



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT 7:30pm ON MONDAY 11th DECEMBER 2017 AT BANWELL VILLAGE HALL

PRESENT:	Councillors Jim Weston (Chairman), Paul Bateman, Paul Blatchford, Steve Davies, Angela Haden, Phil Hale, Paul Harding(Vice-Chairman), Maggie McCarthy and Dawn Parry.
IN ATTENDANCE:	Mrs Liz Shayler (Clerk).
WARD COUNCILLOR:	Cllr Ann Harley
AVON & SOMERSET POLICE:	None
PRESS:	None
MEMBERS OF THE PUBLIC:	3

The Chairman welcomed everyone and opened the meeting.

295/17 To receive apologies for absence and vote on the acceptance of apologies for absence for Cllr Poole (agenda item 1).

Apologies were received from Parish Councillors Jo Arnold & Phil Adams and District Councillor Jerry O'Brien.

Resolved - to accept Cllr Poole's apologies for absence and extend the 6-month absence rule for 3 months.

The resolution was correctly proposed and seconded (unanimous).

296/17 To receive members' declarations of interest on any agenda item. (agenda item 2).

Cllr Haden declared an interest in agenda item 23 (i) due to the proximity to her property.

297/17 To invite public participation (agenda item 3).

i) **Members of the public.**

Mr Keate reported that the gullies on West Street (by The Ferns) had completely fallen in and were a trip hazard and a piece of the gully by the Narrows had come away making the path very narrow. The Clerk told the meeting that both items had been reported to North Somerset and that they were due to be repaired.

Rob Waycott from Western Trade Centre was concerned about the Parish Councils recommendation on October 9th, 2017 in regards to planning application 17/P/2111/O (residential development). He felt the council should be aware of the following points;

- The demolition of the buildings on the site had been agreed in a previous planning application and the Barn had a date of 1979 carved into it.
- Benefits from developing the site included section 106 / CIL contributions and affordable housing.
- The ecological survey reported that the badger sites were not active and that there would be an overall environmental net gain if the development went ahead.
- That it was important to develop brownfield sites rather than greenfield sites.

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

No PC / PCSO were present and no report was received.

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

Cllr Harley spoke in relation to agenda item 18 - Mr Penrose's letter. She reported that Mr Penrose had spoken to many people and had taken a lot of their ideas to write the letter published in the Mercury. Both Mr Penrose and she felt that the Banwell Bypass was important, but funding was imperative. The Concern for the local villages was the lack of infrastructure. Churchill are against the garden village in their area. She wished the Parish Council to show a united front with Mr Penrose and other villages and that the Parish Council were welcome to contact Mr Penrose with any concerns that they may have.

298/17 To approve as a correct record, the minutes of the Parish Council Meeting held on 13th November 2017 (agenda item 4).

Resolved – That the minutes be approved as a correct record of the meeting with the amendment to 271/17 (vii) to read 'Under Health and Safety this will be replaced as soon as possible'.

The resolution was correctly proposed and seconded (unanimous).

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

299/17 To note the Cemetery and Memorials Committee meeting minutes from the 28th November 2017 (agenda item 5).

The minutes were noted

300/17 To note the Youth Club Management Committee meeting minutes from the 30th November (agenda item 6).

The minutes were noted

301/17 To agree the cost of an advert, advertising the new 50p charge for Youth Club (agenda item 7).

Resolved – To agree the cost for a whole page advert in the Parish Magazine, advertising the new 50p charge for the Youth Club.

The resolution was correctly proposed and seconded (unanimous).

302/17 To note the Highways from the 6th December 2017 (agenda item 8).

The minutes were noted

303/17 To receive the Clerk's report/Exchange of information: (agenda item 9).

- (i) **Battles Over Celebration 2018.** The Chairman reported that the working party will be assessing the best place for the beacon when the weather improves. The Clerk was asked to contact Banwell Volunteer Fire Brigade to invite them to be involved.
- (ii) **Lights around the village.** No lights were brought to the Clerks attention
- (iii) **Vehicle Activated Speed Sign.** The Clerk reported the VAS had arrived and was shortly to be assembled. She was just waiting for confirmation from North Somerset that the previous locations could be used.
- (iv) **Youth Club** – The Clerk reported that the Youth Club's bag pack had raised £429.38.
- (v) **Castle Hill Pothole** – The Clerk was asked to report this to North Somerset.
- (vi) **Youth Club Ramp** – The Clerk was asked to ensure this is on the next agenda

304/17 To note the annual play inspection and to consider the 'low risk' items (agenda item 10)

Resolved – To replace the nest swing chain and connectors for £350

The resolution was correctly proposed and seconded (unanimous).

The splinters to be monitored on the Riverside Climbing frame.

305/17 To consider a request for £120 for Citizens Advice Bureau to enable them to continue with their drop-in sessions until April 2018 (agenda item 11).

Resolved – To agree the request for £120 for CAB to hire the adjacent meeting room until April 2018 for their drop-in sessions.

The resolution was correctly proposed and seconded (unanimous).

306/17 To approve the following items of expenditure (agenda item 12).

(i) **£25 sponsorship to Banwell PTA for their Christmas Fayre**

Resolved: To agree £25 sponsorship to Banwell PTA for their Christmas Fayre

The resolution was correctly proposed and seconded (unanimous).

(ii) **£220 to remove the weeds from Riverside and High Street.**

Resolved: To agree a £220 to remove the weeds from Riverside and High Street

The resolution was correctly proposed and seconded (unanimous).

307/17 To note the internal auditors, interim report for the 2017/2018 accounts and agree any recommendations (agenda item 13).

The recommendations were noted.

Resolved: That the actions be completed by the Clerk and Council as requested.

The resolution was correctly proposed and seconded (unanimous).

308/17 To discuss and agree the cost of approximately £175 for Bridget Bowen (internal auditor) to review the Parish Councils responsibilities in relation to the Recreation Ground Charity, including a review of the trust deed and the Charity's requirements to record income and expenditure with a minimum of offsetting (agenda item 14).

Resolved – To agree the cost of £175 for Bridget Bowen to review the Parish Councils responsibilities in relation to the Recreation Ground Trust Charity.

The resolution was correctly proposed and seconded (unanimous).

309/17 To note the training available and agree any attendance (agenda item 15)

(i) **15th December 2017 CiLCA Support Group. Long Ashton 10am until 12. £20**

No one to attend this session.

(ii) **27th January 2018 Being a Good Councillor Cleeve Village Hall 9:45am – 12:45 £60**

No one to attend this session.

(iii) **24th February 2018 Being a Good Councillor Longwell Green 9:45am – 12:45 £60**

No one to attend this session.

- (iv) **24th March 2018 Being a Good Councillor Long Ashton 9:45am – 12:45 £60**

No one to attend this session.

- (v) **28th November 2018 SLCC Regional Conference. Webbington £85. The Clerk**

Resolved: That the Clerk and two councillors attend this session

The resolution was correctly proposed and seconded (unanimous).

