



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT 7:30pm ON MONDAY 15th OCTOBER 2018 AT BANWELL VILLAGE HALL

PRESENT:	Councillors Jim Weston (Chairman), Phil Adams, Paul Bateman, Paul Blatchford, 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

231/18 To receive apologies for absence (agenda item 1).

Apologies were received from Cllrs Steve Davies, Nick Manley and Emma Perrett

232/18 To receive members' declarations of interest on any agenda item (agenda item 2).

Cllr Bateman declared an interest in 12 & 13

233/18 To invite public participation (agenda item 3).

(i) Members of the public.

None received

Community Beat Manager's report.

The following report was received for the period 17/09/2018 to 10/10/2018

Calls from the Parish received = 48

Selection of crimes includes: 3 anti-social behaviour, 2 assault, 2 harassment, 2 thefts, 2 thefts of vehicles, 1 criminal damage, 1 suspicious, and 15 traffic related

Beat Surgeries are now being held in the neighbouring village of Winscombe at the community centre Farmers Market between 10am and midday on the 25th Oct & 8th Nov.

(ii) Ward Councillor's report.

Cllr Harley updated the Council on the changes at North Somerset which included interviewing applicants for the vacant Chief Executive and Senior Financial Officer posts.

Cllr Harley told the Council that she was disappointed with the response from North Somerset's Flood Risk Engineer and the Drainage Board regarding the 'Riverside Bog' and would be continuing to chase a more informative response.

Cllr Harley informed the Council that she had spoken to the applicant and the Planning Officer for the Weston Trade Centre re development and she was minded to support the Planning Officer's recommendation of refusal. She was concerned that, if approved, this application might open the floodgates to further development in the green gap between the village and the application site this was objected to by Cllr Bateman who felt that each planning application should be considered on its own merits.

234/18 To approve as a correct record, the minutes of the Parish Council Meeting held on 17th September 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.

235/18 To note the Youth Club Committee meeting minutes from the 27th September 2018 (agenda item 5).

The minutes were noted.

236/18 To note the Employment Committee meeting minutes from the 27th September 2018 (agenda item 6).

The minutes were noted.

237/18 To note the Clerk's spinal point pay increase due to the completion of CiLCA (agenda item 7).

The pay increase was noted.

238/18 To receive the Clerk's report/Exchange of information: (agenda item 8).

- (i) **Remembrance Day Parade 11th November 2018.** The Chairman reminded councillors that they should meet at 2:30pm at West Street Car Park.
- (ii) **'Battles Over'**– The Chairman reported that the pallets were being collected on The Hill. One of the next of kin of those killed in World War One had been invited to light the bonfire. The Clerk reported that the insurance company had suggested that whilst oil drums / 'Swedish' candles could be used they would need to be kept away from the public therefore negating their usefulness. Banwell Action Group will be borrowing a couple of the silhouettes for the Remembrance Lunch.
- (iii) **Riverside Play equipment** – The Chairman reported that the wooden play equipment and the concrete which held it in place had been removed. Some of the holes were still there due to the discovery of toads and will be filled in when possible.
- (iv) **Riverside Wet Area** – The Mercury and Radio Bristol had both conducted interviews on this. North Somerset had since sent a report on the tests carried out on the water but still had not put a barrier around the backfilled area or responded to the Parish Council's email.
- (v) **Lights around the village** – The Clerk reported that the Church Lane lights had now been repaired along with some of the outstanding repairs on Riverside, High Street, Queens Road and Moor Road.
- (vi) **MUGA Weeds** – John Keate has removed the weeds around the MUGA which otherwise might have caused damage to the surface
- (vii) **Weston Trade Centre Planning Appeal Hearing** – Cllr Hale would be attending the hearing if able to do so and assured Councillors that the Parish Council's previous comments would be taken into account by the Inspector .
- (viii) **Christmas Tree** – Cllr Weston will look at Christmas trees and this will be an agenda item for November.
- (ix) **Cemetery Benches** – Cllr Blatchford and the Cemetery Orderly met with two families of those buried in the Cemetery to allocate spaces for benches. It was felt that after these benches were positioned there would be space for only one more bench.
- (x) **ALCA AGM** – Cllr Harding and Cllr Hale reported that there were presentations from the Conservation Volunteers, Bristol Youth Council and Dorset Local Council Association; further information will be sent through from ALCA. The meeting was informed that subscriptions would be increasing. Cllr Harding received a presentation from ALCA on behalf of the Clerk for completion of her Certificate in Local Council Administration.

239/18 To approve the following items of expenditure: - (agenda item 9).

- (i) **£350 for the October spray by Complete Weed Control.**

Resolved – To approve £350 for the October spray by Complete Weed Control and thereafter that the timing of the two annual sprays be delegated to the Clerk in communication with the Chair and Vice-Chair.

The resolution was correctly proposed and seconded (unanimous).

- (ii) **£630 to continue the Citizens Advice Bureau's Community drop -in from January until March**

The Clerk informed the Council that the Citizens Advice Bureau had been unable to secure the funding for the last quarter of the year and had therefore approached the Parish Council. The drop-in sessions are well attended by members of the community and over 50% of the sessions are full.

Resolved – To approve a donation of £630 to continue the Citizens Advice Bureau's Community drop -in from January until March using Local Government Act Section 137 (section 9).

The resolution was correctly proposed and seconded (unanimous).

- (iii) **£198 for GB Sports and Leisure to carry out the annual independent inspection of play equipment.**

Resolved – To approve the cost of £198 for GB Sports and Leisure to carry out the annual independent inspection of play equipment.

The resolution was correctly proposed and seconded (unanimous).

240/18 To note the training and events available and agree any attendance:- (agenda item 10).

- (i) **24th November - Being a Good Councillor. 9:45 am until 12:45 Baileys Court Activity Centre, Bradley Stoke £60.**

No one to attend this session

- (ii) **28th November 2018 Regional Training Seminar. Webbington Hotel, Axbridge. 9am – 4pm £85**

The Clerk, Cllr Parry & Cllr McCarthy to attend.

The resolution was correctly proposed and seconded (unanimous).

