



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT 7:30pm ON MONDAY 12th FEBRUARY 2018 AT BANWELL VILLAGE HALL

PRESENT:	Councillors Jim Weston (Chairman), Phil Adams, Paul Bateman, Paul Blatchford, Steve Davies, Phil Hale, Paul Harding (Vice-Chairman) and Maggie McCarthy.
IN ATTENDANCE:	Mrs Liz Shayler (Clerk).
WARD COUNCILLOR:	None
AVON & SOMERSET POLICE:	None
PRESS:	None
MEMBERS OF THE PUBLIC:	11

The Chairman welcomed everyone and announced the resignation of Cllr. Jo Arnold from the Parish Council. He asked the Clerk to write a letter of thanks to her in appreciation of everything she had done on behalf of the Parish Council.

20/18 To receive apologies for absence (agenda item 1).

Apologies were received from Councillors Angela Haden & Dawn Parry, District Cllr Ann Harley.

21/18 To receive members' declarations of interest on any agenda item. (agenda item 2).

Due to the proximity of his property to the development Cllr Bateman declared an interest in 26 (iii)

22/18 To invite public participation (agenda item 3).

i) **Members of the public.**

- Concern was raised about the sunken gully on the corner of Eastermead Lane and East St. Council were informed that this had been reported to North Somerset.
- A member of the public volunteered for the Community Speed Watch Scheme.

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

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

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

No Ward Councillors were present and no report was received.

23/18 To approve as a correct record, the minutes of the Parish Council Meeting held on 8th January 2018 (agenda item 4).

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

The resolution was correctly proposed and seconded (unanimous).

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

24/18 To receive North Somerset Council's Rationalisation of Childrens Centres report and the proposed closure of Banwell Children's Centre and discuss a way forward (agenda item 5).

Jenie Eastham and Maddie Williams from North Somerset gave a brief presentation on the Council's rationalisation plans which have resulted from budget difficulties and the proposed closure of the Centre in Banwell.

Resolved – That a public meeting be organised for March 2018 to discuss the above.

The resolution was correctly proposed and seconded (unanimous).

Resolved – Cllr Harding, Cllr Blatchford and Cllr Hale to look at the impact of the closure and to work with North Somerset to try and keep as many services as possible within the village.

The resolution was correctly proposed and seconded (unanimous).

25/18 Resolved - to move the consideration of planning application , Item 26 (iii), to earlier in the meeting to allow a presentation from a representative of Taylor Wimpey.

The resolution was correctly proposed and seconded (unanimous).

26/18 17/P/5586/RM – Land south of Churchland Way, Wolvershill Road, Banwell. Reserved matters application for access, appearance, landscaping, layout and scale for the erection of 223 dwellings with associated access, roads, footways, parking, drainage and landscaping pursuant to outline planning permission 12/P/1266/OT2.

Standing orders were suspended to allow a presentation from Lucy Carson of Taylor Wimpey and for Councillors and members of the public to ask questions. Concerns were raised about the following;

- The change in ground levels that had previously been approved by North Somerset in the outline application which it was felt would impact on surface drainage for neighbouring properties
- The location of any acoustic barrier (noise bund)
- The proposed reduction in the provision of 30% affordable housing in the outline application to 12½ %. It was explained that this was due to a viability assessment.
- The width of the proposed roads and amount of allocated parking
- The cumulative effect of the traffic on the centre of Banwell and on Wolvershill Road

Standing orders were reinstated.

Resolved – Whilst in principle Banwell Parish Council support this reserved matters application there are concerns about the absence of some detail in the application. This support is therefore subject to the following concerns being considered /addressed;

- Assurances that the proposed change in ground levels will not impact adversely on neighbouring properties by causing flooding and drainage issues nearby.
- A request from the residents of neighbouring properties that their properties are also linked in to the proposed main drainage scheme.
- The location and size of the acoustic barrier (noise bund) to protect residential properties from motorway noise should be designed to account for the concerns of local residents who fear that a proposed reduction in the height of the original barrier will not be to the benefit of existing or future residents
- That any materials being moved on and off the site do not go through Banwell village centre.

- The location and source of imported fill, with respect to the access roads that would be used and the potential effect of the availability of fill on the phasing of construction. An explanation is provided by North Somerset Council on the factors which have led to the application now proposing a significant and unacceptable reduction in the provision of affordable housing
- Further work on the future role of Summer Lane as an access road

The resolution was correctly proposed and seconded (7 in favour and 1 abstention)

27/18 To note the Cemetery and Memorials meeting minutes from the 23rd January 2018 (agenda item 6).

The minutes were noted.

28/18 To agree the Cemetery and Memorials proposed changes to the Cemetery Regulations (agenda item 7).

Resolved – That the changes be approved.

The resolution was correctly proposed and seconded (unanimous).

29/18 To discuss moving the Parish Council's monthly meeting to the third Monday of the month from May 2018 (agenda item 8).

Resolved – That the Parish Council monthly meeting be moved to the third Monday of the month as from May 2018.

The resolution was correctly proposed and seconded (unanimous).

30/17 To review and approve the following documents; (agenda item 9)

(i) Acceptable Usage Policy

Resolved – To approve the Acceptable Usage Policy.

The resolution was correctly proposed and seconded (unanimous).

(ii) Financial Regulations

Resolved – To approve the Financial Regulations.

The resolution was correctly proposed and seconded (unanimous).

(iii) Health and Safety Policy

Resolved – To approve the Health and Safety Policy.

The resolution was correctly proposed and seconded (unanimous).

(iv) Standing Orders

Resolved – To approve the Standing Orders.

The resolution was correctly proposed and seconded (unanimous).

31/18 To receive the Clerk's report/Exchange of information: (agenda item 10).

- (i) **Great British Spring Clean** 3rd March 2018 Councillors were encouraged to attend.
- (ii) **Lights around the village.** No concerns were raised.
- (iii) **High Street Foliage:** The Clerk was asked to write a letter to residents along High Street to remind them of their responsibility to ensure that their roadside foliage does not impede pedestrian's use of the 'ghost' footpath and that foliage should not be allowed to obscure streetlights.
- (iv) **Overgrown Paths:** The Clerk was asked to write a letter to residents along the connecting footpaths around the village to ask them to ensure their boundary foliage is cut back so as to not impede pedestrian's use of the footpaths.
- (v) **Community Picnic –** The Clerk reported that she has been approached by the Church for permission to bring information stalls to the Big Lunch. She was meeting their Community Development Officer on the 22nd February to find out more about this request.
- (vi) **Vehicle Activated Speed sign –** It was reported that North Somerset had given permission for five locations within the village. The sign is currently positioned at the top of Castle Hill.
- (vii) **Speed Watch –** The Clerk was asked to contact the Police concerning Community Speed Watch monitoring sites and to ask for East Street to be revisited as a potential site. Cllr Hale agreed to meet them on site.

32/18 To approve the following items of expenditure (agenda item 11).

