



MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD AT BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 20th MAY 2024

PRESENT: Councillors: Simon Arlidge, Mike Bailey, Paul Blatchford, Steve Davies, Paul Harding, Nick Manley, Maggie McCarthy, Matthew Thomson, Tara Wright and Steve Voller.

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

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

Members of the public

No members of the public were present.

Community Beat Manager's report.

No PCSO was present, and no report had been received.

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.

Ward Councillor's report

Cllr Tristam had no Banwell Items report.

The meeting was convened.

067/24 To elect a Chairman of the Parish Council for 2024/25 (agenda item 1)

Resolved – To elect Cllr Paul Harding as Chairman of the Parish Council for 2024/25

The resolution was correctly proposed and seconded (unanimous)

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

Cllr Harding began by thanking Cllr Blatchford for his time as Chairman.

068/24 To elect a Vice Chairman of the Parish Council for 2024/25 (agenda item 2)

Resolved – To elect Cllr Steve Voller as Vice Chairman of the Parish Council for 2024/25

The resolution was correctly proposed and seconded (unanimous)

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

069/24 To receive apologies for absence (agenda item 3)

Apologies were received from Parish Councillors Kevin Gibbons & Kelly Smith.

070/24 To appoint Members to Committees and Working Groups for 2024/25 (agenda item 4)

Resolved – To appoint the following Members to Committees and Working Groups for 2024/24.

Planning	Youth and Community Centre
Cllr Arlidge	Cllr Harding
Cllr Blatchford	Cllr Manley
Cllr Davies	Cllr McCarthy
Cllr Harding	Cllr Thomson
Cllr Manley	Cllr Wright
Cllr Thomson	
Employment	Appeals
Cllr Arlidge	Cllr Bailey
Cllr Blatchford	Cllr Davies
Cllr Harding	Cllr Thomson
Cllr McCarthy	
Cemetery & Memorials Working Group	Banwell Sustainability Working Group
Cllr Blatchford	Cllr Arlidge
Cllr Davies	Cllr Bailey
Cllr Gibbons	Cllr Harding
Cllr Harding	Cllr Thomson
Cllr McCarthy	Cllr Smith
John Keate (co-opted)	Cllr Voller
	Cllr Wright
Wolvershill Development Liaison Group	Wolvershill Development Working Group
Chairman of the Parish Council	Cllr Arlidge
Vice-Chairman of the Parish Council	Cllr Bailey
Chairman of the Planning Committee	Cllr Blatchford
	Cllr Harding
	Cllr Manley
	Cllr Thomson
	Cllr Voller

The resolution was correctly proposed and seconded (unanimous)

071/24 To appoint members of outside bodies for 2024/25 (agenda item 5)

Resolved – That the following members be appointed as the Parish Council’s representatives on outside bodies in 2024/25 in accordance with the following schedule: -

Outside Body	2024/24 Representatives
ALCA North Somerset Group	Cllr Harding & Cllr McCarthy
Banwell Allotment Society	Cllr Smith
Banwell in Bloom	Cllr Thomson
Banwell Scouts Association	Cllr Thomson / Cllr Smith
Banwell School Community Governor	Cllr Wright
Banwell Village Hall Management Committee	Cllr Smith
Churchill and Langford Minibus Society	Cllr Gibbons
Parochial Church Council	Cllr McCarthy
NSC Standards Sub-Committee	Cllr Harding
Winscombe & Banwell Patient Participation Group	Vacancy
Other	
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)

072/24 To receive members' declarations of interest on any agenda item (agenda item 6)

No declarations of interest were received.

073/24 To approve as a correct record, the minutes of the Parish Council Meeting on the 17th of April 2024 (agenda item 7)

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

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

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

074/24 To note the following minutes.

- i) **Parish Assembly held on the 25th of April 2024**
- ii) **Planning Committee Meeting held on the 8th of May 2024**
- iii) **Youth & Community Centre Meeting held on the 8th of May 2024**

The minutes above were noted.

075/24 To review and approve all Banwell Parish Council Committee and Working Party Terms of Reference (agenda item 9)

Resolved – To approve all Banwell Parish Council Committee and Working Party Terms of Reference.

The resolution was correctly proposed and seconded (unanimous)

076/24 To approve the following documents (agenda item 10)

(i) Calendar of Meeting dates

Resolved – That the Calendar of Meeting dates for 2024/2025 be approved with an amendment to May 2025 from the 12th to the 19th.