- (iii) **6th December 2018 Town & Parish Workshop. Town Hall, Weston-super-Mare 10.00am – 12 noon.**

The Clerk, Cllr Blatchford & Cllr Hale to attend.

241/18 To discuss the relocation of the Parish Council Office to the Children's Centre. (agenda item 11).

- (i) **An update on the terms and conditions specified by the Parish Council**

The Clerk informed the Council that correspondence had been received from North Somerset agreeing to the terms specified by the Parish Council and a formal agreement was on its way.

(ii) **Authorisation of the movement of the phone line by Mainstream Digital**

Resolved: To authorise the movement of an ASDL phone line from the Village Hall to the Children's Centre by Mainstream Digital when necessary.

The resolution was correctly proposed and seconded (unanimous)

(iii) **The purchase of folding chairs**

Resolved: To not purchase any additional chairs at the present time.

The resolution was correctly proposed and seconded (unanimous)

(iv) **The purchase of 6 x 6ft folding trestle tables for £440**

Resolved: To purchase 4 x 6ft folding trestle tables and 1 x 4ft table for £440

The resolution was correctly proposed and seconded (unanimous)

(v) **The purchase of 2 shelving units for £188 to match current shelving.**

The Clerk informed the meeting that the shelving might be unnecessary depending on what Children's Services left behind.

Resolved: To purchase of up to 2 shelving units for £188 to match current shelving, if needed.

The resolution was correctly proposed and seconded (unanimous)

242/18 To discuss and agree awarding a new lighting contract (agenda item 12).

Resolved: To award a new lighting contract to Contractor 1 (5 in favour, 1 against, 2 abstentions)

The resolution was correctly proposed and seconded (unanimous)

243/18 To discuss and agree the replacement of the old lights with new LED lights (agenda item 13).

Resolved: That the Parish Council will have a programme of replacing its old street lights with new LED lights.

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

Resolved: That the replacement of 10 old lights with new LED lights be undertaken by Contractor 1 and paid for from the Street Light Upgrade and Highways budgets.

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

244/18 To discuss the possibility of having a Parish Map produced (agenda item 14).

Resolved: To not have a Parish Map at the present time but to revisit it in the future.

The resolution was correctly proposed and seconded (unanimous)

- 245/18 To discuss submitting a planning application on behalf of the Scouts for the new hut (agenda item 15).**
- The Clerk informed the meeting that the planning application had since been received by NSC and was submitted by the Kathleen Jones Trust as it would be free for a minor amendment. Therefore, this agenda item was now unnecessary.
- 246/18 To discuss and agree a way forward for the tree planting scheme on the Recreation Ground (agenda item 16).**
- Resolved:** To agree the tree planting scheme from Ian Monger subject to checking that the root systems of trees d and e would not interfere with the MUGA and the footpath.
- The resolution was correctly proposed and seconded (unanimous)**
- 247/18 To discuss increasing the number of disabled parking spaces in West Street Carpark (agenda item 17).**
- The Clerk informed the Council that after discussion with several residents with mobility issues that generally there was at least one disabled space free with the exception of Thursday afternoons and at the school drop off and pick up times.
- Resolved:** That the Council sympathises with residents unable to park during school pick up and drop off times. but based on evidence received from North Somerset that disabled bays are generally free apart from at these times, it is considered that another disabled space would potentially take up one or two car parking spaces (which are already at a premium). It was therefore felt the Parish Council was unable to support an additional disabled car parking space in West Street Carpark.
- The resolution was correctly proposed and seconded (unanimous)**
- 248/18 To discuss and agree a response to the North Somerset's Local Plan 2036 Issues and Options Consultation (agenda item 18).**
- Resolved:** That Cllr Blatchford's and Cllr Hale's previously circulated consultation response be submitted as the Council's response to North Somerset's Local Plan 2036 Issues and Options Consultation.
- The resolution was correctly proposed and seconded (unanimous)**
- 249/18 To discuss and agree a response to the North Somerset's 'Review of Polling Districts and Polling Places 2018' (agenda item 19).**
- The Consultation was noted.
- 250/18 To discuss and agree a response to the Ministry of Housing, Communities and Local Government Permitted development for Shale Gas Exploration Consultation (agenda item 20).**
- Resolved:** That Cllr Hale's previously circulated consultation response be submitted as the Council's response to the Ministry of Housing, Communities and Local Government Permitted Development for Shale Gas Exploration Consultation.
- The resolution was correctly proposed and seconded (unanimous)**
- 251/18 To authorise bills for payment (agenda item 21).**
- A revised list of payments was circulated for consideration.

Resolved: To authorise bills for payment of £5252.92 Cllr Harding and Cllr Blatchford to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

252/18 To note the Parish Council's end of October's net position, bank balances and bank reconciliation (agenda item 22).

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

253/18 To authorise the setting up of a High Interest account in line with the Financial Services Compensation Scheme for the Cemetery Reserves (agenda item 23).

Resolved: To authorise the setting up of a Redwood High Interest Account for the Cemetery Reserves.

The resolution was correctly proposed and seconded (unanimous)

254/18 To authorise the setting up of a High Interest account in line with the Financial Services Compensation Scheme for the Parish Council Reserves (agenda item 24).

Resolved: To authorise the setting up of a Cambridge and Counties High Interest account for the Parish Council Reserves.

The resolution was correctly proposed and seconded (unanimous)

255/18 To note and comment upon planning applications (agenda item 25).

- (i) **18/P/4131/FUH** – 47 West Street Banwell BS29 6DE. The erection of full height gates across an archway at the front of the property facing onto the main road.

Resolved – To support the application but to request North Somerset to seek more clarification on the design and detail of materials to be used for the gates.

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

- (ii) **18/P/4250/LDP** – 17 Wolvershill Park Banwell BS29 6DQ. Rear extension not exceeding 3000mm deep together with loft conversion and new rear dormer.

Resolved – To support the application but to request North Somerset to seek more clarification of the design and detail of the Velux windows.