- (i) **The purchase of litter pickers**

The Clerk explained that whilst quotes had been obtained for litter pickers, North Somerset had suggested purchasing them from Home Bargains.

Resolved: To pay the cost of £15.48 including VAT for 12 litter pickers from Home Bargains.

The resolution was correctly proposed and seconded (unanimous).

- (ii) **The cost of the Children's Centre building valuation for insurance purposes.**

Resolved: To pay the cost of £300 for Greenslade Taylor Hunt to complete the Childrens Centre's building valuation.

The resolution was correctly proposed and seconded (unanimous).

- (iii) **The cost of £48 a page for a Parish Council article in the Parish Magazine**

Resolved: To pay for four pages for an article in the Parish Magazine.

The resolution was correctly proposed and seconded (unanimous).

33/18 To discuss who will undertake the following annual inspections (agenda item 12);

- (i) Benches

Resolved: Cllr McCarthy to undertake the bench inspection.

The resolution was correctly proposed and seconded (unanimous).

- (ii) Dog bins

Resolved: Cllr Harding to undertake the dog bin inspection.

The resolution was correctly proposed and seconded (unanimous).

(iii) Flag pole

Resolved: Cllr Blatchford to undertake the flag pole inspection.

The resolution was correctly proposed and seconded (unanimous).

(iv) Grit bins

Resolved: Cllr Weston to undertake the grit bin inspection.

The resolution was correctly proposed and seconded (unanimous).

(v) Litter bins

This item was deferred until next month to await clarification from the Village Orderly concerning the location and number of litter bins the Parish Council is responsible for.

(vi) Memorial Stones

Resolved: Cllr Blatchford to undertake the memorial stones inspection.

The resolution was correctly proposed and seconded (unanimous).

- 34/18 To agree the wording for the ‘Volunteer of the Year Award’ to be presented at the Annual Assembly and the associated expenditure for the prizes (agenda item 13).**
- Resolved:** To agree the wording and to purchase a 12 sided shield for £37.50 and a Paperweight for £17.99
- The resolution was correctly proposed and seconded (7 in favour with 1 abstention).**
- 35/18 To discuss and agree any additions to the weed spraying contract (agenda item 14).**
- It was reported that added to the list during the year had been; the Bowling Green path, Church Street to the Churchyard path.
- Resolved:** To include the treatment areas above with the addition of the Jubilee pump in the 2019 treatment programme and to use the same weed control company as last year
- The resolution was correctly proposed and seconded (7 in favour with 1 abstention).**
- 36/18 To discuss the Ian Monger’s report on the Recreation Ground Trees and agree a way forward (agenda item 15).**
- Resolved:** To get prices to remove T1, T2 and T3 and for Cllr Hale to initially look into grants for planting 6 new larger / more mature trees to replace them.
- The resolution was correctly proposed and seconded (unanimous).**
- 37/18 To discuss the present funding situation with the Citizens Advice service and agree a way forward (agenda item 16).**

Resolved: A year's funding of £3000 be provided to the service from from this year's budget underspend on the proviso that any shortfall in funding is met by the Citizens Advice Bureau.

The resolution was correctly proposed and seconded (7 in favour with 1 against).

38/18 To discuss changing energy supply to Southern Electric and whether to fix for one, two or three years (agenda item 17).

Resolved: To change energy supplier to Southern Electric and fix for three years.

The resolution was correctly proposed and seconded (unanimous).

39/18 To note the training available and agree any attendance (agenda item 18)

(i) 22nd February 2018 Crowdfund North Somerset Workshop 1 at Clevedon Community Centre.

That no one attend this session

(ii) 22nd February 2018 Crowdfund North Somerset Workshop 2 at the Big Worle Hub.

That no one attend this session

The resolution was correctly proposed and seconded (unanimous).

(iii) 14th March 2018 Town and Parish Forum (general) meeting held in conjunction with ALCA.

Cllr Hale / Cllr Haden to attend this session as the ALCA representatives.

(iv) 17th March 2018 Planning in Plain English

That no one attend this session

40/18 To discuss the Village Hall Car-Park entrance/ exit to Banwell Village Hall and the Doctors' Surgery (agenda item 19).

Resolved: To write to the Village Hall Management Committee, Doctors Surgery and Pharmacist to ask them to consider widening the entrance / exit.

The resolution was correctly proposed and seconded (unanimous).

41/18 To discuss and agree a response to the Proposed Public Path Diversion Order of part of Footpath AX 3/1, Lower Rhodyate Farm, The Rhodyate, Banwell (agenda item 20)

Resolved: To recommend that North Somerset approve the diversion of part of footpath AX 3/1.

The resolution was correctly proposed and seconded (unanimous).

42/18 To agree a contribution of £100 for three gates on the diverted footpath AX 3/1 (agenda item 21)

Resolved: To make a contribution of £100 for three gates on the diverted AX31.

The resolution was correctly proposed and seconded (7 in favour and 1 against).

43/18 To discuss and agree a response to Churchill Academy letter concerning the A2 Bus service (agenda item 22)

Resolved: To write to Churchill Academy to support their objection against the removal of the A2 Bus service and to copy in North Somerset.

The resolution was correctly proposed and seconded (unanimous).

44/18 To discuss and agree a response to North Somerset's Food Enterprise Zone, Weston Airfield Business Quarter Local Development Order (agenda item 23)

Resolved: To support the initiative as it is an opportunity for diversification and closer links with academia. However, the Parish Council is concerned that the proposed Order includes the provision of up to 50% B8 use. It was felt that this could work against the aspirations for the proposed specialist development and could also have undesirable traffic implications.

The resolution was correctly proposed and seconded (unanimous).

45/18 To authorise bills for payment (agenda item 24).

A revised list of payments was circulated for consideration

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

The resolution was correctly proposed and seconded (Unanimous)

46/18 To note the Parish Council's end of January's net position, bank balances and bank reconciliation (agenda item 25).

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

47/18 To note and comment upon planning applications (agenda item 26).

- (i) **17/P/5093/FUL** - Whitley Head House, Whitley Road, Banwell, BS29 6NA. Variation of condition 13 of permission (Approved Bat & Bird Survey) of 17/P/0615/F (Proposed conversion of existing agricultural barn.

The Clerk informed the Council that this application had already been determined by North Somerset Council and had been granted permission (46/18 (v) below)

- (ii) **17/P/5565/FUL** - Waits Farm, Knightcott Road, Banwell, BS29 6HR. Residential conversion of 2 no Barn buildings. Demolition of further barn building and replacement with 2 no. New dwellings. Access driveway, parking and turning areas.

Resolved: To recommend no objection this application.

The resolution was correctly proposed and seconded (Unanimous)

- (iii) **17/P/5586/RM** – Land south of Churchland Way, Wolverhill Road, Banwell. Reserved matters application for access, appearance, landscaping, layout and scale for the erection of 223 dwellings with associated access, roads, footways, parking, drainage and landscaping pursuant to outline planning permission 12/P/1266/OT2.

