



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

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

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

Cllr Blatchford welcomed everybody.

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

**i) Members of the public.**

No members of the public spoke.

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

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

Incidents reported = 36 with the following selection of crimes reported: 5 abandoned 999 calls, 1 anti-social behaviour, 1 animal, 2 burglaries (non-dwelling), 4 concern for welfare, 1 public order, 3 suspicious activity, 2 theft from a vehicle, 1 traffic related.

For up-to-date information residents can keep in touch via the Avon & Somerset website or follow them on social media, Facebook "Weston & Worle police" or Twitter "ASPNorthSom". Residents were asked if they see anything suspicious in the area or would like to talk to local officers, please call 101 or 999 in an emergency, they can also report anonymously to Crimestoppers on 0800555111.

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

Cllr Tristam gave the following brief report on Castle Hill and lowering the speed limit past the entrance to the Garden Centre. The Parish Council were asked to add this an agenda item. Finally, the preparation work for the bypass was due to begin this week.

**iv) Banwell Football**

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

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

**The meeting was convened.**

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

Apologies were received from Cllrs Kevin Gibbons & Tara Wright.

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

No interests were received.

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

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

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

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

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

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

The minutes from the meetings above were noted.

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

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

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

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

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

**050/24 To note the training and events available and agree any attendance (agenda item 6)**

- i) **ALCA e-learning on nimble**
- ii) **Breakthrough Communications Training via ALCA**
- iii) **Various Finance Training via ALCA**
- iv) **Various 'Scribe' Finance Training**
- v) **Various NALC training from £30**
- vi) **SLCC The Managing Village Halls and Practical Compliance for CCTV by Parish Town and Community Councils – £85.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- iv) **£125 for a standing sign.**

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

**Resolved** – To approve the purchase of a reflective police pavement sign with the words 'Wait here until clear'.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Resolved** – The updated Asset Register was approved.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Clerk tabled an amended bills for payment schedule.

**Resolved** – To authorise the bills for payment for April of £18,503.63. Cllr Harding and Cllr Bailey to authorise the BACs payments.

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

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

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

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

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

Wednesday 8<sup>th</sup> of May 2024, 7pm Planning Committee at the YCC.

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

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

The Chairman closed the meeting at 20:25

.....Chairman

.....Date

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

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
<b>Already Paid</b>						The Parish Council
DD	Unity Trust	Bank charges (end of last financial year)	£ 32.40	There are 2 MPAN numbers	095/23	
DD	YU	Streetlight Power	£ 234.49		095/23	
DD	YU	Streetlight Power	£ 9.49		095/23	
DD	Mainstream	Phone and Broadband	£ 57.14		095/23	
<b>To Pay</b>						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		095/23	
BACS	J K Gardening	Moss Killer	<b>Total £1063.34</b>		Cem admin	
BACS	Ambience Landscape	Dog Bin emptying	£ 629.20		095/23	
BACS	Insight Cleaning	YCC Cleaning	£ 240.00		095/23	
BACS	YMCA	Youth Club Sessions	£ 540.00		095/23	
BACS	LG Groundworks	YCC path	£ 5,040.00		YCC 07/24	
BACS	SLCC	Admin Officer Training	£ 174.00		E21/24 & 050/24 (vi)	
BACS	Scribe	Annual Accounts	£ 501.12		051/24 (ii)	
BACS	Churchill Minibus Society	Contribution to the 'Older People Service'	£ 2,000.00		210/23 (ii)	
BACS	K. Gunningham	Annual Banwell Allotment Payment	£ 1,647.88		095/23	
BACS	Bridget Bowen	Internal Audit	£ 40.00		113/23	
BACS	Jonathan McMilan	Summer High-Viz	£ 24.18		207/23	
BACS	Neil Merrick	Cookery Sessions	£ 225.11		189/23 (ii)	
BACS	ICCM	Annual subscription	£ 100.00		051/24 (i)	
DD	EDF	YCC Electricity	£ 41.63		095/23	
DD	Lloyds Bank PLC	training, food bank).	£ 932.70		various & 095/23	
BACS	Liz Shayler	Overtime & expenses (rolls, milk, knife sharpener)	£ 304.63		189/23(i) & 207/23	
SO	Officer Salaries	Officer Salaries	£ 2,744.25		E14/24	
DD	Nest	Pension contibutions	£ 207.71		095/23	
BACS	HMRC	PAYE and NI	£ 891.02		095/23	
DD	North Somerset	YCC Waste Collection	£ 9.50		095/23	
			<b>Totals</b>	<b>£ 17,689.79</b>		

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