The resolution was correctly proposed and seconded (Unanimous)

- (iii) **18/P/4374/TRCA** – The Grange 60B West Street Banwell BS29 6DB. T1 - crown reduction by up to 1.5m

This application was noted

- (iv) **18/P/4293/COA** – Old Malt House 40B West Street Banwell BS29 6DB. Prior approval for conversion from office (Use Class B1(a)) to 1no. residential dwelling house (Use Class C3)

Resolved – Banwell Parish Council do not support this application for the following reason;

- Difficulty with emergency vehicular access
- Only 2 car parking spaces for a five bedrooomed dwelling
- Further erosion of commercial premises within centre of Banwell

- No turning space at the head of the driveway and therefore dangerous to reverse onto a main road which vehicles would have to do to use the parking spaces specified in the application.

The resolution was correctly proposed and seconded (Unanimous)

256/18 To note planning decisions – (agenda item 26).

- (i) **17/P/2111/O** - Former Western Trade Centre, Knightcott Road, Banwell. Former Western Trade Centre Knightcott Road Banwell BS29 6HT: Outline planning permission for the demolition of existing buildings and redevelopment to provide up to 47no. dwellings with associated hard/soft landscape works, access improvements, parking and drainage. **APPEAL LODGED**
- (ii) **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. **APPROVED**
- (iii) **18/P/3428/FUL** Field Adjacent To, Waits Cottage, Knightcott Road, Banwell. BS29 6HR. Retrospective application for the retention of altered field gate access. **REFUSED**
- (iv) **18/P/3443/OUT** – Frander Farm, Riverside Banwell BS29 6EL. Outline application for the erection of an agricultural workers dwelling with all matters reserved for subsequent approval. **REFUSED**
- (v) **18/P/3475/FUH** Roughmoor, Well Lane, Banwell. BS29 6HU. Two storey rear extension. **APPROVED**
- (vi) **18/P/3353/FUL** - Land at Bowerhouse, East of Riverside and West of Puxton Lane/Drove Way, Banwell. BS29 6EL. Application for the removal of condition No. 19 on application 14/P/1666/F (Installation of a solar farm with associated works) to allow continued renewable energy generation on the site. **APPROVED**
- (vii) **18/P/3858/FUH & 18/P/3981/LBC** - Abbey Lodge East Street Banwell BS29 6BW. Removal of fence panel to western boundary and retention of a low stone planter adjacent to one of the gate piers. Erection of 2.0 metre boundary fence adjacent to listed gate piers on north end of western boundary. **APPROVED**
- (viii) **18/P/3994/TPO** - The Caves Whitley Road Banwell BS29 6NA. T1 - Sycamore - Fell, T2 - T6 - Ash - Fell, T7- Sycamore – Fell. **APPROVED**
- (ix) **18/P/4086/TRCA** - St Andrews Church, Church Street Banwell. T1 magnolia - reduce crown by approximately 2m. **APPROVED**
- (x) **18/P/3796/FUL** - Tardiz Cooks Lane Banwell BS29 6DS. Erection of new dwelling, single garage and associated driveway and parking. **REFUSED**

257/18 Dates of the next meetings – (agenda item 27)

11th November 2018 – Remembrance Day Parade
 19th November 2018 – Parish Council Meeting, 7:30pm Venue TBC.

The Chairman closed the meeting at 21:30

.....Chairman

.....Date

Bills for Payment - 18th September to the 15th October 2018

Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount		Minute agreed	Power	
BACS	E. Shayler	Clerk's September's Salary	£1,469.75		£1,469.75			LGA 1972 s112	
BACS	HMRC	PAYE and NI for September	£450.43		£450.43			LGA 1972 s112	
BACS	J K Gardening	Grass cutting @ Rec Ground	£141.75		£141.75			PHA 1875 s164	
BACS	J K Gardening	Grass cutting @ Riverside, Children's Centre, K'cott Bank	£141.75		£141.75			PHA 1875 s164	
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50			LGA 1972 s214 (2) & (6)	
BACS	J K Gardening	Village Orderly duties	£392.50		£392.50			LGA 1972 s112	
BACS	J K Gardening	Environmental fee (x1)	£40.00		£40.00			LGA 1972 s214 (2) & (6)	
BACS	J K Gardening	Strimming tubs (x2)	£60.00		£60.00			PHA 1875 s164	
BACS	J K Gardening	Wolvershill Road	£20.00		£20.00			PHA 1875 s164	
		Total £958.50							
BACS	Youthworkz	Youth Club staffing costs (£624 - £12 subs) + Programme costs (£50.93)	£662.93		£662.93			LG (MP) Act 1976 S19 (1e) & (1f)	
BACS	Bin-It	Dog Bin Emptying Feb	£352.73	£70.55	£423.28	Replacement for uncashed cheque 005268		EPA 1990 s5 subsection 86 (13)	
BACS	Bin-It	Dog Bin Emptying Sept	£352.73	£70.55	£423.28			EPA 1990 s5 subsection 86 (13)	
BACS	ALCA	Good Councillor Course	£60.00		£60.00		170/18	LGA 1972 s111	
BACS	SLCC	Planning Demystified Webinar	£90.00	£18.00	£108.00		193/18 (i)	LGA 1972 s111	
BACS	SLCC	Cemetery Legal Compliance	£145.00	£29.00	£174.00		193/18 (ii)	LGA 1972 s111	
BACS	Ian Monger	Annual Tree Inspection	£170.00		£170.00		214/18 (i)	PHA 1875 s164	
DD	Nest	October pension contributions (DD 10.11.18)	£79.66		£79.66				LGA 1972 s112
DD	EON	Electricity Account (DD 16.10.18)	£179.54	£35.91	£215.45				PCA 1957, s3 & HA 1980 S301
DD	Mainstream	call charges (£2.94) (DD 15.10.17)	£47.04	£9.61	£57.64				LGA 1972 s111
		Totals	£5,018.31	£233.62	£5,252.92				