This was discussed earlier in the meeting

- (iv) **17/P/5628/FUL** - Parcel 7051 Land Off, Moor Road, Banwell. North Somerset. Retrospective application for the siting of two equestrian shelters for stabling and storage, together with change of use of the land from agricultural to agricultural and equestrian.

Resolved: To recommend refusal of this application due to over development of equestrian usage along Moor Road.

The resolution was correctly proposed and seconded (7 in favour with 1 abstention)

- (v) **18/P/2104/NMA** - Walnut Tree Cottage Wolvershill Road Banwell. Application for a non-material amendment to application 17/P/0858/F to allow the raising of the garage roof by 1.5 metre and provide 2 No roof lights and a window in the south east elevation.

The Clerk informed the meeting that this application had been withdrawn

- (vi) **18/P/2182/LDP** - Small Acre, Box Bush Lane, Rolstone, Weston-super-Mare, North Somerset. BS24 6UA. Application for a Lawful Development Certificate for proposed siting of a twin unit mobile home.

This application was noted

48/18 To note planning decisions – (agenda item 27).

- i) **17/P/5189/LDP** - 47 51 High Street Banwell North Somerset. Loft conversion, including insertion of skylights and a rear dormer and widening of current vehicular access. **CERTIFIED**
- ii) **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. **GRANTED**
- iii) **17/P/5500/TPO** – Walnut Tree Cottage Wolvershill Road Banwell North Somerset BS29 6DJ. T1 - Monterey cypress - Remove dead wood, crown clean. Crown Lift up to 4m. Up to 2m Crown Reduction. **REFUSED**
- iv) Tree Preservation Order 1073 Banwell Woods, Towerhead Road, Banwell. **NOTED**
- v) **17/P/5093/FUL** - Whitley Head House, Whitley Road, Banwell, BS29 6NA. Variation of condition 13 of permission (Approved Bat & Bird Survey) of 17/P/0615/F (Proposed conversion of existing agricultural barn. **GRANTED**
- vi) **18/P/2104/NMA** - Walnut Tree Cottage Wolvershill Road Banwell. Application for a non-material amendment to application 17/P/0858/F to allow the raising of the garage roof by 1.5 metre and provide 2 No roof lights and a window in the south east elevation. **WITHDRAWN**

49/18 Dates of the next meetings – (agenda item 28)

22nd February 2018 – Youth Club Committee Meeting 7pm Banwell Children’s Centre.
22nd February 2018 – Employment Committee Meeting 7:30pm Banwell Village Hall.
8th March 2018 – Public Meeting (concerning the closure of Banwell’s Children’s Centre) 7pm Banwell Children’s Centre, West Street Car Park).
12th March 2018 – Parish Council meeting 7:30pm Banwell Village Hall

The Chairman closed the meeting at 22:00

.....Chairman

.....Date

**Bills for Payment - 9th January to the 12th February 2018
Banwell Parish Council**

Chq No.	Payee	Details	Net Amount	VAT	Gross Amount	Minute agreed	Power
5266	E. Shayler	Clerk's February Salary and CiLCA	£1,303.99		£1,533.48		
5266	E. Shayler	Clerk's Expenses (postage, pdf pro, headset) Total £1381.26	£68.90	£8.37	£77.27		LGA 1972 s112
5267	HMRC	PAYE and NI for October	£335.00		£335.00		LGA 1972 s111
5268	Bin-It	Dog Bin Emptying	£352.73	£70.55	£423.28		LGA 1972 s112
5269	J K Gardening	Grass cutting @ Rec Ground, Riverside, Children's Centre, K'cott Bank	£283.50		£283.50		EPA 1990 s5 subsection 86 (13)
5269	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50		PHA 1875 s164
5269	J K Gardening	Village Orderly duties	£392.50		£392.50		LGA 1972 s214 (2) & (6)
5269	J K Gardening	Environmental Fee x 2 (Lough & Andrews)	£80.00		£80.00		LGA 1972 s112
5269	J K Gardening	War Memorial Hedge	£40.00		£40.00		
5269	J K Gardening	Chopping weeds and removing (High Street) Total £1078.50	£120.00		£120.00	306/17 (ii)	PHA 1875 s164
5270	Youthworkz	Youth Club staffing costs (£735 - £39.50 = £695.50) + Programme costs (£206.97)	£885.48	£16.99	£902.47		LG (MP) Act 1976 S19 (1e) & (1f)
5271	SLCC	2 x 3 webinars (QCT and project management)	£180.00	£36.00	£216.00	11/18 (ii) & (iii)	LGA 1972 s111
5272	JPS	Christmas tree cable	£50.00		£50.00		LGA 1972 s142
5273	DMH Solutions Ltd	Risk Assessment Package	£110.00	£22.00	£132.00	6/18 (iii)	LGA 1972 s111
5274	Tempest Photography	Councillor badges	£8.40	£1.68	£10.08	43/16	LGA 1972 s111
5275	LW G-Works	Speed Ramp alterations	£150.00	£30.00	£180.00	7/18 .	PHA 1936 s234
5276	Pear Technology	Cemetery Maps	£30.00	£6.00	£36.00	c8/18	LGA 1972 s111
5277	Jenkins and Potter	Final Cemetery Wall consultancy	£571.42	£114.28	£685.70		LGA 1972 s214 (2) & (6)
DD	Nest	February pension contributions (DD 10.3.18)	£27.60		£27.60		LGA 1972 s112
DD	EON	Electricity Account (DD 22.02.18) (£258.58 - £6.60 credit)	£209.98	£42.00	£251.98		PCA 1957, s3 & HA 1980 S301
DD	Mainstream	fraud, call charges (£6.78) Line rent (£48.82) Caller Display (£8.88) (DD 14.02.17)	£64.48	£12.90	£77.38		LGA 1972 s111
		Totals	£5,426.48	£360.77	£6,016.74		



Banwell Parish Council

MINUTES OF A MEETING OF THE YOUTH CLUB MANAGEMENT COMMITTEE HELD AT BANWELL CHILDREN'S CENTRE AT 7.00 P.M. ON THURSDAY 22nd FEBRUARY 2018

Present: Cllrs Paul Blatchford, Paul Harding, Angela Haden and Jim Weston.

In attendance: Mike Jordan (Youthworkz), Liz Shayler (Clerk).

1/18 To appoint a Chairman for the Youth Club Management Committee for the remainder of 2017/18 (agenda Item 1).

Resolved: To appoint Cllr Blatchford as Chairman for the Youth Club Management Committee for the remainder of 2017/18

The resolution was correctly proposed and seconded (Unanimous)

The new Chairman wanted to thank Jo Arnold for all that she had done on behalf of the Youth Club Committee.

2/18 To receive apologies for absence: (agenda Item 2).

No apologies were received.

3/18 To receive declarations of Interest (agenda Item 3).