- 310/17 To discuss and agree a response to North Somerset's Local Plan Consultation (agenda item 16).**

Resolved: That Cllr Blatchford's response on behalf of the Parish Council be sent to North Somerset.

The resolution was correctly proposed and seconded (unanimous).

- 311/17 To discuss and agree a response to West of England's Joint Spatial Plan (agenda item 17).**

Resolved: That Cllr Hale, Cllr Blatchford and the Clerk meet to redraft the proposed response for consideration at the next Parish Council meeting.

The resolution was correctly proposed and seconded (unanimous).

- 312/17 To discuss and agree a response to Mr Penrose's letter concerning the West of England's Joint Spatial Plan (agenda item 18).**

Resolved: That with editing amendments Cllr Harding's letter, not supporting Mr Penrose's recommendations, be sent.

The resolution was correctly proposed and seconded (unanimous).

- 313/17 To authorise bills for payment (agenda item 19).**

Resolved: To authorise bills for payment. Cllrs Harding and Haden will sign the cheques.

The resolution was correctly proposed and seconded (Unanimous)

- 314/17 To note the Parish Council's November's net position, bank balances and bank reconciliation (agenda item 20).**

The net position, bank balances and bank reconciliation were noted.

- 315/17 To discuss the initial draft of the 2017/2018 budget (agenda item 21).**

The Initial draft was noted.

- 316/17 To agree to update the bank mandate to remove ex councillors and to add new councillors (agenda item 22).**

Resolved: to update the bank mandate removing ex-councillors and adding the new councillors

The resolution was correctly proposed and seconded (Unanimous)

317/17 To note and comment upon planning applications (agenda item 23).

- (i) **17/P/5018/FUH** - 7 North View Drive, Banwell, North Somerset. BS29 6AS. Erection of a two-storey side extension.

Resolved – To support this application.

The resolution was correctly proposed and seconded (unanimous)

- (ii) **17/P/5127/CQA** - The Barn at Laurel Farm, Summer Lane, Banwell. BS29 6LP. Prior approval for change of use from agricultural building and land to 1no. dwelling (use class C3), plus associated operational development comprising of partial demolition of the existing structure; rendering of existing block walls with timber slats above; insertion of new windows, doors and rooflights.

Resolved – To support this application subject to the visibility splays being acceptable to North Somerset Highways department.

The resolution was correctly proposed and seconded (Unanimous)

- (iii) **17/P/5139/FUL** - Ostara Barn, Well Lane, Banwell. North Somerset. Retrospective application for the erection of new tack room with horse wash. Additional temporary living unit located on site during Barn conversion project. Approved Planning Ref: 16/P/1862/F.

Resolved – To support this application subject to the following conditions

- The caravans required for temporary accommodation during the building works are removed when the barn conversion has been completed.
- Concerns in relation to the proximity of the tack room to adjacent living accommodation.

The resolution was correctly proposed and seconded (Unanimous)

318/17 To note planning decisions – (agenda item 24).

- (i) **17/P/1567/F** - Land South of Churchland Way, Wolvershill Road, Banwell, Weston-super-Mare. The erection of a substation serving properties newly built under planning permission 12/P/1266/OT2. **GRANTED**
- (ii) **17/P/2098/EIA2** Land to the West of M5 and East of Trenchard Road/Parks Avenue, Locking Parklands, Locking. Scoping opinion for an Environmental Impact Assessment required to be submitted with a planning application for a proposed residential development of up to 120 dwellings. **ENVIRONMENTAL IMPACT ASSESSMENT REQUIRED**
- (iii) **17/P/2113/O** 1 William Daw Close, Banwell, BS29 6HQ. Outline planning permission for the erection of 3no. dwellings following demolition of existing bungalow. Access, layout and scale for approval, appearance and landscaping reserved for subsequent approval. **REFUSED**
- (iv) **17/P/2221/F** Unit 5, Box Bush Lane, Banwell, BS24 6UA Erection of a two-storey side extension to an existing building (Use classes B1/B2). **GRANTED**
- (v) **17/P/2299/LB** - 2 The Square, Banwell, BS29 6NY. Listed building consent for internal and external alterations. Internal alterations to include converting the loft to storage area. External alterations to include the installation of 3no. rooflights, satellite dish and painting of the external render to include changing the colour, plastic installation of guttering and downpipe around the front bay window to be replaced by cast iron gutter and downpipe for bay window. **GRANTED**
- (vi) **17/P/2300/F** - 2 The Square, Banwell, BS29 6NY. Proposed loft conversion to include the installation of 3no. rooflights. Installation of satellite dish and painting of the external render to include changing the colour, plastic installation of guttering and downpipe around the front bay window to be replaced by cast iron gutter and downpipe for bay window. **GRANTED**

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- (vii) **17/P/2432/F** - 2-4 Castle Hill, Banwell, BS29 6NY. Change of use of the ground floor from restaurant (A3 use) to residential (C3 use) in conjunction with first floor- whole property is used as a single dwelling (retrospective). **GRANTED**
- (viii) **17/P/2662/WT** - THE ABBEY, East Street, Banwell, BS29 6BW. T1 - Walnut : Prune back from archway, greenhouse, island & remove major deadwood; H1 - Yew : Trim lower growth, reduce upper laterals by 1-2m approx; T2 - Yew by rockery : Remove lowest limb; T3 - Dead cherry : Remove; T4 - Horse Chestnut : Prune back to previous points over neighbours to reduce overhang, inspect main union; T5 - Sycamore : Prune from building to give 2m clearance & clear phone line; T6 - Yew : Crown lift over drive to give 3-4 m clearance from ground; T7 - Holm Oak : Re-pollard limb over drive & next to power lines, Lift crown to give 3-4m clearance from ground; T8 - Magnolia : Reduce to previous points. **AGREED**
- (ix) **17/P/2458/F** - Frasander Farm, Riverside, Banwell, BS29 6EL. Static Caravan used for Residential and Business Purposes and associated Structures and Landscaping (retrospective). **REFUSED**
- (x) **17/P/2510/F** - Darsham House, Bristol Road, Hewish, BS24 6RD. Demolition of existing detached garage to facilitate erection of larger replacement detached garage (garage 'A') and erection of a new detached garage (garage 'B'). **GRANTED**

319/17 Dates of the next meetings – (agenda item 25)