2018/2019 Banwell Parish Council Action Plan

	Annual Parish Council Objectives	Aim	Required action	Action by	Timescale	Update	Completed
April 2018	Hold Annual Parish Assembly between 1 st March and the 1 st June.	Comply with Legislative Requirements ¹	February send invites out Contact Police, District Councillors to agree attendance. April publish Agenda	Clerk Chair	Between 01/03/18 & 31/06/18	Booked for the 23rd April 2018	23/05/2018
May	Annual Meeting of the Council ²	Comply with Legislative Requirements	Agenda in May to include; 2 x co-options, Election of Chairman/Vice-Chairman ³ , C /VC to sign declaration of acceptance of office ⁴ . Agree Committees, appointments to outside bodies & next year's meeting dates (Book meetings at the Village Hall/Children's Centre when approved & put on the website).	Clerk PC C/VC PC Clerk	May	Booked for 21 st May 2018	21/05/2018
	Cemetery Cttee Annual Meeting	Comply with Legislative Requirements	Elect Chair / Vice Chair Agenda item to undertake check Contact Next of Kin / Organise quotes if work needed to be completed.	Clerk	May	Booked 22/5/18 Organise NAMM training. Memorial work outstanding from last year.	22/05/18 03/10/18 Aug 2018
June	Recreation Ground Trust AGM.	Comply with Charity Commission Requirements	May agree date AGM Election of Chair, Vice Chair, Treasurer. Review terms of reference. Receive Report on Annual Accounts ⁵	Clerk Trust	May - June	Deferred until August	17/09/18
	Youth Club Committee's Annual Meeting. Review Youth Club contract at YCMC meeting.	Comply with Legislative Requirements Comply with Contractual requirements	Elect Chair / Vice Chair Appraisal agenda item quarterly Recommendation to PC Tender process for contract to start 01/09/18 or renewed contract agreed in July or	Clerk	June	Booked for 28 th June	28/06/2018

¹ Local Government Act 1972 Schedule 12, Para 14

² Local Government Act 1972 schedule 12, para 8 (1)

³ Local Government Act 1972 s83 (4) & s15 (6)

⁴ Localism Act 2011 s31(10)

⁵ Charities Act Part 8, Chapter 1 s132(a)

2018/2019 Banwell Parish Council Action Plan

	Annual Parish Council Objectives	Aim	Required action	Action by	Timescale	Update	Completed
September	2019/2020 budget Approve budget. Pass precept demand to NSC.	To enable Council to accurately set the precept. Comply with Legislative Requirements ⁶	September Carry out inspections of footpaths/ assets etc to inform budget process. Youth Club agree next year's committee budget. October Cemetery Memorials Inspection and agree next year's committee budget. Contact suppliers about any anticipated price increases. December Organise Tea and Buns if requested at PC meeting. January PC agreement	Clerk Clerk PC	Sept - Dec	Draft budget prepared for November meeting. Organise NAMM training.	
January 2019	Clerk's annual appraisal/review of salary.	Comply with Contractual requirements	Employment Committee Agenda Clerk/ Chairman of Employment Committee to complete appraisal sheet Email PC for feedback Annual Appraisal Review of Salary Annual targets set sent to PC Agenda item if salary to be changed.	Clerk Chair PC E.C ⁷ Chair PC	Feb		
March 2019	Possible May 2019 elections	Comply with Legislative Requirements	Check procedures for election with NS Contact Parish councillor to remind them of procedures. Publish procedures on board, Facebook and website. Print out Election Packs Remind Councillors / interested parties to fill in and submit by the date given.	Clerk	March / April		

⁶ Local Government Finance Act 1992 s41 (1)

⁷ Employment Committee

2018/2019 Banwell Parish Council Action Plan

	2018/2019 Parish Council Objectives	Aim	Required action	Action by	Timescale	Update	Completed
General	Local Council Award – obtain Foundation Status	Raise profile of the Council.	Put policies and procedures in place. Apply for Foundation Status	Clerk	CiLCA end date 22/05/18	November meeting outstanding policies and resolution.	
	Meet requirements of the GDPR by May 25 th 2018	Comply with Legislative Requirements	New Data Protection Policy Data Audit Create privacy notice Add consent for data processing Hire Data Protection Officer Liaise with Youthworkz concerning implications of GDPR Develop data breach procedure Research Data Protections Impact assessments.	Clerk PC DPO Clerk & DPO	TBA March 18	12/03/18 to agree - New Data Protection Policy Data Audit. 09/04/18 No need for DPO. Privacy notices outstanding.	12/03/18 25/05/18
	To update policies and procedures where required.	Comply with Legislative Requirements and ensure Councillors & Clerk work to current best practice.	May – Social Media January – Acceptable Usage, Equal Opportunities February - Standing Orders, Financial Regulations / Risk Assessment, Health and Safety. March – Code of Conduct, Asset Register, Data Protection Policy, Grant Awarding Policy.	Clerk	Ongoing.	Other Policies and Procedures updated every 4 years or in line with any legislation changes.	22/05/2018
	Remembrance Day	Raise profile of the Council. Community Cohesions. Comply with Health and Safety Policy	August apply for road closure for Remembrance Day. (streetworks@n-somerset.gov.uk). September - Agenda item - Wreath for Remembrance Day (S137) October Update road closure risk assessment. Contact Specials Arrange meeting for Road Closure Volunteers. Remind Cllrs to attend Parade (if before November meeting).	Clerk	August - Nov	Booked for 11 th November 2:45pm. Beacon 7pm.	