There were no declarations of interest received.

4/18 To approve the minutes of the meeting held on 30th November 2017 as a correct record of the meeting (agenda Item 4).

Resolved – That the minutes of the meeting held on the 30th November 2017 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (3 in favour with 1 abstention due to absence)

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

5/18 To invite public participation (agenda item 5)

No members of the public were present

6/18 Exchange of information (agenda item 6)

(i) **Speed bump** – The Clerk reported that the speed bump had been split to allow access down the middle.

7/18 To complete the Youthworkz bimonthly appraisal process (agenda item 7)

Resolved – The bimonthly appraisal process was completed resulting in a satisfactory outcome (see attached sheets).

The resolution was correctly proposed and seconded (Unanimous)

Resolved – That Youthworkz can use Wednesday evening for additional trips outside of the village.

The resolution was correctly proposed and seconded (Unanimous)

8/18 To note the youth club budget (agenda item 8).

The Youth Club budget was noted.

9/18 To note North Somerset’s Rationalisation of Children’s Centres report and the proposed closure of Banwell Children’s Centre and discuss a way forward (agenda item 9)

The Youth Club were assured that everything will stay as it is despite the proposed closure of the Children’s Centre. A Public Meeting concerning the proposed closure was being held at the Childrens Centre on the 15th March 2018.

10/18 To discuss the Youth Club Committees terms of reference and whether to include the Children’s Centre management under its remit (agenda item 10)

This was deferred until a future meeting when it has been discussed at full council.

11/18 Date of the next meeting (agenda item 11).

12th March 2018 – Parish Council meeting 7:30pm Banwell Village Hall

15th March 2018 – Public Meeting (concerning the closure of Banwell’s Children’s Centre)
7:30pm Banwell Children’s Centre, West Street Car Park.

26th April 2018 – Youth Club Committee meeting 7pm Banwell Children’s Centre.

The meeting closed at 7:25pm.

Chairman.....

Date.....

YOUTHWORKZ – BIMONTHLY REVIEW OF PERFORMANCE

Period under review December 1st 2017 to 22nd February 2018

1. Are all contracted sessions being held? Yes / **No**
Comments; One closure due to staff shortages
2. Are the numbers attending increasing? Yes / **No**
Comments; See Youthworkz report
3. Is a comprehensive range of activities being organized? **Yes** / No
Comments..... See Youthworkz report.
4. Are YOUTHWORKZ demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? **Yes** / No
Comments..... See Youthworkz report.
5. YOUTHWORKZ arranging activities outside of the village? **Yes** / No
Comments... See Youthworkz report.
6. Are YOUTHWORKZ seeking other sources of funding for Youth Club activities? **Yes** / No
Comments... Asda bag pack £468.28
7. Is any feedback from users/parents positive? **Yes** / No
Comments; See Youthworkz report
8. Have any complaints been received about the service? Yes / **No**
Comments; None received
9. Have there been any behavioural issues at the Youth Club including damage? Yes / **No**
Comments... See Youthworkz report
10. Have any unannounced visits been made by Committee members since the review? Yes/**No**
11. Any other comments:
 - Speed hump has now been made disabled access friendly.
 - Thank you was passed on to those who attended the Asda bag pack.
12. Conclusion – **Satisfactory** / Unsatisfactory
13. Action points for YOUTHWORKZ
 - Awaiting the outcome of the co-op funding for computers.
 - Continue to encourage more young people to attend.
 - Year 5 Taster Session March
 - Year 4 Taster Session May / June
14. Action points for Youth Club Management Committee
 - Liaise with North Somerset concerning implications of the closure of the Children's Centre.
 - Clerk to investigate Youth Club web page.

Signed.....

Date.....

Banwell Youth Club – Youthworkz Report – February 2018

Attendance Figures

Mike to provide an update on figures at the meeting.

Numbers attending have fallen slightly since Christmas. Youthworkz would like to organise another taster evening for Year 5 and then later in the year (May/June) for Year 4s.

Recent Programme

Since the last meeting, the programme has included: food tasting, pancakes, benchball, model aircraft construction, cyber bullying awareness, salt dough modelling, Valentine's crafts, cinema trip, first aid, pasta art, mocktails, stress balls, slime making, cheese wheels, t-shirt art, quizzes, and a host of other cooking and arts and crafts.

Future Programme

The programme for Term 4 and 5 is going to be created with young people in the next week and then advertised and displayed on the Youth Club and Parish Council noticeboards.

Behaviour

Behaviour continues to be outstanding. There have been no incidents.

Young people's ideas for improving Youth Club

Mike to provide more information at the meeting.

- LED lighting/disco area
- Upgrading computer systems
- Graffiti/Young people chosen colour schemes in seating area
- Beanbags and cushions
- Gymnastics/sports mats

Club times

Monday night	Year 5 – 9	5:30pm until 8pm	Cost 50p
Tuesday night	Year 5 - 9	5:30pm until 8pm	Cost 50p

Staffing

Monday night – Mike Jordan, Jo Larder and Gene Sprague

Tuesday night – Mike Jordan, Gene Sprague and Jo Larder

Mike to provide an update at the meeting.

Mike Jordan

Youthworkz

Banwell Youth Club



BANWELL PARISH COUNCIL

MEMBER CODE OF CONDUCT

Introduction

Pursuant to section 27 of the Localism Act 2011, Banwell Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

He/she shall behave in such a way that a reasonable person would regard as respectful.

He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.

He/she shall not seek to improperly confer an advantage or disadvantage on any person.

He/she shall use the resources of the Council in accordance with its requirements.

He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of Interests

Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B below. The member shall also register the pecuniary interests of his/her spouse or civil partner, or of somebody with whom s/he is living as husband or wife or as if they were a civil partner.

Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B below (and those of his/her spouse or civil partner, or of somebody with whom s/he is living as husband or wife or as if they were a civil partner).

A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B below (or those of his/her spouse or civil partner, or of somebody with whom s/he is living as husband or wife or as if they were a civil partner) within 28 days of becoming aware of it.

A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of Interests at Meetings

Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.

Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.

A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.

Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Other Interests

If a member (or a close member of their family) has a non-disclosable pecuniary or non-pecuniary interest in any matter coming before the Council, a Committee or Sub-Committee, s(he) shall declare such interest as soon as it becomes apparent, and shall withdraw from the room during consideration of the item to which the interest relates if advised to do so by the Clerk.

Dispensations

On a written request made to the Council's proper officer (Appendix C), the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix A

Interests defined by regulations made under section 30(3) of the Localism Act 2011 and described in the table below.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12-month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or between his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a body in which such a person is a partner in a firm, a director of an incorporated body or holds the beneficial interest in securities*) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge) — (a) the landlord is the Council; and (b) the tenant is a body in which the member, or his/her spouse or civil partner/ the person with whom the member is living as if they were spouses/civil partners has a beneficial interest.
Securities	Any beneficial interest in securities of a body where — (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and (b) either— the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

(*‘Securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.)