8th January 2018 – Parish Council meeting 7:30pm Banwell Village Hall

The Chairman closed the meeting at 21:15

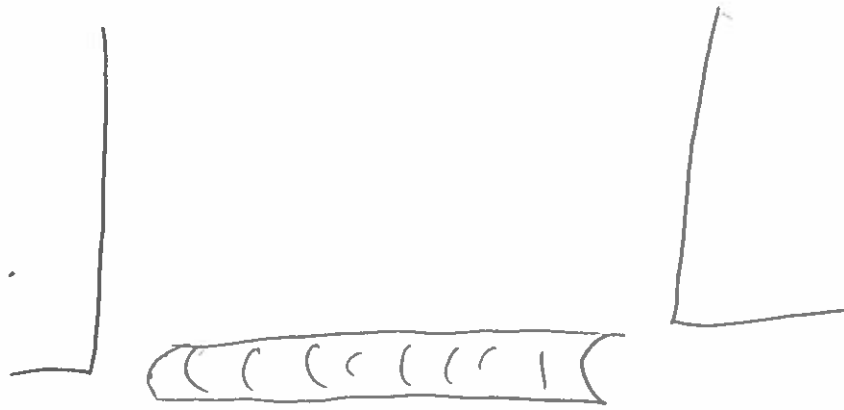
.....Chairman

.....Date

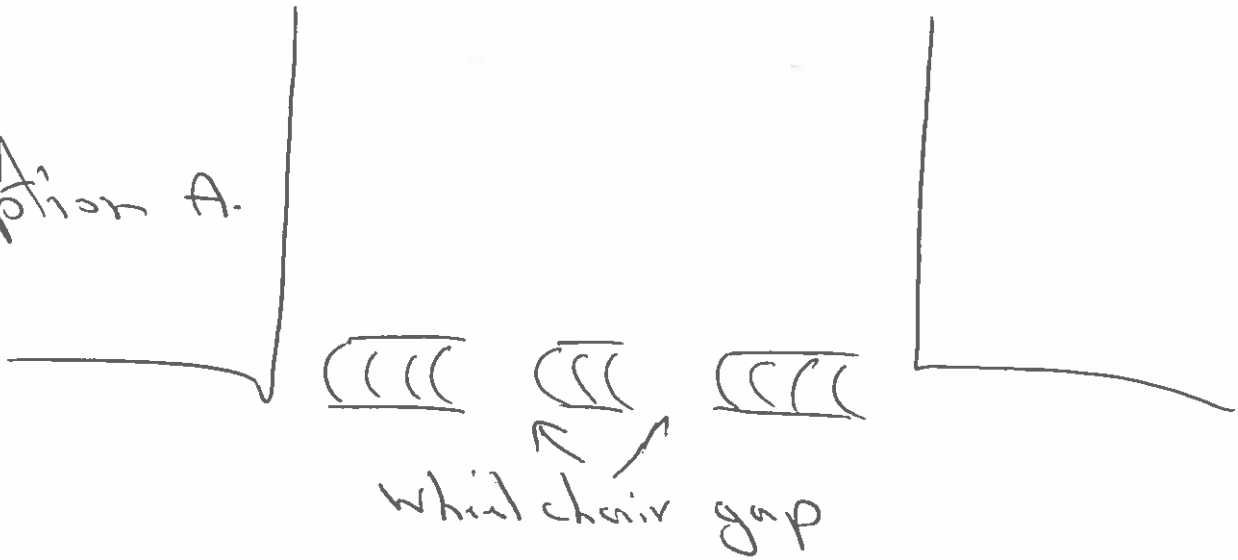
Bills for Payment - 14th November to the 11th December 2017
Banwell Parish Council

Chq No.	Payee	Details	Net Amount	VAT	Gross Amount	Minute agreed	Power
5236	GB Sport	Hook Seat & Loop hanging moulded	£159.75	£31.95	£191.70	195/17	LG (MP) Act 1976 S19
5237	Banwell Buddies	Grant	£3,000		£3,000	294/17	LGA 1972 s137
5238	Scouting Association	Pest Control	£200		£200	275/17	LGA 1972 s137
5239	Somerset Playing Fields Association	Subscription renewal	£15		£15	272/17 (ii)	LGA 1972 s112
5240	James Hedges	Reduction of Elm tree on the Recreation Ground	£180		£180	223/17	LG (MP) Act 1976 S19
DD	ICO	Data Registration	£35		£35	287/17	LGA 1972 s112
5241	E. Shayler	Clerk's December Salary, November Overtime and CiLCA	£1,360.13		£1,617.12		LGA 1972 s112
5242	HMRC	PAYE and NI for October	£373.37		£373.37		LGA 1972 s112
5243	Bin-It	Dog Bin Emptying	£352.73	£70.55	£423.28		EPA 1990 s5 subsection 86 (13)
5244	J K Gardening	Grass cutting @ Rec Ground, Riverside, Children's Centre, K'cott Bank	£283.50		£283.50		PHA 1875 s164
5244	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50		LGA 1972 s214 (2) & (6)
5244	J K Gardening	Village Orderly duties	£392.50		£392.50		LGA 1972 s112
5244	J K Gardening	Flower beds Cheque total £858.50	£20.00		£20.00		WMA 1923 s1 & LGA 1948 s133
5245	Youthworkz	Youth Club staffing costs (£800 - £44 = £756) + Programme costs (£95.46)	£851.46		£851.46		LG (MP) Act 1976 S19 (1e) & (1f)
5246	GB Sport	Annual Playground inspection	£198.00	£39.60	£237.60	257/17	LG (MP) Act 1976 S19
5247	ALCA	CiLCA support	£20.00		£20.00	255/17 (iv)	LGA 1972 s112
5248	Banwell Village Hall	Office Hire (£715.00) Hall Hire (£45)	£760.00		£760.00		LGA 1972 s112
5249	Liz Shayler	Youth Club TV Licence	£147.00		£147.00	YC 50/17	LG (MP) Act 1976 S19
5250	Keran Mellor	Repair to bus shelter	£65.00	£13.00	£78.00	272/17 (iv)	LG (MP) Act 1953 S4
5251	ALCA	Risk assessment training (Clerk)	£30.00		£30.00	287/17(ii)	LGA 1972 s112
5252	Swarco	Vehicle Activated Speed Sign	£2,544.36		£3,053.23	253/17	LG&R Act 1997 s30
DD	Nest	December pension contributions (DD 10.01.18)	£29.11		£29.11		LGA 1972 s112
DD	EON	Electricity Account (DD 22.12.17)	£208.52	£41.70	£250.22		PCA 1957, s3 & HA 1980 S301
DD	Mainstream	fraud, call charges (£3.01) (DD 14.12.17)	£3.01	£0.60	£3.61		LGA 1972 s111
Totals			£8,231.19	£165.45	£9,162.50		

Now.



Option A.



Option B.



Half - cars still have to slow down. wheel chairs go around other half.



ACCEPTABLE USE POLICY

This Acceptable Usage Policy covers the security and use of all Banwell Parish Council information and IT equipment. It also includes the use of email, internet, voice and mobile IT equipment. This policy applies to all Banwell Parish Council councillors, employees, contractors and agents (hereafter referred to as 'individuals').

This policy applies to all information, in whatever form, relating to Banwell Parish Council business activities worldwide, and to all information handled by Banwell Parish Council relating to other organisations with whom it deals. It also covers all IT and information communications facilities operated by Banwell Parish Council or on its behalf.

