Steve Davies, Kevin Gibbons, Paul Harding, Nick Manley, Maggie McCarthy, Matthew Thomson and Tara Wright.

**IN ATTENDANCE:** Mrs Liz Shayler (Clerk)  
**WARD COUNCILLOR:** None  
**AVON & SOMERSET POLICE:** None  
**MEMBERS OF THE PUBLIC:** Two

Cllr Blatchford welcomed everybody and began by thanking Phil Adams for his work with the Parish Council for the last 6 years.

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

### **Members of the public**

A member of public congratulated the new District Councillors elected to represent the Ward and wished them luck.

### **Community Beat Manager's report.**

The following report was received for the period 17/04/2023 to 15/05/2023.

Calls from Parish = 36 with the following selection of crimes reported: 4 abandoned 999 calls, 1 antisocial behaviour, 2 concern for welfare, 1 Harassment, 2 missing person, 8 suspicious activity, 1 theft, 1 theft of a vehicle and 3 traffic related.

Residents were informed of a new way of reporting areas where they feel unsafe (e.g., inadequate lighting problems / vandalism / antisocial behaviour etc...). You can find more information by looking at [StreetSafe | Avon and Somerset Police](#). However, residents were reminded that if they see anything suspicious in the area or would like to talk to local officers, call 101 or 999 in an emergency, they can also report anonymously to Crimestoppers on 0800555111.

### **Ward Councillor's report**

No Ward Councillors were present, and no report had been received.

### **The meeting was convened.**

#### **072/23 To elect a Chairman of the Parish Council for 2023/24 (agenda item 1)**

**Resolved** – To elect Cllr Paul Blatchford as Chairman of the Parish Council for 2023/24

**The resolution was correctly proposed and seconded (unanimous)**

Cllr Blatchford read and signed the declaration of acceptance of office.

#### **073/23 To elect a Vice Chairman of the Parish Council for 2023/24 (agenda item 2)**

**Resolved** – To elect Cllr Paul Harding as Vice Chairman of the Parish Council for 2023/24

**The resolution was correctly proposed and seconded (unanimous)**

Cllr Harding read and signed the declaration of acceptance of office.

**074/23 To receive and consider an application to fill vacancies by co-option from Steve Davies (agenda item 3).**

**Resolved** – To co-opt Steve Davies on to the Parish Council.

**The resolution was correctly proposed and seconded (unanimous)**

Cllr Davies read and signed the declaration of acceptance of office.

**075/23 To receive apologies for absence (agenda item 4)**

Apologies were received from District Councillor Joe Tristram

**076/23 To resolve that Banwell Parish Council is eligible to use the General Power of Competence (agenda item 5).**

**Resolved** – To resolve that Banwell Parish Council is eligible to use the General Power of Competence.

**The resolution was correctly proposed and seconded (unanimous)**

**077/23 To appoint Members to Committees and Working Groups for 2023/24 (agenda item 6)**

**Resolved** – To appoint the following Members to Committees and Working Groups for 2023/23.

<b>Planning</b>	<b>Youth and Community Centre</b>
Cllr Blatchford	Cllr Harding
Cllr Davies	Cllr Manley
Cllr Harding	Cllr McCarthy
Cllr Manley	Cllr Thomson
Cllr Thomson	Cllr Wright
<b>Employment</b>	<b>Appeals</b>
Cllr Blatchford	Cllr Bailey
Cllr Harding	Cllr Davies
Cllr McCarthy	Cllr Thomson
Cllr Arlidge	
Cllr Thomson	
<b>Cemetery &amp; Memorials Working Group</b>	<b>Banwell Sustainability Working Group</b>
Cllr Blatchford	Cllr Arlidge
Cllr Davies	Cllr Bailey
Cllr Gibbons	Cllr Harding
Cllr Harding	Cllr Thomson
Cllr McCarthy	Cllr Wright
John Keate (co-opted)	

**The resolution was correctly proposed and seconded (unanimous)**

**078/23 To appoint members of outside bodies for 2023/24 (agenda item 7)**

**Resolved** – That members be appointed as the Parish Council's representatives on outside bodies in 2023/24 in accordance with the following schedule: -

<b>Outside Body</b>	2023/23 Representatives
ALCA North Somerset Group	Cllr Harding & Cllr McCarthy
Banwell Allotment Society	Vacancy
Banwell in Bloom	Cllr Thomson