The resolution was correctly proposed and seconded (unanimous)

(ii) Updated Strategic Plan Action Plan and indicative To-do-list.

Resolved – That the updated Strategic Plan Action Plan and indicative to-do-list be approved with the to-do-list linked using the Action Plan numbering to each of the items.

The resolution was correctly proposed and seconded (unanimous)

(iii) Standing Orders

Resolved – That the Standing Orders be approved.

The resolution was correctly proposed and seconded (unanimous)

077/24 To review and approve all Banwell Parish Council Policy and Procedures (agenda item 11)

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

- Acceptable Use Policy – the addition of 'all Parish Council documents/files to be stored on One Drive'.

- Accessibility Statement – Appendix 1 remove 2nd link form ‘accessibility links’ and a change name of impaired users link from ‘Browsealoud’ to ‘Reachdeck’.
- Flag Flying Policy – Page 1 – change from Her to His Majesty’s Forces
- Grant Awarding Policy – Purpose 3 addition of ‘in exceptional circumstances’.
- Home Working Policy – Para 6 – updated link to the HSE Risk Assessment tool.
- Noticeboard Policy – Add within Authority to use – ‘ideally in hard copy form and email’.
- Protocol for the Death of a Senior National Figure – Remove Annexe 3.

The resolution was correctly proposed and seconded (unanimous)

078/24 To note the training and events available and agree any attendance (agenda item 12)

- i) **£70 + VAT ALCA SLCC Agendas and Minutes 30th July & 6th August.**

Resolved – To approve £70 for the Admin Officer.

The resolution was correctly proposed and seconded (unanimous)

- ii) **£50 SLCC Creating Accessible Documents 18th November.**

Resolved – To approve £100 for the Communications and Admin Officers to attend Creating Accessible Documents.

The resolution was correctly proposed and seconded (unanimous)

- iii) **£75 Nailsea Town Council ‘Practical Project Management’ 9th July**

Resolved – To approve £75 for the Clerk to attend Practical Project Management.

The resolution was correctly proposed and seconded (unanimous)

- iv) **ALCA e-learning on nimble**
- v) **Communications Training via ALCA**
- vi) **Finance Training via ALCA**
- vii) **Various NALC Training**
- viii) **‘Scribe’ Finance Training**

The rest of the available training was noted.

078/24 To receive the Clerk’s report/Exchange of information (agenda item 13)

- i) **Civicy App**

The Clerk introduced a new asset management system which it was hoped will centralise all asset management, inspections, and support budget setting. The Parish Council have been accepted onto the Beta Programme which intitles the Council to free access for 1 year. The Clerk asked for volunteers to help upload assets.

- ii) **£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.

- iii) **Jubilee Gate on East Street**

Thanks was given to Cllr Bailey who is currently restoring the Jubilee Gate on East Street..

- iv) **Community Payback Team**

The community payback team would be visiting next on the 8th and 29th June.

- v) **Away Days from Summer Lane Mobile Home**

The Community Support Worker (jointly financed by the Parish Council) has organised ‘Away Days’ to help reduce isolation on the Summer Lane community.

079/24 To agree the date for the Community Picnic and any associated costs (agenda item 14)

Resolved – To agree a date of Sunday July 14th at Banwell Village Hall from 11 until 4pm. With a budget of £250.

The resolution was correctly proposed and seconded (unanimous)

080/24 To approve the following items of expenditure (agenda item 15)

i) £561.60 + VAT for Annual Scribe Accounts Subscription

Resolved – To agree the cost of £561.60 +VAT for the Annual Scribe subscription.

The resolution was correctly proposed and seconded (unanimous)

ii) The Insurance premium.

Resolved – To agree the cost of £1819 for the annual insurance premium with Clear Councils for the next three years.

The resolution was correctly proposed and seconded (unanimous)

081/24 To consider a request for £200 from Great Western Air Ambulance Charity (agenda item 16).

Resolved: To agree a grant of £200 for Great Western Air Ambulance Charity.