Computer Access Control – Individual's Responsibility

Access to the Banwell Parish Council IT systems is controlled using User IDs and passwords. Each individual councillor is responsible for securely password protecting their laptop.

Individuals must not:

- Allow anyone else to use their user ID and password on any Banwell Parish Council IT system.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Leave their password unprotected (for example writing it down).
- Perform any unauthorised changes to Banwell Parish Council IT systems or information.
- Attempt to access data that they are not authorised to use or access.
- Exceed the limits of their authorisation or specific business need to interrogate the system or data.
- Connect any non-Banwell Parish Council authorised device to the Banwell Parish Council IT equipment.
- Give or transfer Banwell Parish Council data or software to any person or organisation outside Banwell Parish Council without the authority of Banwell Parish Council.

Internet and email Conditions of Use

Use of Banwell Parish Council internet and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to Banwell Parish Council in any way, not in breach of any term and condition of employment and does not place the individual or Banwell Parish Council in breach of statutory or other legal obligations.

All individuals are accountable for their actions on the internet and email systems.

Individuals must not:

- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which Banwell Parish Council considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.

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- Place any information on the Internet that relates to Banwell Parish Council, alter any information about it, or express any opinion about Banwell Parish Council, unless they are specifically authorised to do this.
- Send unprotected sensitive or confidential information externally.
- Make official commitments through the internet or email on behalf of Banwell Parish Council unless authorised to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval.
- Connect Banwell Parish Council devices to the internet using non-standard connections.

Clear Desk and Clear Screen Policy

To reduce the risk of unauthorised access or loss of information, Banwell Parish Council enforces a clear desk and screen policy as follows:

- Personal or confidential business information must be protected using security features provided for example secure print on printers.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care must be taken to not leave confidential material on printers or photocopiers.
- All business-related printed matter must be disposed of using confidential waste bins or shredders.

Working Off-site

It is accepted that laptops will be taken off-site. The following controls must be applied:

- Equipment and media taken off-site must not be left unattended in public places and not left in sight in a car.
- Laptops must be carried as hand luggage when travelling.
- Information should be protected against loss or compromise when working remotely (for example at home or in public places). Laptop encryption must be used.
- Care should be taken with the use of mobile devices such as laptops. They must be protected at least by a password or a PIN and, where available, encryption.

Mobile Storage Devices

Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only Banwell Parish Council authorised mobile storage devices with encryption enabled must be used by the clerk, when transferring sensitive or confidential data.

Software

Employees / Councillors must use only software that is authorised by Banwell Parish Council on Banwell Parish Council computers. Authorised software must be used in accordance with the software supplier's licensing agreements. All software on Banwell Parish Council computers must be approved and installed by the Banwell Parish Council.

Viruses

It is important to keep virus software up-to-date and doing **this is the responsibility of the user(s)**. Any downloaded or copied files must be virus checked first.

Do not download any material that you suspect may contain a virus. All files should be downloaded using a PC with virus checking software installed.

Actions upon Termination of Contract / Resignation

All Banwell Parish Council equipment and data, for example laptops, USB memory devices and CDs/DVDs, must be returned to Banwell Parish Council at termination of contract/ resignation.

All Banwell Parish Council data or intellectual property developed or gained during the period of employment / as a councillor remains the property of Banwell Parish Council and must not be retained beyond termination or reused for any other purpose.

Monitoring and Filtering

All data that is created and stored on Banwell Parish Council computers is the property of Banwell Parish Council and there is no official provision for individual data privacy, however wherever possible Banwell Parish Council will avoid opening personal emails.

Any monitoring will be carried out in accordance with audited, controlled internal processes, the UK Data Protection Act 1998, the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice Interception of Communications) Regulations 2000.

This policy must be read in conjunction with:

- Computer Misuse Act 1990
- Data Protection Act 1998

All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with Banwell Parish Council disciplinary procedures.



Banwell Parish Council

Dignity at Work/Bullying & Harassment Policy

1. Purpose and Scope

1.1 **Statement:** In support of our value to respect others Banwell Parish Council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The council is committed to the elimination of any form of intimidation in the workplace.

This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the council's policies on Grievance and Disciplinary handling and the Elected Members Code of Conduct.

The council will issue this policy to all employees as part of their induction and to all Members as part of their Welcome Pack. The council may also wish to share this policy with contractors, visitors and members of the public.

1.2 Definitions

Bullying - *"Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."*

Harassment is *"unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment."* This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

These definitions are derived from the ACAS guidance on the topic.

Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents.

Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the council's reputation and ultimately, legal proceedings against the council and payment of legal fees and potentially unlimited compensation.

1.3 **Examples** of unacceptable behaviour are as follows; (this list is not exhaustive)

Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, making threats of physical violence against a person or their family, deliberately undermining a competent worker by overloading work and/or constant criticism, blaming a person for others' mistakes, preventing an individual's promotion or training opportunities.

Bullying and harassment may occur face-to-face, in meetings, through written communication, including electronic communication such as e-mail or on social media, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

1.4 **Penalties:** Bullying and harassment by any employed persons can be considered examples of gross misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the council. If elected Members are bullying or harassing employees, contractors, fellow councillors, others then a referral through the Standards process in place at the time reported as a contravention of the Member's Code of Conduct could be an appropriate measure. If an employee is experiencing bullying or harassment from a third party, the council will act reasonably in upholding its duty of care towards its own employees. In extreme cases harassment, can constitute a criminal offence and the council should take appropriate legal advice, often available from the council's insurer, if such a matter arises.

1.5 **The Legal position:** Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal

Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrator(s) as individual named Respondents.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination. The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes, for instance; employers can be vicariously liable for harassment received in the workplace, that the conduct is viewed as 'serious', or 'oppressive and unacceptable', that a 'course of conduct' needs to be established but that this can link incidents which are separated by long time periods and that damages for personal injury and distress can be awarded under the Act.

2. Process for dealing with complaints of Bullying and Harassment

2.1 **Informal approach** – Anyone; employee, contractor, member or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents.

2.2 Formal approach

2.2.1 **Employees:** Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Chair of the Employment committee or another Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal Grievance Procedure to be invoked. The employee will be expected to provide evidence of the conduct about which s/he is complaining.

2.2.2 Others

Any other party to the council, other than an employee, who feels he or she is being bullied or harassed should raise their complaint with the council, where possible, if an informal notification to the alleged perpetrator has been unsuccessful at eliminating the problem. The complaint should then be investigated

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and a meeting held to discuss the facts and recommend the way forward. A member of the public who feels s/he has been bullied or harassed by any Members or officers of a council should use the council's official Complaints Procedure. It is important that the Officer(s) or Member(s) being complained about do not prevent the council operating impartially in its investigation and decision making in this regard.