Banwell Scouts Association	Cllr Thomson
Banwell School Community Governor	Cllr Wright
Banwell Village Hall Management Committee	Cllr Gibbons
Churchill and Langford Minibus Society	Cllr Gibbons
Parochial Church Council	Cllr McCarthy
NSC Standards Sub-Committee	Cllr Harding
Winscombe & Banwell Patient Participation Group	Cllr Gibbons
<b>Other</b>	
Defibrillator Guardians	Cllr Manley
Weekly Visual Checks of Play Areas	Cllr Harding, Cllr Gibbons & Cllr Thomson
Vehicle Activated Speed Sign	Cllr Harding & Cllr Thompson

**The resolution was correctly proposed and seconded (unanimous)**

**079/23 To receive members' declarations of interest on any agenda item (agenda item 8)**

No declarations of interest were received.

**080/23 To approve as a correct record, the minutes of the Parish Council Meeting on the 17<sup>th</sup> of April 2023 (agenda item 9)**

**Resolved** – That the minutes of the Parish Council Meeting held on the 17<sup>th</sup> of April 2023 be approved as a correct record of the meeting.

**The resolution was correctly proposed and seconded (unanimous with 1 abstention due to absence)**

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

**081/23 To note minutes of the Parish Assembly held on the 24<sup>th</sup> of April 2023 (agenda item 10)**

The minutes of the Parish Assembly were noted.

**082/23 To review and approve all Banwell Parish Council Committee and Working Party Terms of Reference (agenda item 11)**

**Resolved** – To approve all Banwell Parish Council Committee and Working Party Terms of Reference with the format being standardised.

**The resolution was correctly proposed and seconded (unanimous)**

**083/23 To approve the following documents (agenda item 12)**

**(i) Calendar of Meeting dates**

**Resolved** – That the Calendar of Meeting dates for 2023/2024 be approved.

**The resolution was correctly proposed and seconded (unanimous)**

**(ii) 2023/24 Banwell Action Plan**

**Resolved** – That the reviewed 2023/24 Banwell Action Plan be approved with a change of Clerk Training to Officer Training.

**The resolution was correctly proposed and seconded (unanimous)**

**(iii) Financial Regulations and associated Risk Assessment**

**Resolved** – That the financial risk assessment be approved with the removal of the reference to North Somersets responsibility to the Childrens Centre and the removal of the Village Hall from Assets (from the Risk Assessment) and with the addition of the following statement in the financial regulations' investments section – 'in accordance with the Councils Sustainability objectives, investments will only be made with ethical banks or financial institutions'.

**The resolution was correctly proposed and seconded (unanimous)**

**(iv) Standing Orders**

**Resolved** – That the Standing Orders be approved with the addition of a statement beneath the contents explain that the bold statements follow legislation.

**The resolution was correctly proposed and seconded (unanimous)**

**084/23 To review and approve all Banwell Parish Council Policy and Procedures (agenda item 13)**

**Resolved** – To approve all Banwell Parish Council Policy and Procedures with amendments to the following.

- Absence & Sickness Policy – becomes just Sickness Policy.
- Safety of Memorials to be deferred to June's meeting.

**The resolution was correctly proposed and seconded (unanimous)**

**085/23 To receive the Clerk's report/Exchange of information (agenda item 14)**

**i) £1000 grant from Winscombe Parish Council**

Thanks was given to Winscombe Parish Council for their £1000 donation to help maintain services at the Youth & Community Centre.

**ii) Young Carers Service**

The Young Carers service has approached the Parish Council to allow them to use the Youth & Community Centre for four ad hoc sessions over the next 3 months to support young carers in and around the Banwell area. The sessions provide a safe space to allow young carers to have fun but also access advice and information designed to support them.

**086/23 To note the training and events available and agree any attendance (agenda item 15)**

**i) Introduction to Local Councils E-Learning Course FREE**

The training was noted.

**ii) £40 ALCA Online Essential Councillor either 22<sup>nd</sup> or 31<sup>st</sup> May 6:30pm.**

**Resolved** – To approve £40 for Cllr Arlidge to attend the ALCA Online Essential Councillor on the 22<sup>nd</sup> of May.

**The resolution was correctly proposed and seconded (unanimous)**

**iii) £50 SLCC Creating Accessible Documents**

**Resolved** – To approve £50 for the Communications Officer to attend Creating Accessible Documents.

**The resolution was correctly proposed and seconded (unanimous)**

**iv) £70 SLCC +VAT SLCC Agendas and Minutes 6<sup>th</sup> & 13<sup>th</sup> June**

**Resolved** – To approve £70 for the Communications Officer to attend Agendas and Minutes.

**The resolution was correctly proposed and seconded (unanimous)**

v) **ALCA e-learning on nimble**

The training was noted.

vi) **Communications Training via ALCA**

The training was noted.

vii) **Finance Training via ALCA**

The training was noted.

viii) **Various NALC Training**

The training was noted.

ix) **'Scribe' Finance Training**

The training was noted.