The resolution was correctly proposed and seconded (unanimous)

082/24 To note the Parish Council's end of April's net position, bank balances and bank reconciliation (agenda item 17)

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

083/24 To agree regular standing order, direct debit and BACs payments made from the Unity bank account (agenda item 18)

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
SO	Administration Officer basic salary	Monthly
DD	Pension – NEST	Monthly
DD	YU – unmetered electricity streetlights	Monthly
DD	EDF – metered electricity YCC	Monthly
DD	Mainstream telephone & app for YCC	Monthly
DD	North Somerset – waste collection at YCC	Monthly
Card	Zoom	Monthly
DD	Lloyds Multipay Card fee	Monthly
DD	Multipay Card purchases	When requested
DD	Water-2-Business YCC	Quarterly
DD	Unity Trust Bank Charges	Quarterly
DD	Avantia gas Standing Charge	Quarterly
DD	Avantia LPG Delivery	When requested
DD	Rentokil-initial - YCC hygiene waste removal	Annually
DD	Information Commissioners Office - data protection	Annually
DD	TV Licence	Annually
VDD	Land Registry	When requested

CARD	Zoom	Monthly
CARD	Microsoft Accounts	Annually
BACS	HMRC	Monthly
BACS	JK Gardening - Grass Cutting / Village Orderly Contract	Monthly
BACS	Ambience Landscaping - Dog Bin Contract	Monthly
BACS	Insight Cleaning - YCC Cleaning Contract	Monthly
BACS	YMCA Dulverton - Youth Club Contract	Monthly
BACS	Banwell News – Quarterly newsletter and advert	Quarterly
BACS	GB Sport & Leisure - Play area operational inspections	Quarterly
BACS	Weston Rail Services - Street light Maintenance	Quarterly
BACS	Webglu - website maintenance and associated fees	Quarterly
BACS	Allotment payment to K Gunningham	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)

084/24 To authorise bills for payment for May (agenda item 19)

Resolved: To authorise the bills for payment sheet for May of £11,956.47. Cllr Blatchford and Cllr Harding to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

085/24 Dates of the next meetings (agenda item 20)

- Monday 3rd of June, 7pm Planning Committee at the Youth and Community Centre (YCC)
- Monday 17th of June, 7pm Recreation Ground Trust (YCC)
- Monday 17th of June, 7:30pm Meeting of the Parish Council at the YCC

The Chairman closed the meeting at 20:34

.....Chairman

.....Date

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

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power	
Already Paid						The Parish Council	
BACS	Tempest Photographer	ID Cards	£ 19.80	There are 2 MPAN numbers	Admin		
BACS	Vision North Somerset	Grant Awarded	£ 450.00		052/24		
BACS	ALCA	Annual Subscription (NALC & ALCA)	£ 813.84		051/24 (iii)		
BACS	Printhive	Policeperson sign	£ 270.00		051/24 (iv)		
DD	YU	Streetlight Power	£ 212.93		095/23		
DD	YU	Streetlight Power	£ 9.19		095/23		
DD	Mainstream	Phone and Broadband	£ 57.14		095/23		
DD	EDF	YCC Electricity	£ 40.01		095/23		
To Pay							
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		095/23		
BACS	Ambience Landscape	Dog Bin emptying	£ 648.07	095/23 & 036/24			
BACS	Insight Cleaning	YCC Cleaning	£ 232.00	095/23			
BACS	YMCA	Youth Club Sessions	£ 405.00	095/23			
BACS	Complete Weed Control	Weed Spray	£ 549.60	038/24			
BACS	GB Sport	Operational Inspection	£ 120.00	095/23			
BACS	DS Securities	Issue with door access system	£ 90.00	H & S			
BACS	Scribe	Annual Accounts Package	£ 673.92	Agenda Item			
BACS	Avon Armour	Annual Service of Automatic Door	£ 116.40	038/24			
BACS	Weston Rail Service	YCC PA Testing	£ 158.40	H & S			
BACS	Neil Merrick	Cookery Sessions	£ 171.15	189/23 (ii)			
BACS	Mike Bailley	Materials for Jubilee Gate	£ 51.93	Expenses			
DD	Lloyds Bank PLC	Multipay charge & costs (zoom, food bank, office equipment, spring clean costs, ILCA, YCC misc items, washer/ dryer).	£ 1,295.96	various & 095/23			
BACS	Officer overtime & expenses	Overtime & expenses (rolls, milk, printer cartridges)	£ 635.03	189/23(i) & Admin			
SO	Officer Salaries	Officer Salaries	£ 2,744.25	E14/24			
DD	Nest	Pension contributions	£ 212.98	095/23			
BACS	HMRC	PAYE and NI	£ 926.03	095/23			
DD	North Somerset	YCC Waste Collection	£ 9.50	095/23			
			Totals				
			£ 11,956.47				

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