2.3 Grievance – Employees only - A meeting to discuss the complaint with the aggrieved party will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the council's Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting. A full investigation of the complaint will be held by an officer, or other duly appointed person as appointed by the employment committee. The Employment Committee may find it appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The Hearing Panel will publish its recommendations following deliberation of the facts. An action plan should be made available to the aggrieved employee to demonstrate how the problem is to be resolved. If it is decided that mediation or some other intervention is required the council will contact NALC, an employer's body or ACAS for advice. The employee will have a right of appeal. At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full council without prior approval by the aggrieved party. The council will commit not to victimize the aggrieved for raising the complaint once the appropriate dispute resolution process has been concluded.

2.4 Disciplinary Action - Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.

For an **Employee** found to have been bullying/harassing others this will follow the council's Disciplinary procedure under the ACAS Code of Practice and would normally be treated as Gross Misconduct. For **Members** who the council reasonably believe have been bullying or harassing another person(s) whilst undertaking council activities the range of sanctions available to the council, are limited and must be reasonable, proportionate and not intended to be punitive. In some cases, counselling or training in appropriate skill areas e.g. inter-personal communication, assertiveness, chairmanship etc. may be more appropriate than a penalty. Sanctions may include; admonishment, issuing an apology or giving an undertaking not to repeat the behaviour, removal of opportunities to further harass/bully such as removal from a committee(s) where direct contact with the employee or decision-making about that employee will take place, or removing the right to representation on any outside bodies where there will be contact with the employee who has raised the complaint. A referral under the Code of Conduct to the relevant reviewing body is usually an appropriate step and there may be further disciplinary sanctions available as a result of the Standards Committee (England) or Ombudsman (Wales) reviewing the evidence under the Code in place at the time.

A referral to the Police under the Protection from Harassment Act 1997 may also be appropriate in the more extreme cases.

2.5 False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/Member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure or a referral to the Standards process.

3. Responsibilities

All parties to the council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed, then each individual

PC meeting Jan 8th 2018

can challenge the perpetrator and ask them to stop. There needs to be agreement about how “robust people management” and “bullying” differ; effective management of performance will usually include feedback based on objective evidence, delivered by the employment committee.

The council undertakes to share its policy with all members and workers and request that each party signs to demonstrate acceptance of its terms. All new members and employees will be provided with a copy of this policy.

The Council will undertake to ensure that its members and workers are trained in the processes required by this policy as deemed appropriate.



Banwell Parish Council Equal Opportunities Policy

LEGAL POSITION

It is unlawful to discriminate against an individual on the following grounds:

- **age**
- **disability**
- **gender reassignment**
- **marriage and civil partnership**
- **pregnancy and maternity**
- **race**
- **religion or belief**
- **sex**
- **sexual orientation**

Under the Equality Act 2010 these are known as “protected characteristics”.

PURPOSE

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimization or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

SCOPE

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

OUR COMMITMENT

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. This is further defined in the Dignity at Work policy.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing ‘Society as a whole’.

Breaches of our equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the council’s Grievance procedure.

This policy is fully supported by all Members of the council and adopts the model contract as devised by the employee professional body in the local government sector (the Society of Local Council Clerks).

The policy will be monitored and reviewed annually. Other Personnel policies will be reviewed against the values stated in this main Equal Opportunities policy to ensure that the council strives to remain an Equal Opportunities employer.

Uses of Policy – Staff Handbook, Induction of staff and Members, decisions relating to Recruitment and Selection, Training and Development, Promotion, Remuneration, Retirement, cross-referenced to Grievance, disciplinary and Dignity at Work Policies.



Banwell Parish Council
Parish Office
Banwell Village Hall,
Westfield Road
Banwell. BS29 6BS
01934 820442

Dear Resident

Many Banwell Parishioners give their personal time and energy helping undertake public engagement work or volunteering in the community.

To recognise and celebrate volunteers within the Parish, in 2018 Banwell Parish Council are launching the Volunteer of the Year Award.

So, do you know someone who has, for example;

- Made a significant positive impact in the community.
- Has gone above and beyond their role in their capacity as a volunteer.
- Has inspired and motivated others to volunteer.
- Has made a marked difference to someone's life.
- Has generally made a difference working in the community.
- Successfully fundraised for a particular project.

If so, please use the attached form to nominate them for the award. The winner receives XXXXXX, and for the 2nd and 3rd place runners up XXXX. The 2018 winners will be announced at the Annual Meeting of Electors on April 23rd 2018 which starts at 7:30pm in Banwell Village Hall.

Please return this form by **Monday 4th April 2018** to; the address below or email clerk@banwellparishcouncil.org.uk.



Banwell Parish Council
Parish Office
Banwell Village Hall,
Westfield Road
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01934 820442

Banwell Parish Council
Volunteer of the Year Award 2018

The Award will be presented at the Annual Meeting of Electors on April 23rd 2018 to an unpaid worker who has given time and effort “beyond the call of duty” for any parish voluntary organisation, club, society or recreational group. In exceptional circumstances the Award may be given to an individual who serves the community outside of group membership. You may nominate yourself if you have a person willing to act as a referee for you.

If you nominate a volunteer please could you inform the Parish Office to let us know if the individual will be attending the Annual Meeting of Electors. It is simply so that if they are selected as the winner we will know if they will be there in person to collect the award.

PLEASE RETURN THIS FORM BY Monday 2nd April 2018 TO: the address above or email clerk@banwellparishcouncil.org.uk.

Name and address of volunteer.....
.....

(Address is so we can send out certificates if they are not collected on the evening).

Name of organisation (s) in which he/she serves.....
.....
.....

Name and contact details of a person willing to give an independent reference (unrelated to the person you are nominating)
.....

Please explain overleaf why the person you have nominated deserves recognition.

Banwell Parish Council response to the West of England Joint Spatial Strategy

While individual Councillors on the Parish Council have concerns regarding the whole of the Joint Spatial Plan's approach to the scale of housing development and its distribution and may choose to respond separately, the Parish Council's response addresses only Banwell's local issues.

Banwell Parish Council initially wish to say if the results of any consultation / inquires mean the alteration / redistribution of housing beyond the 1900 houses suggested, then it should not be diverted to the Banwell area.

The Parish Council firmly believes that there will be great benefits in having a bypass and a junction 21a provided the latter functions in both directions. However, no new housing should be built as part of the JSP either in Banwell or Churchill/Sandford before the proposed transport infrastructure is completed i.e. the bypass and a spur road from Dark Lane to East Street (not shown on the JSP plans but we believe to be of similar strategic importance). There is a need to ensure that any traffic approaching Banwell via Castle Hill, for instance from developments in Somerset and North Somerset that may wish to use this existing route is prevented from passing through the village via this route as part of a comprehensive strategic and local traffic management plan for the village.