**087/23 To approve the following items of expenditure (agenda item 16)**

i) **£673.98 for Annual Scribe Subscription**

**Resolved** – To agree the cost of £673.98 the Annual Scribe subscription.

**The resolution was correctly proposed and seconded (unanimous)**

ii) **£2,150.93 or £2,226.55 (increased fidelity) Insurance premium year three of a three-year contract.**

**Resolved** – To agree the cost of £2,226.55 the annual insurance premium.

**The resolution was correctly proposed and seconded (unanimous)**

iii) **£300 to sand, treat benches located outside school, Knightcott Gardens & Knightcott Motors**

**Resolved** – To agree the cost of £300 to sand, treat benches located outside school, Knightcott Gardens & Knightcott Motors.

**The resolution was correctly proposed and seconded (unanimous)**

iv) **£196.91 for hand winding wheel and spacer for the lift.**

**Resolved** – To agree the cost of £196.91 for hand winding wheel and spacer for the lift.

**The resolution was correctly proposed and seconded (unanimous)**

v) **£108 for replacement glass window.**

**Resolved** – To agree the cost of £108 for replacement glass window.

**The resolution was correctly proposed and seconded (unanimous)**

**088/23 To discuss the dates for the Community Picnic and possible summer market and agree a way forward (agenda item 17).**

**Resolved:** To agree that the Community Picnic is combined with a summer market at a date to be decided.

**The resolution was correctly proposed and seconded (unanimous)**

**089/23 To confirm that the Parish Council have no conflicts of interest with the external auditor BDO LLP (agenda item 18).**

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

**The resolution was correctly proposed and seconded (unanimous)**

**090/23 To note the Internal Auditors signed section of the Annual Return for 2022/23 (agenda item 19).**

The internal auditors signed section of the Annual Return for 2022/23.

**091/23 To approve the Annual Governance Statements for 2022/23 (agenda item 20).**

**Resolved** – The Annual Governance Statements for 2022/23 were approved.

**The resolution was correctly proposed and seconded (unanimous)**

**092/23 To approve the Statement of Accounts for 2022/23 (agenda item 21).**

**Resolved** – To annual Statement of Accounts for 2022/23 were approved.

**The resolution was correctly proposed and seconded (unanimous)**

**093/23 To authorise bills for payment for May (agenda item 22)**

The Clerk tabled an updated bills for payment sheet for May.

**Resolved:** To authorise the bills for payment sheet for May of £10,611.08. Cllr Blatchford and Cllr McCarthy to authorise the BACs payments.

**The resolution was correctly proposed and seconded (unanimous)**

**094/23 To note the Parish Council's end of April's net position, bank balances and bank reconciliation (agenda item 23)**

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

**095/23 To agree regular standing order, direct debit and BACs payments made from the Unity bank account (agenda item 24)**

**Resolved:** To agree the following regular standing order, direct debit and BACs payments made from the Unity bank account

Method	Item	Frequency
SO	Clerk basic salary	Monthly
SO	Communications Officer basic salary	Monthly
DD	Pension – NEST	Monthly
DD	E-On – electricity (streetlights)	Monthly
DD	E-On – electricity (YCC)	Monthly
DD	Mainstream telephone lines x 2 (YCC)	Monthly

DD	North Somerset – waste collection (YCC)	Monthly
DD	Multipay Card fee	Monthly
DD	Multipay Card purchases	When requested
DD	Water-2-Business (YCC)	Quarterly
DD	Cathedral Hygiene (YCC)	Quarterly
DD	Unity Trust Bank Charges	Quarterly
DD	Calor gas Standing Charge	Quarterly
DD	Calor LPG Delivery	When requested
DD	Information Commissioners Office - data protection	Annually
DD	TV Licence	Annually
VDD	Land Registry	When requested
BACS	Allotment Rent	Annually
BACS	JK Gardening (Grass Cutting etc...)	Monthly
BACS	Ambience Landscaping (Dog Bins)	Monthly
BACS	Insight Cleaning (YCC)	Monthly
BACS	YMCA Dulverton (Youth Club Provider)	Monthly
BACS	HMRC	Monthly
BACS	GB Sport & Leisure (Play area operational inspections)	Quarterly
BACS	Weston Rail Services (Street light Maintenance)	Quarterly
BACS	Webglu (website fees)	Quarterly