Appendix B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which the member of the Council is a member or in a position of general control or management;
- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

Appendix C



*Clerk: Mrs. L Shayler
Parish Council Office,
Banwell Village Hall,
Westfeld Road, Banwell,
North Somerset BS24 6BS*

Tel: 01934 820442

DECLARATION OF INTEREST

Meeting

Date

Name	Agenda Item	Pecuniary/ Non-pecuniary	Reason	Request for dispensation Y/N	If Yes, please specify if this is to speak and/or vote	Signature



Banwell Parish Council General Data Protection Regulation Policy

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

Banwell Parish Council recognises its responsibility to comply with the Data Protection Act 1998 and the General Data Protection Regulation. The act and regulation regulate the use of personal data: this does not have to be sensitive data, it can be as little as a name and address.

The General Data Protection Regulation comes into force on the 25th May 2018 this Act replaces the Data Protection Act 1998. The Act applies to 'personal data' that is data relating to a living person who can be identified from that data. 'Processing data' means any operation performed on that personal data such as collection, recording or use.

This policy explains to Councillors, staff and the public about GDPR.

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

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

Information Audit

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

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

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

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

Adopted: 12th March 2018

To be reviewed by March 2019

Services relating to children – There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the Council requires consent from young people under 13, the Council will obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children age 13 plus, will be written in language that they will understand. Whilst the Council does not directly collect information from children it will ensure that Youthworkz (the Youth Club Commissioned service) is aware of the relevant Data Protection issues that will need to be taken into consideration.

Sensitive data

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

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

Storage of data

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

How the data is used

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

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

Subject access requests

A request for a copy of information held by the Council can be made only in accordance with the process and response time as prescribed in the General Data Protection Regulations which apply in the UK from the 25th May 2018

Data eradication request

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

If a request is received to delete information, then the Council's Data Protection Officer (DPO) will respond to this request within a month. The DPO has the delegated authority from the Council to delete information.

Adopted: 12th March 2018

To be reviewed by March 2019

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

Data Protection Officer

The Data Protection Officer (DPO) role will be contracted out to an independent third party.

Data breaches

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

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

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

Privacy Notices

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

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

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

Main actions arising from this policy are:

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

Adopted: 12th March 2018

To be reviewed by March 2019

Commented [P1]: Can third parties refer breaches directly to the DPO?

Commented [b2R1]: I am assuming so but as we haven't hired one yet I don't know what procedures they will be putting in place.

Commented [P3]: How does this marry in with the first sentence which suggests others have detected a breach

Commented [b4R3]: I suspect it will be his /her responsibility to do a privacy impact assessment and to detect a breach if it hasn't been detected before.

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

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

Adopted: 12th March 2018

To be reviewed by March 2019



BANWELL PARISH COUNCIL

DATA AUDIT

Description	What data is held. Why is the data held and what is it used for	Basis for processing data	Who holds the data and who can access it?	What security controls are in place?	How long is data kept for?	Is this covered by our privacy notice?	ACTION REQUIRED
Cemetery Next of Kin Information	Contact details For contact of next of kin in relation to Memorials / interment etc..	Legal requirement. Consent given by completion of declaration	Clerk	Paper, kept in Box files in Parish Office. Electronic ¹ copy being created	Indefinite	No – not yet written a privacy notice	Add consent and privacy notice to Interment form.
Contractors	Contact details Bank Details Insurance Details	Consent given by the sending of the invoice / tender.	Clerk	Paper, kept in files in Parish Office. Electronic.	7 years - audit requirements	No – not yet written a privacy notice	Write privacy notice
Electoral Roll	Name and Address	N/A as dealt with by North Somerset.	Clerk (Councillors if written consent has been gained from North Somerset).	Paper, kept in files in Parish Office. Electronic.	Renewed annually	N/A as dealt with by North Somerset.	None
Correspondence	Contact details	Consent given by the sending of the email / letter.	Clerk Might be passed onto Councillors if applicable.	Paper, kept in files in Parish Office. Electronic	7 year after the issue has been dealt with.	No – not yet written a privacy notice	Change signature on email. Add privacy notice to Website 'contact us'.
Employment Data	Contact details Bank Details	Legal requirement.	Clerk	Paper, kept in files in Parish Office. Electronic	7 years - Salary, Tax and NI Term of office plus 1 year - appraisal / disciplinary etc...	No – not yet written a privacy notice	Write privacy notice

¹ See Data Protection Policy / Acceptable Usage Policy for more details.

PC Meeting 12th Feb 2018

Description	What data is held. Why is the data held and what is it used for	Basis for processing data	Who holds the data and who can access it?	What security controls are in place?	How long is data kept for?	Is this covered by our privacy notice?	ACTION REQUIRED
Grant Applicants	Contact details Bank Details (usually of organisation).	Consent given by filling out the form.	Clerk and Council	Paper, kept in files in Parish Office. Electronic	End of financial year it was granted in plus 1 year.	No – not yet written a privacy notice	Add consent and privacy notice to application form. Add privacy notice to Website 'grants.
Councillor information	Contact details Register of DPI's	Legal requirement.	Clerk Local Authority (Electoral Services)	Paper, kept in files in Parish Office. Electronic	Term of office plus 1 year.		Add privacy notice to consent for co-option.

Agenda item 10 (iii)

I was tasked with writing an email / leaflet explaining to residents about the Conservation area. Unfortunately I haven't been able to progress this. I am therefore looking for help. Below is the information I have from North Somerset on Conservation areas. Would someone be able to draft something for me? I have the word version of this so it would be possible to copy and paste aspects of this.

Conservation Areas: Frequently asked questions

1. What is a conservation area?

Conservation areas began in 1967 making it possible for local authorities to protect areas in their district which have special architectural or historic interest. This is done to provide careful management of these areas to enable their special interest to be preserved and enhanced. Their protection is set out legally in the town and country planning act (listed buildings and conservation areas) 1990 and also in the NPPF.

They can include a wide range of different types of Architectural and Historic Interest some of these include:

- The centres of our historic villages, towns and cities
- Fishing and mining villages
- 18th, 19th and 20th-century suburbs
- Model housing estates, including late 20th century housing projects
- Country houses set in their historic parks
- Historic transport links and their environs, such as stretches of canal and railway and airfields
- Industrial heritage sites

Unauthorised work within a conservation area is a criminal offence and can result in prosecution.

2. Where are the conservation areas in North Somerset?

There are a number of conservation areas within North Somerset to find out if your house may be in one of these please click on the link below, which after a short tutorial video will show you where these conservation areas are and if your house may lie within these.

3. What within a conservation area requires consent?

There are a number of things which will require planning permission within a conservation area as there are restrictions on normal permitted development. On top of these extra consent may be required if the Local Authority has served an Article 4 direction on the area. This is discussed in more detail in question 4, below.