The Parish Council recognise that infrastructure of this size will probably require developer contributions to help offset its cost and is in broad agreement with the indicative location of the garden village as set out in the JSP but would wish to see development proposed for the low ground towards the M5 rather than on the elevated ground east of Wolvershill Road. We realise that if the housing was not to take place in a planned and co-ordinated manner that there would probably be great pressure from developers for speculative and piecemeal development in the general site that has now been identified in the JSP and indeed in other far less suitable areas in the Parish. Therefore, we want to work with the authorities to ensure that any new development is led by a master plan that respects the local natural and historic environment and which is also designed to minimise any adverse effect on the living conditions and facilities currently enjoyed by existing parishioners. The Parish Council believes that convenient 'deliverability' of the development shouldn't be allowed to override good planning which should be achieved if necessary by appropriate use of CPOs. Also developers' viability assessments should not be allowed to diminish the provision of affordable homes.

We would expect the new community to have an appropriate range of small scale retail outlets, public services and facilities for example, a doctor's surgery / pharmacy for sustainability reasons. New Primary schools would be welcomed if Banwell's Primary school is protected by remaining opening whilst the need for an additional secondary school is accepted. We agree that the floodplain should not be used for any housing.

We agree that there should be a local centre with any high density housing ideally on the lower lying parts of the site and not on the top of the hill in order to minimise visual intrusion generally and to respect the viewpoint from the AONB. A soft edge to the development which also respects the predominant type of housing found locally (bungalows) is also required. We also agree that new footpaths and cycleways should be present, connecting the new settlement with Banwell and other local villages. We also believe that this rise in local population could help to safeguard public transport in the future.

A phased delivery of the bypass would be unworkable as the whole village needs to be quickly bypassed in one go otherwise it would exacerbate the rat runs already present in the village. We require a thorough investigation of the traffic flows which will be created by the new bypass and the way in which any new bypass would articulate with the present road system particularly Wolvershill Road, Riverside, Moor Road, Knightcott Road, Summer Lane and East Street.

The Parish Council very much support the possibility of a wetland, nature reserve with the creation of dark / wildlife corridors being very important. These corridors and any nature reserve could be part of an essential Strategic Gap, or alternatively named protective expanse between Banwell the new garden village and the developments proposed to the east of Banwell. This should be designed to maintain a more than token and permanent separation between the three. With respect to protecting the AONB the envisaged green corridor / strategic gap should be extended across the A371 to include the area between Knightcott and Banwell.

Safeguarding the Banwell Conservation area is vitally important to protect and enhance the historic nature of its centre. The Parish is aware that Banwell is an important archaeological site and that these new developments would potentially offer the opportunity to better understand our long history.

Although employment needs in the future are difficult to determine we agree that employment should have good access to the M5 however we would also like to see some small scale commercial / industrial units embedded within the new settlement.

DRAFT

Bills for Payment - 12th December 2017 to the 8th January 2018
Banwell Parish Council

Chq No.	Payee	Details	Net Amount	VAT	Gross Amount		Minute agreed	Power
5253	Banwell PTA	Sponsorship for programme	£25		£25		306/17 (i)	LGA 1972 s142
5254	E. Shayler	Clerk's Salary with 6hrs CiLCA	£1,303.99		£1,533.48			LGA 1972 s112
5254	E. Shayler	Expenses TOTAL 1455.71	£151.72		£151.72		198/17	PHA 1936 s234
5255	HMRC		£335		£335			
5256	J. Weston	Christmas tree	£50		£50		272/17 (v)	LGA 1972 s142
5257	Bin-It	Dog Bin Emptying	£352.73	£70.55	£423.28	Waiting for invoice		EPA 1990 s5 subsection 86 (13)
5258	J K Gardening	Grass cutting @ Rec Ground, Riverside, Children's Centre, K'cott Bank	£283.50		£283.50			PHA 1875 s164
5258	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50			LGA 1972 s214 (2) & (6)
5258	J K Gardening	Village Orderly duties	£392.50		£392.50			LGA 1972 s112
5258	J K Gardening	Chopping weeds and removing (Riverside) Total £938.50	£100.00		£100.00		306/17 (ii)	PHA 1875 s164
5259	Youthworkz	Youth Club staffing costs (£600 - £40 = £560) + Programme costs (£86.47)	£646.47		£646.47			LG (MP) Act 1976 S19 (1e) & (1f)
5260	SSE Enterprise	Lighting Maintenance 3rd Quarter	£363.09	£72.62	£435.71			PCA 1957, s3 & HA 1980 S301
5261	Ross Office Supplies	Paper and Ink Cartridges	£178.67	£35.73	£214.40			LGA 1972 s111
5262	Webglu	Managed Web Service	£60.00	£12.00	£72.00			LGA 1972 s111
5263	Banwell Parish News	Classified's	£36.00		£36.00		16/17	LGA 1972 s142
5264	SLCC	2x SLCC Webinar	£180.00	£36.00	£216.00	Waiting for invoice		LGA 1972 s111
5265	SLCC	SLCC Annual subscription	£165.00		£165.00			LGA 1972 s111
DD	Nest	Pension contributions (DD 10.01.18)	£27.60		£27.60			LGA 1972 s112
DD	EON	Electricity Account (DD 23.01.18)	£215.48	£43.10	£258.58			PCA 1957, s3 & HA 1980 S301
DD	Mainstream	fraud, call charges (DD 14.01.18)	£1.86	£0.37	£2.23	Waiting for invoice		LGA 1972 s111
Totals			£5,006.11	£270.37	£5,505.97			

Department	Budget 2016- 17 £	Actual	Budget 2017-18	Spend 1 April - 1st Jan 17	Anticipated Spend 2017 - 18 £	Comments	Draft Budget 2018 - 19 £	Precept / reserves
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Cemetery & Memorials

Grass cutting	1,950	1,950	1,950	1462.5	1,950		1,950	
Paths and trees	250	55	250	0	250		350	
Garden maintenance	100	40	100	0	100			
Making up graves	100	300	100	160	160		200	
Cemetery / Memorial work contingency	10,000	10,961	10,000	22,410	26,410	Repair needed to older memorials	4,000	
Village memorials maintenance	600	605	600	1,174	1,174	War memorial due to be cleaned.		
TOTAL	£13,000	13,911	£13,000	£25,207	£30,044		£6,500	

Environment

Hedge cutting	400	390	400	0	390		£1,350	
Fence and Tree Work	1,100	860	1,100	380	960			
Village Orderly	4,710	4,830	4,710	3,533	4,710		£4,710	Partial grant
Dog Bins	4,000	4,271	4,140	3,523	4,233	No anticipated increase	£4,233	
Grass Cutting	3,402	3,402	3,402	2,612	3,402		£3,600	
Xmas Tree and Decorations	300	60.82	300	250	300		£6,000	
Seats	100	0	100	0	100			
Working Parties	500	290.98	100	124.43	144.43			
Footpaths and Bridleways	1,000	680	1,000	770	1040			
Environmental projects	0	0	0	0	0	New code		
Environmental Grant	7149	7149	7149	2729	7149		£7,149	Grant
Rec Ground / Riverside Maintenance	1,500	172	1,500	2,379	1,694		£3,000	
General repairs inc defib	1,500	403	1,500	805	1000			
TOTAL	£25,661	£22,509	£25,401	£17,105	£25,122		£30,042	