2018/2019 Banwell Parish Council Action Plan

Christmas including short PC meeting followed by mulled wine & mince pies.	Raise profile of the Council. Comply with Legislative Requirements Community Cohesion	November PA test Christmas lights ⁸ Organise Christmas tree. Update Risk Assessment December Put up and decorate Christmas Tree Advertise Agenda Source Mince Pies and Mulled Wine Organise volunteers to serve. January take down Christmas Tree	J.P.S ⁹ Chair Clerk PC	Oct - Dec		
Annual grant applications.	Raise profile of the Council. Support Community / Volunteer organisations in the community.	February advertise grant applications March collate application forms. March / April - tea and buns meeting for informal discussion. April – agenda item. Claim from NS Village Orderly grant, Children's Centre rent, Council Tax Support Grant.	Clerk PC Clerk	Feb to April	Published on Website, Facebook, Parish Mag and email distribution list. Possibility Children's Centre will not be open.	
'Volunteer of the Year' award.	Raise profile of the Council. Celebrate volunteering in the community.	February / March publicise / send out application forms. April - tea & buns to decide on winner. Have shield and bookmark engraved. Present award at Parish Assembly.	Clerk PC Clerk Chair	Feb - April	Deadline 04/04/18 Tea and buns Annual Assembly 23/04/18	23/04/18
Community Picnic (June)	Raise profile of the Council. Community Cohesions. Source of Information about Council and other services.	Feb - Check Banwell Diary and availability of Village Hall March - Contact Community organisations Liaise with Church concerning associations supporting the Picnic. April - Facebook Event Submit advert for May's Parish Magazine Update risk assessment. Press release for local press. May - Facebook Posts. Organise volunteers	Clerk	Feb to June	Mentioned in March's Parish News edition. Booked for 02/06/18	

⁸ Electricity at Work Regulations 1989

⁹ Jeff Parker Services

2018/2019 Banwell Parish Council Action Plan

	Children's Centre	The proposed removal of NS Children's Services from the Children's Centre and its closure.	<p>March - Post agenda and advertise Public Meeting. 15th Public Meeting Collate Public responses for PC Meet with NS to look at what services can be continued in Banwell.</p> <p>April - 9th PC Meeting discuss NS consultation response. Meet with Banwell Organisations wanting to use the Centre</p> <p>May – Consultation made public Meeting with North Somerset to look at way forward.</p> <p>June – 18th PC meeting agenda item 'agree way forward'</p> <p>Sept – Change to NS Children's Service.</p> <p>Nov- formal agreement of NS and BPC for the PC to take over the running of the building.</p> <p>Jan - Proposed move of Parish Office from Village Hall Centre</p>	<p>Clerk</p> <p>CCWP¹⁰</p> <p>PC</p> <p>CCWP</p> <p>NS CCWP</p> <p>PC</p> <p>NS</p> <p>PC/NS</p> <p>Clerk</p>	Ongoing		
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¹⁰ Children's Centre Working Party



BANWELL PARISH COUNCIL TRAINING POLICY

Introduction

Banwell Parish Council is committed to provide a level of training for both its Clerk and Councillors, to enable them to undertake their respective roles for the benefit of the Parish Council, the community, and the individual's personal development. This allows the Parish Council to meet its aims and objectives enabling them to provide the appropriate skills required to deliver a high-quality service.

Aims

Training is defined as *“a planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation”*.

The Parish Council's training aims are the following:

1. To provide the necessary training to the Clerk to ensure that he/she can undertake his/her role.
2. To ensure the Parish Council is knowledgeable, fully informed and professional and are aware of their legal duties and responsibilities for the betterment of the residents it serves.
3. To ensure an acceptable level of succession planning to:
 - i. To enable the Council to successfully obtain Foundation Status in the Local Council Award Scheme.
 - ii. Ensure the Parish Council can continue to operate during times where staff may be unavailable (e.g. holidays, sickness, staff turnover etc).
 - iii. Ensure the Council can operate effectively following local elections and potential changes to the Council membership.

To support these aims, appropriate funds will be allocated annually to a training budget and membership to professional bodies in the local authority sector to enable the Clerk and Councillors to attend relevant training and conferences.

Training can include:

- Formal training courses (ALCA & SLCC)
- Briefings and seminars
- Local Authority Forums
- Conferences (regional and national)
- 1-1 Sessions with the Clerk

Training

Staff Training

- New Staff to undertake a week's induction with the Clerk / nominated Councillor.
- The Clerk will be expected to hold / work towards a relevant professional qualification. For example, Introduction to Local Council Administration or Certificate in Local Council Association among others.
- Annual appraisals will be used to identify Continuous Professional Development (CPD): training and development.
- Staff are encouraged to read regular publications for example the Clerk and Local Council Review.

Councillor Training

New Councillors

- Every Councillor to be given an up-to-date copy of 'The Good Councillor Guide'
- New Councillors to be given an induction pack containing; standing orders, Code of Conduct, Financial Regulations etc.... (see front sheet appendix i)
- New Councillors to attend 'Being a Good Councillor Training' Course run by Avon Local Council Association (ALCA) within nine months.
- Clerk to run 1:1 session if required.

Existing Councillors

- Councillors to attend a refresher course e.g. 'Good Councillors Guide' every 4 years.
- Councillors to be encouraged to attend conferences, Local Authority forums and other training events.
- Councillors on Committees to undertake subject specific training e.g. employment.
- Monthly agenda item specifying training available for Councillors seeking to gain experience of a particular area e.g. playground management etc.
- Chairmanship training to be undertaken by the Chair / Vice-Chair of the Parish Council and all Committees.

As part of this the Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) for the Clerk, and Avon Local Council Association (ALCA) to enable staff and Councillors to take advantage of training courses and conferences arranged by those associations.

To be agreed November 2018 to be reviewed by November 2020



BANWELL PARISH COUNCIL INDUCTION PACK

Contents

- 1. Financial Regulations**
- 2. Standing Orders**
- 3. Code of Conduct**
- 4. Policies and Procedures**
- 5. Risk Assessments**
- 6. Asset Register**
- 7. Inspections**
- 8. Committee Terms of Reference**
- 9. Council Services**



BANWELL PARISH COUNCIL COMMUNITY ENGAGEMENT POLICY

The purpose of this Policy is to guide Banwell Parish Council's communications activity and community engagement. As a Parish Council we want to make sure that our communications are two-way. We want to tell people about ourselves and to listen to what people tell us about themselves and the service improvements they would like.