**The resolution was correctly proposed and seconded (unanimous)**

**096/23 To note and comment upon planning applications (agenda item 25).**

- i) **23/P/0608/CQA Agricultural Building to the North of The Poplars, West Rolstone Rd, Hewish**  
Prior approval for the conversion of agricultural barn into 1no. dwelling with operational development of insertion of new windows and doors

**Resolved:** To note this application.

**The resolution was correctly proposed and seconded (unanimous)**

- ii) **23/P/0639/FUH Wyndham West Street Banwell North Somerset BS29 6DE**  
Proposed erection of single storey front extension (approximately 4.2m x 4.0m) with an apex roof line. New replacement UPVC double glazed windows and a new composite double glazed front door.

**Resolved:** To note this application.

**The resolution was correctly proposed and seconded (unanimous)**

- iii) **23/P/0674/RM Land to South of William Daw Close Banwell North Somerset**  
Erection of 26no. dwellings pursuant to outline planning permission 18/P/3334/OUT (Outline planning application for a residential development of up to 26no. dwellings and associated infrastructure with access for approval; appearance, landscaping, layout and scale reserved for subsequent **approval**) (update to appearance approved on 20/P/1690/RM).

**Resolved:** To support this application.

**The resolution was correctly proposed and seconded (5 for and 5 against. Casting vote against)**

**Resolved:** To note this application.

**The resolution was correctly proposed and seconded (unanimous with 1 abstention)**

**097/23 Dates of the next meetings (agenda item 26)**

Monday 5th of June, 7pm Planning Committee at the Youth and Community Centre (YCC)

Monday 5th of June, TBD Youth & Community Centre Committee at the YCC

Monday 17th of June 2023, 7:30pm Meeting of the Parish Council at the YCC

The Chairman closed the meeting at 20:40

.....Chairman

.....Date



**Bills for Payment - 17th April to the 11th May 2023**  
**Banwell Parish Council**

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power	
<b>Already Paid</b>						The Parish Council	
BACS	K Gunningham	Allotment Rent	£ 1,647.88		086/22		
DD	Mainstream	Phone and Broadband (DD 14.05.23)	£ 2.01		086/22		
<b>To Pay</b>							
DD	EDF	YCC Electricity (19.05.23)	£ 136.97		YCC 17/22		
BACS	J K Gardening	Grass cutting & Village Orderly	£ 1,043.34		086/22		
BACS	J K Gardening	Environmental Fee x2	£ 40.00		Admin		
BACS	J K Gardening	Dark Lane clearance	£ 150.00		44/23 (iii)		
BACS	Ambience Landscape	Dog Bin emptying	£ 571.20		086/22		
BACS	Insight Cleaning	YCC Cleaning Dec 2022	£ 192.00		086/22		
BACS	YMCA	Youth Club March	£ 540.00		086/22		
BACS	YMCA	Youth Club April	£ 270.00		086/22		
BACS	Scribe	Annual Accounting Subscription	£ 673.92		087/23 (i)		
BACS	Neil Merrick	YC Food Project & YCC paint	£ 125.96		Grant		
BACS	SLCC	Creating Accessible Documents	£ 60.00		086/23 (iii)		
BACS	SLCC	Agenda and Minutes Training	£ 84.00		086/23 (iv)		
BACS	Avon Armour	Automatic door service	£ 102.00		060/23 (i)		
BACS	Bridget Bowen	Annual Return Submission	£ 125.00		094/20		
DD	Loyds Bank PLC	Multipay charge & costs (zoom, Coronation gifts, bench slats, printer cartridges, microsoft licence).	£ 991.11		086/22		
SO	Officer Salaries	Officer Salaries (SO 26.04.23)	£ 2,786.46		086/22		
DD	Nest	Pension contributions (DD 26.04.23)	£ 233.68		086/22		
DD	North Somerset	Waste Collection (DD 01.05.23)	£ 9.50		086/22		
DD	Avanti Gas	LPG Gas	£ 156.51		086/22		
BACS	HMRC	PAYE and NI (12.05.23)	£ 669.54		086/22		
			<b>Totals</b>				
			<b>£10,611.08</b>				
BACS	Bank Transfer	Cemetery Account to current account for env fee vs Cem fees	£220				

The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019