Clerk and Administration

PC meeting Jan 8th 2018

Salary & NI	22,660	21,381	18,000	14,510	18,000	Anticipated 1% increase 05/04/18	20,500
Clerk's Pension provision	906	133.14	906	249.98	300	1% increase from April 18	400
Phone/Internet	750	539.95	800	337.46	500		500
Office Rental	2,720	2,720	2,860	2,828	2,828	No increase anticipated	2830
Office equipment & stationery	2500	4,323	2,500	2,104	2,400	Amalgamated as new website now operational	4500
Website / software	1,000	572	1,000	2562.42	2,622		
Room hire	300	240	300	220	340	No increase anticipated	270
Advertising	200	168	200	125	173	Parish Mag now charging	300
Insurance	2,200	2,011	2,100	2,098	2,098	Fixed term ended	2200
Subscriptions (AONB/CPRE)	150	86	100	51	86		700
SLCC	180	157	160	0	165		
ALCA	540	976.65	500	0	450		
Audit fees	500	519	519	710	830	New internal auditor	900
Legal costs	500	70	500	85	500		200
Land Registration	0	90	0	-30	-30		
Training	1,000	479.88	1,000	1379	1500	CILCA completed	1000
Play equipment inspections	280	170	280	0	198		300
Risk Assessments	200	0	100	0	110		
Chairman's Allowance	50	18	50	313.3	340		100
Grants and Donations	1,400	3,789	1,400	2,582	2,582	Increase due to last year's grants	2500
TOTAL	£38,036	38,444	£33,275	£30,125	£35,992		£37,200

Street Lights

Power	2,400	1,973	2,400	1,883	2,000		2,400
Maintenance	2,180	1,972	3,000	1089.27	1,500		2000
Upgrades	1,000	0	1,000	303	500		1000
6 yearly inspection	1,104	1,139	0	0	0	Completed last year	0
TOTAL	£6,684	£5,084	£6,400	£3,275	£4,000		£5,400

Highways

Vehicle Activated Speed Sign	£0		£3,000	£2,544	£2,544		
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PC meeting Jan 8th 2018

Highways related projects	£0		£1,000	£445	£600		£8,000	
Grit Bins	£150	£0	£150	£0	£0			
School Crossing	£0	£3,400	£3,400	£3,000	£3,000	None in existence since Sept 17.		
TOTAL	£150	3400	£7,550	£5,989	£6,144		£8,000	

Youth Club

Youth Club staffing - 2/3 days	£12,000		£11,520	£7,415	£10,500	At present 2 days possible increase to 3.	£11,600	
Youth Club programme costs	0		£2,880	£1,030	£1,125		£2,000	
Computers - match funded	0	0	£1,000	0	£600	Carry forward	£0	Reserves
Extraordinary activities inc Residential	0	0	£600	£358	£600	Includes redecoration of den	£1,300	
Subs	0	-£410	-£960	-£468	-£600		-£900	
TOTAL	£12,000	-410	£15,040	£8,335	£12,225		£14,000	
TOTAL EXPENDITURE	£95,531	82,937	£100,666	£90,035.27	£113,527.46		£101,142	

INCOME

Village Orderly Grant	£436	£435.81	£436	435.81	435.81	Concern this will not exist.	435.81	
Children's Centre Rent	£2,500	£2,500	£2,500	2,500	2,500		2,500	
Misc income	£50	£888	50	14	30		30	
Council Tax Support Grant	£6,245	£6,245	3,700	3,819	3,819	Reduction from last year	2129.91	
Solar panel grant	£7,149	£7,149	7149	7149	7149	From New Solar Banwell	7149	
INCOME	£16,380	£17,217.81	£13,835	£13,918	£13,934		£12,245	

PRECEPT £79,151 £66,557.42 £86,831 £76,117 £99,594 £88,897

Cemetery income	2500	7000	2500	2704	3000		£2,500	
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Section 137 Contributions It should be noted that Section 137 contributions may come out of various budget headings. For 2017/2018 the maximum S137 expenditure was £7.57 x 2376 = £18062.02 for Banwell. It can be assumed the 2018/19 figure will be at least this. £18,062.02

GENERAL RESERVES (ESTIMATED AT 31.04.17) £70,000
CEMETERY EXTENSION RESERVE ON 09.10.17 £78,588
CEMETERY EXTENSION RESERVE (ESTIMATED AT 30.04.18) £79,000

Draft Budget 2018 - 19

Department

£

Cemetery & Memorials

Grass cutting	1,950
Paths, trees and Garden Maintenance	350
Making up graves	200
Cemetery / Memorial work contingency	4,000
TOTAL	£6,500

Environment

Fence, tree & hedge maintenace	£1,350
Village Orderly	£4,710
Dog Bins	£4,233
Grass Cutting	£3,600
Environmental Projects	£6,000
Environmental Grant	£7,149
General repairs inc defib	£3,000
TOTAL	£30,042

Clerk and Administration

Salary & NI	20,500
Clerk's Pension provision	400
Phone/Internet	500
Office Rental	2830
Office equipment & stationery inc software	4500
Room hire	270
Advertising	300
Insurance	2200
Subscriptions (including ALCA & SLCC)	700
Audit fees	900
Legal costs	200
Clerk and Councillor Training	1000
Risk assessments / inspections	300
Chairman's Allowance	100
Grants and Donations	2500
TOTAL	£37,200

Street Lights

Power	2,400
Maintenance	2000
Upgrades	1000
6 yearly inspection	0
TOTAL	£5,400

Highways

Highways related projects	£8,000
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TOTAL **£8,000**

Youth Club

Youth Club staffing - 2/3 days	£11,600
Youth Club programme costs	£2,000
Computers - match funded	£0
Extraordinary activities inc Residential	£1,300
Subs	-£900
TOTAL	£14,000
TOTAL EXPENDITURE	£101,142

INCOME

Village Orderly Grant	435.81
Children's Centre Rent	2,500
Misc income	30
Council Tax Support Grant	2129.91
Solar panel grant	7149
INCOME	£12,245

PRECEPT **£88,897**

Cemetery income	£2,500
Maximum Section 137 Contributions	£18,062.02

GENERAL RESERVES (ESTIMATED AT 01.01.17)	£66,000
CEMETERY EXTENSION RESERVE ON 11.12.17	£77,637
CEMETERY EXTENSION RESERVE (ESTIMATED AT 30.04.18)	£78,000

Precept requirement 2.3% increase
 Increase of £1.83 per band D property

2018/2019 LOCAL COUNCIL PRECEPT

Parish or Town Council

BANWELL

Please select your council name from the drop down list above, by clicking in the cell

properties

1,106.3

X

When you have selected your council name above, your number of properties will

Local Council Precept (£)

88,897.00

Y

Please enter your Councils required precept for 2018/19.