Aims and Objectives

- Represent and promote the interests of the Parish of Banwell and all its people
- Provide the best possible amenities and services by the efficient use of available resources
- Facilitate delivery of projects and/or services that make a positive difference to the community
- Actively involve local people in decisions affecting activities in the area
- Promote equality of opportunity and oppose discrimination
- Be open and accountable in all it does
- Enhance quality of life by protecting and enhancing the parish's ecological and environmental assets
- Improved communication with the local community
- Local people actively contributing to decision making
- A better understanding within the community of the role of the Parish Council and of its Councillors

Defining the Community

The Council considers the community of Banwell, irrespective of age, race, gender, religion, to consist of:

- All residents of the parish;
- All users of the Parish Council's services;
- All those who work within the parish;
- All those who own businesses within the parish;
- All young people who live and/or go to school within the parish;
- All local voluntary organisations, clubs and societies;
- Any group or organisation that represents some or any of the members of the above sections of the community.

Additionally, the Council recognises that there are certain bodies that are crucial to the quality of life in Banwell and aims to maintain excellent working relationships with these bodies, including the Police, North Somerset and neighbouring Parish Councils.

The Parish Council recognise the diversity in our community and want to make sure that everyone in Banwell can have their voice heard and get involved in shaping the future.

The Council understands that some individuals and groups in the community may be hard to reach and therefore will consider different methods of engagement and give thought to those who are hard to reach. This may require the support of partner agencies or making direct contact with groups, leaders and individuals to encourage participation by those who are hard to reach and to encourage participation.

Provision of information to the Community

Banwell Parish Council provide people with information about events, services, policies and decisions which might affect or interest them in a way that can be easily accessed and understood.

Information is provided by the Parish Council to the community in a variety of ways, including:

- The Publication Scheme which details all types of information available to the Community. Full details of the scheme are published on the Council's website www.banwellparishcouncil.org.uk and a hard copy of which is available on request.

- The Parish Council office is open to the public every Tuesday from 10am until 12pm and Thursday from 1pm until 3pm as well as other times by appointment. The Parish Office provides a wide range of information both on Council services and other parish activities and issues.
- The Parish Council's website provides comprehensive information both on the work of the Parish Council, it's services, the history of the Parish and local walks. Also available are community pages which are open for the use of local groups and organisations. The public can contact the Parish Council through the website.
- The Parish Council provides a noticeboard at the Recreation Ground and West Street Carpark which are used to display contact details for local councillor's, agendas for Council meetings, as well as other information of interest to the local community.
- The Annual Report is produced in April each year and is available from the Parish Council offices and on the website and it is also presented at the Annual Parish Meeting.
- Two additional six-monthly reports on the Parish Council is published in the Parish Magazine which is delivered to every household in the parish.
- Localised leaflet drops
- Working closely with the Local Press on Parish Initiatives e.g. Speed Awareness Initiatives.
- All meetings of the Parish Council and its committees and sub-committees are open to the public and a period is set aside at the beginning of each meeting for public questions relating to items on the agenda. Public questions may also be asked on matters which are not on the agenda, if notice has been given to the Parish Clerk at least three working days before the date of the meeting;
- Public meetings are called on an ad hoc basis to give information about important issues affecting the Parish for example highways issues or changes to Local Authority Waste Management schemes.
- The Parish Council can be followed on Facebook and a Twitter feed is in development.

What is Community Engagement?

Community Engagement is a term covering many different activities carried out with people who make up the community. It is about making sure that people can get involved and take part in lots of different ways from designing, planning, development, delivery and reviewing of services and activities which benefit the community.

The Council aims to invite community engagement across a range of subjects throughout the year to provide the community an opportunity to influence the council's decisions.

Opportunities for Formal Representations to the Council

- Public participation - All full council meetings are 'public meetings' at which members of the public can attend. There is a dedicated session within each meeting for the public to address the council on matters of interest. Details of proposed meeting dates, together with appropriate agendas are published on the Council's website and on two separate notice boards within the parish.
- In writing – Formal representations to the Parish Council may be made at any time in writing to the Parish Clerk (Banwell Village Hall, Westfield Road or by email - clerk@banwellparishcouncil.org.uk).

Opportunities for Community Involvement

Many projects cannot or will not happen without local resident involvement (whether in planning of a project, shaping its direction and design, delivery or evaluation).

The Council aims to undertake regular engagement activity through a range of means including;

- Drop in events including; Coffee Mornings, stalls at local events.
- Public meetings to gauge public opinion about important issues affecting the Parish.
- Consultations / polls / surveys (electronic and hard copy). These may be used to ask local people's opinions about specific matters; distributed to residents by leaflet drop, at public meetings or downloadable from the Parish Council website.

- Focus Groups / Peoples Panel / Workshops
- Supporting initiatives involving residents, include; volunteer litter pickers tidying up the parish on a regular basis, the annual Spring Clean and Parish Picnic.
- For initiatives within the Parish, consultation will be undertaken with residents in the vicinity before the commencement of any work e.g. leaflet drop, drop in, questionnaire etc....
- The Website and Social Media (Facebook)
- Representation on Outside Bodies (see Partnership Working section below)
- Councillor attendance at Youth Club and Banwell School Assemblies.
- Liaising with New Creation Churches Community Development Officer
- Working closely with the Local Press on parish initiatives.
- Annually the Clerk organises the road closures for Remembrance Day, the Councillors attend the Remembrance Day Parade and Service and the Chairman takes part in the wreath-laying ceremony.

The above list is not exhaustive and any additional opportunities for public involvement will be explored and encouraged. Before Community Engagement is undertaken it is important that consideration is given to what is the most appropriate form it should take and how it should be carried out (see appendix i).

Partnership Working

Partnership working is the Council working with local groups, bodies and organisations on projects in the spirit of community action. To ensure effective partnership working there should be a formal / informal agreement to co-operate to achieve a common goal, to share information whilst often pooling resources, risks and rewards.

Councillors will represent the Council on various local groups/outside bodies. The Council will consider all requests for representation on such bodies and the representatives nominated form the minutes of the Annual Meeting of the Council in May.

The Council also supports a formal partnership arrangement with North Somerset Council as set out in the Parish Charter.

Role of Council Members and Officers

Councillors are the elected decision makers of the Parish Council. Their contact details are available from the Parish Council offices, on the Parish Council noticeboards and on the Parish Council website (www.banwellparishcouncil.org.uk). Members of the public are welcome to contact Councillors to raise any issues.