On a standard conservation area with no Article 4 Restrictions on permitted development include:

- Roof extensions; cladding with render, stone, timber, tiles or plastic, etc;
- Side extensions; and rear extensions of more than one storey are not permitted.
- In addition, planning permission is required for satellite dishes, radio antennae which are visible from a highway and on buildings over 15 metres in height.
- Control over demolition of unlisted buildings within these areas, although this no longer requires conservation area consent they still require planning permission!
- Exemptions from demolition controls include walls, gates and fences less than 1m high next to a highway, including a public footpath or bridleway, waterway or open space, or less than 2m elsewhere; post 1914 agricultural or forestry buildings; and pre-1925 tombstones unless they are in the grounds of an exempt place of worship.
- Control over works carried out to trees, anyone proposing to cut down, top or lop a tree in a conservation area (with the exception of trees under a certain size, or those that are dead, dying or dangerous) is required to give 6 weeks' notice to the local planning authority. The purpose of this requirement is to give the authority the opportunity to make a tree preservation order which then brings any works permanently under control
- Urgent works notices can be served on the unoccupied and unlisted buildings within a conservation areas.
- Control over advertisements, certain categories of advertisement are restricted within conservation areas. These include illuminated advertisements on business premises and advertisements on hoardings around development sites. In addition balloons with advertisements are not exempt from the need for advertisement consent in conservation areas.

PC Meeting 12th Feb 2018

- New development must make a positive contribution to the character of the area. The need to fit in with not only the character of the conservation area but also the size, style and material used need to match the current setting. Careful consideration to new development is needed to not alter these areas unique architectural and historic interest.

4. Article 4 Directions

To check whether the conservation area you are within has a more restrictive article 4 direction on it you can click on the below link to map which after a short video will allow you to check if this will apply to you. LINK

4.1 What is an Article 4 direction?

An Article 4 of the General Permitted Development Order (GDPO), gives the local planning authorities the power to restrict permitted development rights were they could undermine protection for the historic environment. They are only issued in areas of exceptional circumstances where the exercise of permitted development rights would harm local amenity, the historic environment or the proper planning of the area. They can restrict permitted developments normally allowed; preventing householders to extend and alter roofs, add porches, knock down boundaries to facilitate off-street parking and replace doors and windows without gaining consent first as this changes would be considered to possibly harm the significance of the area.

North Somerset Council has prepared advice on the proper care and replacement of windows in conservation areas can be an issue, the below link will take you to this:

Here is also a link to the most up to date advice for Historic England for the care and upgrading of traditional windows:

<https://content.historicengland.org.uk/images-books/publications/traditional-windows-care-repair-upgrading/heag039-traditional-windows.pdf/>

5. How do I apply for consent (planning permission)?

You can ask for writing advice from the council to find out if you are still unsure whether you need consent before applying the link below will take you directly to this page to submit your enquiry:

http://www.n-somerset.gov.uk/Environment/Planning_and_development_management/content/Pages/Get-written-advice-about-whether-you-need-to-apply-for-permission.aspx

We can also provide you with written pre-application advice about alterations that you want to undertake to a building of heritage value (including listed buildings and others within conservation areas). To apply for this please click the link; http://www.n-somerset.gov.uk/Environment/Planning_and_development_management/content/Pages/Heritage.aspx#sth.ash.XouUqVL5.dpuf

Use a planning agent

If you need to submit a formal application to obtain permission to replace or alter a window we strongly recommend that you employ the services of a professional planning agent. Details about how to find planning agents can be found on our website.

Use the Planning Portal

Over 60% of applicants use the Planning Portal website to submit their applications to us. By submitting your application via the Planning Portal you will reduce your printing and postage costs. The Planning Portal can be found at www.planningportal.gov.uk.

Submit the correct information

Information about what plans and documents to submit with your application can be found on our website. If you do not include all the required information your application will not be valid and will result in delays. In summary you will need:

1. The correct form completed in full which can be obtained from the Planning Portal at <http://www.planningportal.gov.uk/planning/applications/>

2. The correct fee, where required. These fees are set nationally and change from time to time. Full information about fees is available on our website.

3. Detailed plans and drawings to clearly show the existing elevations and what you propose to do. This should normally include, amongst other things, proposed joinery details (including cross sections) normally at scale of 1:20 or in exceptional circumstances at a scale of 1:5.

6. What happens if unauthorised works are carried out?

Much like Listed Buildings unauthorised work, which would require either planning permission or conservation area consent, within a conservation area is a criminal offence and can result in prosecution. Demolition of an unlisted building in a conservation area without planning permission is a criminal offence. The defences and penalties are the same as for listed buildings. As with listed buildings, an enforcement notice can be served to rectify any works done without planning permission or work done in breach of a condition on such a consent. Breach of the enforcement notice is itself a further offence committed by the then owner.

7. Where can I get further advice?

Historic England offers a lot of advice on conservation areas the below link will take you directly to their web page:

<http://historicengland.org.uk/advice/planning/consents/conservationareaconsent/>

For more specialist advice on obtain experienced building surveyor and architect the link below will take you to the Institute of Historic Building Conservation (IHBC):

http://www.ihbc.org.uk/resources_head/index.html



3791

20 February 2018

The Parish Clerk

Banwell Parish Council

Banwell Village Hall,

Westfield Road,

Banwell

BS29 6BS

Interim Internal Audit Visit: Banwell Parish Council – covering October – December 2017

This is the second interim internal audit visit in 2017/2018 to check that the Parish Council adheres to the requirements set out in the Governance and Accountability for Smaller Authorities in England ensuring that compliance is maintained.

This interim internal audit report continues to test compliance against the Governance and Accountability for Smaller Authorities in England, and follows up on the recommendations made in our first interim internal audit visit on the 7 November 2017.

We continued with our independent audit tests using various financial records, vouchers, documents, Minutes, insurance documentation to ascertain the efficiency and effectiveness of the internal control framework.

As part of the Internal Audit Review we checked that:

Bank Reconciliations

- the financial totals as at 1 October 2017 brought forward are accurately shown in the cash book.
- all un-presented cheques, BACS, and un-banked income at 30 September 2017 were checked to bank statements to verify these were banked or cleared in October 2017.
- all cheques, BACS, direct debits, standing orders, transfers were checked and accounted for in the period 1 October 2017 to 31 December 2017.
- all bank paying in slips were banked and agreed to bank statements in the period 1 October 2017 to 31 December 2017.

.....

February 20, 2018

Page 2

- bank reconciliations for all bank accounts had been carried out between 1 October 2017 to 31 December 2017, and totals agreed to those shown in the appropriate cash book.

Audit Note: The four recommendations we made in relation to bank reconciliations in our report of 16 November 2017 have all been implemented.

Income and Expenditure

- all un-presented cheques and un-banked income information as at 31 December 2017 were confirmed that the details are accurate to the records held by Parish Council.
- all Remittance Advices were checked and agreed to the Cash Books and bank statements for the period 1 October 2017 – 31 December 2017.