The rest of the form will now complete automatically

'Headline Council Tax'

80.36

Y/X=Z

For a band D property the Parish Council charge will appear as following on the council tax bill

Banwell	80.36	2.3%
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Local Council Tax Element for Properties in Each Band (£ per property)

<u>Band</u>	<u>Amount of Local Council Tax</u>	
A	53.57	Z x 6/9
B	62.50	Z x 7/9
C	71.43	Z x 8/9
D	80.36	Z
E	98.21	Z x 11/9
F	116.07	Z x 13/9
G	133.93	Z x 15/9
H	160.71	Z x 2

Banwell Parish Council

Net Position by Cost Centre and Code

Cost Centre Name

<u>Cemetery & Memorials</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	Grass cutting (Cem)	0.00	0.00	0.00	1,950.00	1,462.50	487.50
2	Paths & trees	0.00	0.00	0.00	250.00	0.00	250.00
3	Garden maintenance	30.00	0.00	0.00	100.00	0.00	130.00
4	Making up graves	0.00	0.00	0.00	100.00	160.00	-60.00
5	Cemetery Contingency Fund	12,160.00	0.00	0.00	10,000.00	22,410.00	-250.00
6	Village memorials maintenance	0.00	0.00	0.00	600.00	1,174.75	-574.75
		£12,190.00	0.00	£0.00	13,000.00	£25,207.25	-17.25

<u>Clerk & Administration</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
21	Salary & NI	0.00	0.00	0.00	18,000.00	14,510.40	3,489.60
22	Gratuity/Pension	0.00	0.00	0.00	906.00	249.98	656.02
23	Phone/broadband	0.00	0.00	0.00	800.00	337.46	462.54
24	Office rent	0.00	0.00	0.00	2,860.00	2,827.50	32.50
25	Office equipment & stationery	0.00	0.00	0.00	2,500.00	2,104.17	395.83
26	Room hire	0.00	0.00	0.00	300.00	220.00	80.00
28	Advertising	0.00	0.00	0.00	200.00	125.00	75.00
29	Insurance	0.00	0.00	0.00	2,100.00	2,098.05	1.95
30	Subscriptions	0.00	0.00	0.00	100.00	51.00	49.00
31	Election charges	0.00	0.00	0.00	0.00	0.00	0.00
32	Audit fees	0.00	0.00	0.00	519.00	710.50	-191.50
33	Legal costs	0.00	0.00	30.00	500.00	85.00	445.00
34	Grants & donations	0.00	0.00	0.00	1,400.00	2,581.75	-1,181.75
35	Training	500.00	0.00	0.00	1,000.00	1,379.00	121.00
36	SLCC membership	0.00	0.00	0.00	160.00	0.00	160.00
37	ALCA membership	0.00	0.00	0.00	500.00	0.00	500.00
38	Website/software	0.00	0.00	0.00	1,000.00	2,562.42	-1,562.42
39	Risk assessments	0.00	0.00	0.00	100.00	0.00	100.00
40	Play equipment inspections	0.00	0.00	0.00	280.00	198.00	82.00
41	Chairman's allowance	0.00	0.00	0.00	50.00	313.30	-263.30
70	Land Registration	0.00	0.00	0.00	0.00	0.00	0.00
		£500.00	0.00	£30.00	33,275.00	£30,353.53	3,451.47

<u>Environment</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
8	Hedge cutting	0.00	0.00	0.00	400.00	0.00	400.00
9	Fence & tree work	170.00	0.00	0.00	1,100.00	380.00	890.00
10	Village Orderly	0.00	436.00	435.81	4,710.00	3,532.50	1,177.31
11	Dog bins	0.00	0.00	0.00	4,140.00	3,522.99	617.01
12	Allotments	0.00	1,647.88	1,647.88	1,647.88	1,647.88	0.00
13	Grass cutting (other than Cemeter)	0.00	0.00	0.00	3,402.00	2,611.50	790.50
14	Xmas tree & decs	0.00	0.00	0.00	300.00	250.00	50.00
15	Seats	0.00	0.00	0.00	100.00	0.00	100.00
16	Village working parties	100.00	0.00	0.00	100.00	124.43	75.57
17	Footpaths	250.00	0.00	0.00	1,000.00	770.00	480.00
18	Rec Ground/Riverside maintenanc	1,327.52	0.00	0.00	1,500.00	2,379.17	448.35
19	Grit bins	0.00	0.00	0.00	150.00	0.00	150.00
60	General repairs including defibrilla	78.00	0.00	0.00	1,500.00	805.00	773.00
73	Recreation Ground Fence	0.00	0.00	0.00	5,106.98	4,255.82	851.16
		£1,925.52	2,083.88	£2,083.69	25,156.86	£20,279.29	6,802.90

<u>Highways</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
67	Vehicle Activated Sign	0.00	0.00	0.00	3,000.00	2,544.36	455.64
68	Highways related projects	0.00	0.00	0.00	1,000.00	445.00	555.00
71	School Crossing	0.00	0.00	0.00	3,400.00	3,000.00	400.00
		£0.00	0.00	£0.00	7,400.00	£5,989.36	1,410.64

<u>Income</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
45	Precept	0.00	87,791.00	87,791.00	0.00	0.00	0.00

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

47 Children's Centre rent	0.00	2,500.00	2,500.00	0.00	0.00	0.00
48 Cemetery income	0.00	2,500.00	2,872.00	0.00	0.00	372.00
49 Misc income	0.00	50.00	1,257.56	0.00	0.00	1,207.56
50 VAT income	0.00	2,000.00	0.00	0.00	0.00	-2,000.00
52 Council Tax Support Grant	0.00	3,819.19	3,819.19	0.00	0.00	0.00
64 Solar Panel Grant	0.00	7,149.52	0.00	7,149.52	2,729.00	-2,729.00
	£0.00	105,809.71	£98,239.75	7,149.52	£2,729.00	-3,149.44

Street Lights

<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>
42 Street light power	0.00	0.00	0.00	2,400.00	1,882.57	517.43
43 Street light maintenance	0.00	0.00	0.00	3,000.00	1,089.27	1,910.73
44 Street light upgrades	0.00	0.00	0.00	1,000.00	303.99	696.01
62 Street light inspection	0.00	0.00	0.00	0.00	0.00	0.00
	£0.00	0.00	£0.00	6,400.00	£3,275.83	3,124.17

Youth Club

<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>
51 Youth Club provision staffing	0.00	0.00	0.00	11,520.00	7,415.00	4,105.00
63 Youth Club Programme costs	0.00	0.00	0.00	2,880.00	1,030.65	1,849.35
66 Youth Club subscriptions	0.00	960.00	468.00	0.00	0.00	-492.00
72 Youth Club Computers	0.00	0.00	0.00	1,000.00	0.00	1,000.00
74 Youth Club extra ordinary activities	0.00	0.00	100.00	600.00	358.00	342.00
	£0.00	960.00	£568.00	16,000.00	£8,803.65	6,804.35

NET TOTAL

£14,615.52	108,853.59	£100,921.44	108,381.38	£96,637.91	18,426.84
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