The Parish Clerk is the Proper Officer and Responsible Financial Officer to the Council and is employed to carry out its day to day functions and make sure that its services are provided for the local community. Their contact details are available on the Parish Council noticeboards and on the Parish Council website. Members of the public are welcome to contact the Clerk (Banwell Village Hall, Westfield Road, 01934 820442 / email - clerk@banwellparishcouncil.org.uk) with any questions or to raise any issues.

Appendix i – Considerations Before Community Engagement is Undertaken

- Is community engagement needed?
- Who is to be engaged with and why?
- What are the intended outcomes?
- How do you plan to communicate?
- Who has an interest, skills or expert knowledge?
- How can opportunities for residents to become involved be created?
- What time and resources may be required?
- What guidance should be set – e.g. what the aims are, how residents can get involved and how contributions can influence a project?
- Are the methods of engagement tailored to the group or individual?
- Have the council considered hard to reach individuals and groups?
- Can other leaders, organisations, businesses or groups help?
- How can the method of engagement best suit the target individual or group? (time of engagement, day of engagement, method).
- How can the council promote how members of the community can become involved and influence decisions?
- How will the engagement be captured and analysed?
- Has the community been kept informed about what is planned, or what is happening?
- Look at what other people are doing to build on good practice.
- How will you let others know what is happening and show that the outcomes have been achieved and the work has made a difference?
- How can the event or engagement be evaluated to improve future events?



BANWELL PARISH COUNCIL

GRANT AWARDING POLICY

GRANTS FROM THE PARISH COUNCIL - GENERAL INFORMATION AND GUIDELINES

- Banwell Parish Council will consider applications for grants that they consider are permissible within their statutory powers from Registered Charities, Voluntary Groups or Community Organisations. Grants will be considered within the financial constraints of the Parish Council.
- To qualify for an award the applicant must be able to demonstrate that any funding from the Council will benefit the Parish, or residents of the Parish.
- Grant applications will normally be considered by the Council at their April meeting. Dates and times are available from the Clerk or from the Parish Council website.
- The applicant is welcome to attend the meeting at which the application is to be considered and at the Chairman's discretion may address the Councillors to give background and further information for a maximum period of three minutes.
- Applications should be in writing, on the attached form, and sent to the Clerk at the address shown below.
- An environmental grant is also available through the Parish Council from The New Solar Banwell.

PURPOSE OF GRANT

1. Purchasing equipment either in part or in full.
2. Funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
3. Contributing toward running costs of a group/organisation serving parishioners.
4. Training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
5. Activities that raise the profile of the area.
6. Hosting special events or celebrations.
7. Provision of recreational facilities.
8. The environmental grant is available when it is deemed it is of benefit to the local environment.

CONDITIONS

1. Grants may not be awarded to individuals
2. Additional applications within a 12-month period will not normally be considered.
3. The award must be used for the purpose for which the application was made.
4. If the group is unable to use the award for the stated purpose, all monies must be returned to the Council.
5. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
6. Donations to Registered Charities in response to a general fundraising appeal will normally be restricted to an upper limit of £100 but will be decided upon on a case to case basis.
7. Groups operating outside the parish boundary will normally be limited to an upper limit of £50 but will be decided upon on a case to case basis.
8. Donations of over £2000 are subject to additional requirements which include yearly accounts which show the money went in and a written record of what the grant was spent on.

ELIGIBILITY

1. Any Registered Charity, Voluntary Group or Community Organisation.
2. Agencies that operate within Banwell Parish and are of benefit to the local community, with the following provisos:
 - The Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
 - Applications from schools for an activity that takes place within the school day will not normally be considered but will be decided upon on a case to case basis.
 - The Council cannot fund activities outside its legally defined powers and functions.

BANWELL PARISH COUNCIL - GRANT APPLICATION FORM

Name of organisation	
Name on bank account (for cheque payments)	
Registered Charity/Charity Number	Yes / No
Contact name and position with the group	
Contact name's home address	
Contact name's telephone number and email address.	
Purpose for which the grant would be used and who will benefit from it (in particular in reference to Banwell residents).	
Describe the evidence you have obtained that shows a need for the grant.	
Grant amount being requested including a breakdown of costs.	
Number of members in the Group	
Total spent by the group in the year <small>(Any figures should be for the last financial year of the organisation).</small>	
Total received by the group in the year	
Who has also been approached for funding for this project.	
Main income sources – please itemise <small>(A summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited).</small>	
Current bank balance (please state date)	
Special/other considerations	

I declare that to the best of my knowledge the statement made in this application form, including any accompanying sheets, are true.

Signature..... Date.....
 (Electronic submissions can use electronic signatures)

This form should be submitted to the Parish Council either by email: clerk@banwellparishcouncil.org.uk or to the Parish Office, Banwell Village Hall, Westfield Road, Banwell. BS29 6BW.

THE LOCAL COUNCIL AWARD SCHEME EXISTS TO CELEBRATE THE SUCCESSES OF THE VERY BEST LOCAL COUNCILS, AND TO PROVIDE A FRAMEWORK TO SUPPORT ALL LOCAL COUNCILS TO MEET THEIR FULL POTENTIAL.

All local councils want to serve their local communities and make a real difference to the lives of the people that live there. This scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Local Council Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB).

Councils can apply for an award at one of three levels:

The Foundation Award demonstrates that a council meets the requirements for operating lawfully and according to standard practice.

The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.

The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, every award level has a requirement for certain information to be published online (plus some information that does not need to be published). In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Quality Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

CONTENTS

06 AWARD CRITERIA

This section sets out in brief what is required for each award and then explains in more detail the evidence that the accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required.

18 ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

This section outlines guidance for County Associations (CALCs) managing the process for accreditation. These are not strict rules, and CALCs can tailor this to local need in consultation with NALC.

21 FEES

There are two fees:

- A registration fee paid to NALC
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

22 EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow the sector to feel ownership of the Local Council Award Scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. This section outlines the evaluation and improvement process that will allow the scheme to be dynamic and respond over time to changes in the sector, national policy and other relevant issues.