Audit Note: The Parish Clerk has now enhanced the controls for tracing and validating income received by the Parish Council remittance advices by sequentially numbering the receipts documentation to match the receipt recorded in the cash book and the receipts file is now divided in to different sections for each bank account.

- a complete check was carried out to agree the accuracy of payment vouchers and to agree the totals to the cashbook and bank statements for the period 1 October – 31 December 2017.

Audit Note: It was noted that a new vehicle activated speed sign was purchased in December 2017 and this item should now be added to the Assets Register net of VAT as confirmation that this is now an asset of the Parish Council.

Audit Note: It was noted that a small number of receipts and payments were not recorded in the month in which they occurred and not all transactions were chronologically ordered in the cash book. Care should be taken at the year end that all transactions relating to 2017/18 are recorded in the correct financial year.

VAT

- A VAT reimbursement claim totalling £1,954.11 was made on 10 February 2018 for the period from October 2017 to January 2018 and remained outstanding at the time our audit work was done. Test checks were carried out on the entries shown on the VAT reimbursement claims to payments vouchers and the individual VAT elements verified for accuracy to the reimbursement claim form.

Payroll

- We note that our recommendation that the Chairman should sign and date the HMRC toolkit schedule to validate that the payments made to HMRC and NEST are correct as part of their Parish Councillors scrutiny role has been implemented.

Land Assets and Charity Accounts

- A review of the asset register at our first internal audit visit revealed that there is some uncertainty over the ownership of some of the land assets, particularly those bequeathed to the council/charity. There was also some uncertainty over whether the income and expenditure of the charities accounts had been properly recorded. The Council has implemented our recommendation that its land assets and charity accounts are reviewed and this is scheduled to take place on 20 February 2018.

February 20, 2018

Page 3

Parish Council Minutes

•Minutes of the Parish Council were reviewed for the period October 2017 to December 2017. It was noted that some grants made under section 137 of the Local Government Act 1972 were not recorded in the minutes as being made under that power. The expenditure under section 137 has however, been properly recorded as such in the cash book.

Recommendation

We recommend that:

- **Expenditure under section 137 is recorded as such in the minutes when it is approved and that the Council keeps a note of the annual section 137 limit to ensure it is not exceeded.**

We are pleased to report that the various records and procedures in place for the Parish Council provide an adequate standard of control with the exception of recommendations made in this report. Other minor queries were resolved during the course of the audit for various transactional elements in the period covered.

This letter report should be noted and taken to the next meeting of the Parish Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be minuted by the Parish Council.

Yours sincerely,

Internal Auditors

Interim Internal Audit 1 Action Points

Action required	Action Taken	Date to be completed
The cash book transactions are printed off and retained with the bank reconciliation on each occasion	Already actioned by Cllr Harding	13/11/17
Bank reconciliations should be carried out to match to the last day of each month shown on the bank statement	Bank Statements requested for the same day at the end of the month. Online banking applied for.	14/11/17 15/11/17
A designated Councillor should sign and date each bank reconciliation and bank statement to confirm that the totals are correct as part of their scrutiny role.	Already Actioned by Cllr Harding	13/11/17
Bank reconciliations for all bank accounts are carried out to the same date, i.e. the last day of the month	Bank Statements requested for the same day at the end of the month. Online banking applied for.	14/11/17 15/11/17
A designated Councillor should sign and date the HMRC toolkit schedule to validate that the payments made to HMRC and NEST are correct as part of their Parish Councillors scrutiny role.	Already actioned by Cllr Harding	13/11/17
An additional column added to the budget spreadsheet setting out how the budgeted expenditure will be financed, and following across to the precept request column.	Actioned for 2018/2019 budget.	08/01/18
The Parish Council undertake a review of the ownership of its land assets including examination of documentation of the bequest, to ensure that they are recorded in the correct entity (Council or Charity).	Recreation Ground & Cemetery completed. Other pieces of land ongoing. Childrens Centre needs to be valued.	August 2017 08/03/18
The Council undertakes a review of its responsibilities in relation to the Charity, including a review of the trust deed and the Charity's requirements to record income and expenditure with a minimum of offsetting.	Already actioned	20/02/18
Additional action points		
Different number series and sections of the receipts file for each bank account	Different number series is not possible at present time but can be actioned April 2018. New sections already actioned	1/04/18 7/11/17
Laptop & Defibs be added to the Assets Register net of VAT as confirmation that this is now an asset of the Parish Council	Already actioned	1/11/17
Copy of attendance sheet to back up subscription amount on Youthworkz invoice.	Already actioned by Youthworkz	30/11/17
Sign Direct debits each month.	Already actioned	14/11/17

Interim Internal Audit 2 Action Points

Action required	Action Taken	Date to be completed
It was noted that a new vehicle activated speed sign was purchased in December 2017 and this item should now be added to the Assets Register net of VAT as confirmation that this is now an asset of the Parish Council.	Already action by the Clerk	22/02/18
It was noted that a small number of receipts and payments were not recorded in the month in which they occurred and not all transactions were chronologically ordered in the cash book. Care should be taken at the year-end that all transactions relating to 2017/18 are recorded in the correct financial year.	Clarification being sort	31/02/18
Expenditure under section 137 is recorded as such in the minutes when it is approved and that the Council keeps a note of the annual section 137 limit to ensure it is not exceeded.	Already action 4/5 recorded 1 missed.	
Additional action points		
Records all expenditure relating to the Recreation Ground under a separate cost heading.	Will be actioned in the new financial year	1/04/2018
Enquires of the Charity Commission whether the expenditure made by the Council on behalf of the Charity should be recorded as Charity spending on the Charity Commission Annual Return. And, whether this would be any different if income exceeded £250,000.		
Makes the same enquiry of NALC in relation to the recording of expenditure, and on reflection I think it would also be a good idea to ask NALC if the Council should authorise Recreation Ground expenditure as a grant to the Charity, and if this should be recorded in the Council minutes.		

Please see below a brief summary of what we covered at our meeting this morning, some further thoughts and the next steps I think it would be sensible to take.

You explained the background to the formation of the Charity and the current situation. We looked at the Charity's deed of variation, bank statements and minutes, and we discussed how the Charity's income and payments are recorded on the Charity Commission Annual Return. We also discussed how the Council records the Charities bank account on the Council's Annual Return.

In my view it is correct that the Charity has its own bank account, and on discussion we were confident that the money held in the bank account belongs to the Charity and no further Charity monies incorrectly are held in the Parish Council's bank account.

The Parish Council has correctly disclosed on its Annual Return that it is a sole managing trustee and it has correctly excluded the Recreation Ground bank balance from its reserves and bank balances in Boxes 7 and 8 on the Annual Return.

We discussed the payments made by the Council to maintain the Recreation Ground. These are some repairs, grass cutting and a portion of the public liability insurance. These payments are currently recorded under the Environment Cost Centre. These payments are not currently included as grant income and expenditure on the Charity's Annual Return to the Charity Commission.

You have a good understanding of when expenditure should be authorised by the trustees in the future, that is any expenditure from the Charity's bank own account. And you also have a good understanding of the restrictions over the spending of the Charity's money to capital expenditure, because it arose from the sale of land many years ago.

The Charity trustees meet at least once a year as required.

I've done a bit of research this afternoon and submitted an email enquiry to the Charity Commission about whether the payments made on behalf of the Charity by the Council should be included on the Charity Commission Annual Return. Calling the Charity Commission did not seem to be an option! I will let you know when I have a reply.

However, on reading the guidance available on line I think that the answer may be that, as the Charity has income and expenditure of less than £25,000 and therefore only needs to file an Annual Return and prepare accounts on a receipts and payments basis (that do not need to be submitted to the Charity Commission), it is correct to omit the Council's expenditure on behalf of the Charity from the Charity's Annual Return, as no actual payments have gone through the Charity's bank account. We will see if the Charity Commission agrees.

The Charity can continue to prepare accounts on a receipts and payments basis providing income does not exceed £250,000. So for the foreseeable future, accounts can always be on a receipts and payments basis. If income exceeds £25,000 then the accounts must be checked, either an through an independent examination or a full audit.

I now recommend that the Council:

- records all expenditure relating to the Recreation Ground under a separate cost heading.
- enquires of the Charity Commission whether the expenditure made by the Council on behalf of the Charity should be recorded as Charity spending on the Charity Commission Annual Return. And, whether this would be any different if income exceeded £250,000 (even though this is extremely unlikely).
- makes the same enquiry of NALC in relation to the recording of expenditure, and on reflection I think it would also be a good idea to ask NALC if the Council should authorise Recreation Ground expenditure as a grant to the Charity, and if this should be recorded in the Council minutes.

If you have any further queries please do not hesitate to contact me and I look forward to seeing you again on 24 April and with interest to the views of NALC and the Charity Commission.

Bills for Payment - 13th February to 12th March 2018
Banwell Parish Council

Chq No.	Payee	Details	Net Amount	VAT	Gross Amount	Minute agreed	Power
5278	E. Shayler	Clerk's February Salary and CiLCA	£1,360.13		£1,617.12		
5279	HMRC	PAYE and NI for October	£373.37		£373.37		LGA 1972 s112
5280	Bin-It	Dog Bin Emptying	£299.82	£59.96	£359.78		LGA 1972 s112 EPA 1990 s5 subsection 86 (13)
5281	J K Gardening	Grass cutting @ Rec Ground, Riverside, Children's Centre, K'cott Bank	£283.50		£283.50		PHA 1875 s164
5281	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50		LGA 1972 s214 (2) & (6)
5281	J K Gardening	Village Orderly duties	£392.50		£392.50		LGA 1972 s112
5281	J K Gardening	Environmental Fee (Burns) Total £878.50	£40.00		£40.00		
5282	Youthworkz	Youth Club staffing costs (£800 - £27 = £773) + Programme costs (£76.29)	£885.48	£16.99	£902.47		LG (MP) Act 1976 S19 (1e) & (1f)
5283	LIGHTATOUCH	Internal Audit part 2	£93.75		£93.75	11/18 (ii) & (iii)	LGA 1972 s111
5284	Bridget Bowen	Recreation ground Trust Audit	£175.00		£175.00		LGA 1972 s111
5285	ALCA	Annual Subscripion	£504.43		£504.43		
5286	Webglu	Quarterly Website charge	£60.00	£12.00	£60.00	6/18 (iii)	LGA 1972 s111
DD	Nest	March pension contibutions (DD 10.4.18)	£29.11		£29.11		LGA 1972 s112
DD	EON	Electricity Account (DD 22.04.18) (£258.58 - £6.60 credit)	£172.61	£34.52	£207.13		PCA 1957, s3 & HA 1980 S301
DD	Mainstream	fraud, call charges (£5.33) (DD 14.04.17)	£4.44	£0.89	£5.33		LGA 1972 s111
		Totals	£4,836.64	£124.36	£5,205.99		

Banwell Parish Council

Net Position by Cost Centre and Code

Cost Centre Name

Cemetery & Memorials		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
1	Grass cutting (Cem)	0.00	0.00	0.00	1,950.00	1,787.50	162.50
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	240.00	-140.00
5	Cemetery Contingency Fund	12,160.00	0.00	0.00	10,000.00	23,011.42	-851.42
6	Village memorials maintenance	0.00	0.00	0.00	600.00	1,214.75	-614.75
		£12,190.00	0.00	£0.00	13,000.00	£26,253.67	-1,063.67

Clerk & Administration		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
21	Salary & NI	0.00	0.00	0.00	18,000.00	17,940.10	59.90
22	Gratuity/Pension	0.00	0.00	0.00	906.00	305.18	600.82
23	Phone/broadband	0.00	0.00	0.00	800.00	450.40	349.60
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	2,326.89	173.11
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	186.00	14.00
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	2,556.75	-1,156.75
35	Training	500.00	0.00	0.00	1,000.00	1,559.00	-59.00
36	SLCC membership	0.00	0.00	0.00	160.00	165.00	-5.00
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	2,662.39	-1,662.39
39	Risk assessments	0.00	0.00	0.00	100.00	110.00	-10.00
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	333.10	-283.10
70	Land Registration	0.00	0.00	0.00	0.00	0.00	0.00
		£500.00	0.00	£30.00	33,275.00	£34,784.86	-979.86

Environment		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
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	4,317.50	392.31
11	Dog bins	0.00	0.00	0.00	4,140.00	4,228.45	-88.45
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	3,178.50	223.50
14	Xmas tree & decs	0.00	0.00	0.00	300.00	350.00	-50.00
15	Seats	0.00	0.00	0.00	100.00	64.43	35.57
16	Village working parties	100.00	0.00	0.00	100.00	180.00	20.00
17	Footpaths	250.00	0.00	0.00	1,000.00	870.00	380.00
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	£22,656.75	4,425.44

Highways		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
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	740.00	260.00
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	£6,284.36	1,115.64

Income		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
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	4,090.00	0.00	0.00	1,590.00
49 Misc income	0.00	50.00	1,265.36	0.00	0.00	1,215.36
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	£99,465.55	7,149.52	£2,729.00	-1,923.64

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	2,308.03	91.97
43 Street light maintenance	0.00	0.00	0.00	3,000.00	1,452.36	1,547.64
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	£4,064.38	2,335.62

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	8,750.00	2,770.00
63 Youth Club Programme costs	0.00	0.00	0.00	2,880.00	1,307.81	1,572.19
66 Youth Club subscriptions	0.00	960.00	508.00	0.00	0.00	-452.00
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	£608.00	16,000.00	£10,415.81	5,232.19

NET TOTAL

£14,615.52	108,853.59	£102,187.24	108,381.38	£107,188.83	9,141.72
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