TO ACHIEVE A FOUNDATION AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

The council confirms by resolution at a full council meeting that it publishes online:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Its standing orders and financial regulations	Council contact details and councillor information in line with the Transparency Code	
Its Code of Conduct and a link to councillors' registers of interests	Its action plan for the current year	
Its publication scheme	Evidence of consulting the community	
Its last annual return	Publicity advertising council activities	
Transparent information about council payments	Evidence of participating in town and country planning	
A calendar of all meetings including the annual meeting of electors		
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
Its complaints procedure		

The council also confirms by resolution at a full council meeting that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A risk management policy		Disciplinary and grievance procedures
A register of assets		A policy for training new staff and councillors
Contracts for all members of staff		A record of all training undertaken by staff and councillors in the last year
Up-to-date insurance policies that mitigate risks to public money		A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year

This evidence is not posted online, the panel may ask to see the evidence if it is considered necessary.

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel may ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.
- Standing orders, financial regulations, the Code of Conduct, publication scheme and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. There should be evidence of an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
- The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
- The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body. It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code.
- The council posts up a scanned copy of the last annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to submit their annual return for audit. Panels check that these councils comply with the Transparency Code for Smaller Authorities.
- Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices. The panel will check the minutes of meetings, financial regulations, the annual return (if relevant) and compliance with the Local Government Transparency Code.
- The calendar (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
- Similarly, the minutes for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision-making

and that all meetings allow the public to make representations to the council.

■ The council can post up the current or next year's budget (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.

■ The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.

■ The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings.

■ Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions

on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.

■ The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.

■ Contracts, disciplinary/grievance procedures, a risk management policy and register of assets can be based on a model but tailored to the specific council. They are not published.

■ A training policy for new staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, updating events, online courses, CPD activity and qualifications. Councillors should note that they should undertake training on financial management for which they are all responsible. In particular, the clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.

A GUIDE TO THE ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of a local accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

REGISTRATION

1. The council registers its intention to apply for a specified award online at www.nalc.gov.uk/localcouncilawardscheme
2. The contact at NALC for this stage is the Improvement and Development Manager, Charlotte Eisenhart, who can also be contacted at charlotte.eisenhart@nalc.gov.uk or 020 7290 0319.
3. The council pays a registration fee to NALC to cover the costs of managing the national scheme, including: administration, national online resources, quality assurance and review processes.
4. NALC provides the applicant with a template application form and the contact details of the co-ordinator of the appropriate accreditation panel.
5. NALC provides the panel co-ordinator with information of the council's application.
6. When a council is ready to make its application to the accreditation panel, its clerk notifies the panel co-ordinator that the council has passed a resolution confirming that all the documentation and information is in place for a specified award and submits a completed application form with any additional documentation required.

7. The council pays the accreditation fee which covers the costs administering the local service.

8. The local panel co-ordinator keeps a record of all applications and monitors their progress.

9. When the accreditation panel makes its decision it informs the council. It also completes an online form to allow NALC to update national records.

ONLINE CONNECTIVITY

The Award Scheme requires councils to publish certain information and documents online. In exceptional circumstances a council may not be able to put documents online because of poor digital connectivity in the local area. In this case, the council applies to the panel co-ordinator for permission to submit evidence for an award in an alternative format. The co-ordinator must be confident that poor digital connectivity is the problem rather than an unwillingness to use an online service for publishing council documents.

THE ACCREDITATION PANEL

The accreditation panel is set up by a County Association or a regional group of County Associations. The aim of any panel arrangement is to facilitate training, promote consistency and help manage the workload. Where an individual County Association is unable to support the scheme, a council will be able to submit their application to an appropriate neighbouring or regional panel.

County Association's may adapt the accreditation process to fit local need. They are able to discuss this with the Improvement and Development Manager at NALC, for support and

guidance.

The panel co-ordinator manages a pool of up to ten potential panel members, in the expectation that between three and five members are required to review each application. The panel includes experienced councillors and clerks as well as someone independent of the sector with an understanding of local government.

Panel membership should be reviewed by the panel co-ordinator every two years.

At the beginning of the accreditation process a panel is drawn together from the pool of potential members. The panel could choose a lead panellist or chair if needed to facilitate decision making.

All panel members are expected to use email or an online service to read a council's documents and also act in the spirit of a Code of Conduct; for example, they do not assess an award for their own or a neighbouring council.

The accreditation panel determines how often an accreditation process occurs, or an appropriate trigger for this to take place. For example, a panel may decide to convene every two months or may wait until the receipt of ten applications (as long as this is no later than two months after an application has been received). Panels should note that all costs of administering the panels must be met from application fees. So, to minimise costs, the panel can convene and conduct its business remotely rather than face-to-face. The resources provided by NALC will support this way of working.

The local panels have discretion over the detail of how they organise the accreditation process. In consultation with the panel co-ordinators,

NALC will provide regularly updated guidance and support for accreditation panels.

THE ACCREDITATION PROCESS

The emphasis of the scheme is on encouraging and supporting the improvement of councils. The aim of the panel is therefore to help councils to achieve awards and panels are urged to be constructive.

The panel checks that the criteria for the relevant award have been met in published and/or requested information. Most documents and information will be posted on a website. Where it is not appropriate for a document or information to be on a website, the panel is permitted to ask to see electronic versions.

As all information and documents are available online or in electronic format, the panel's work can be done without meeting. Each member of the panel completes a form showing their responses to the co-ordinator. The co-ordinator reviews the completed forms from the panel which decides whether additional information or documents are required.

Panel members do not need to examine every document in detail but are advised to carry out spot-checks enabling them to make recommendations.

For Quality Gold, the panel may wish to discuss the council's activities with councillors, or staff or visit the parish but the cost of doing so must be covered by the fee.

THE OUTCOME

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel should let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieve the award, and the council should be given some time to respond to that feedback.

The co-ordinator informs the council of the outcome within two months of being notified of the application. They also inform NALC of the outcome and successful councils are included in a published list. NALC issues a certificate and provides resources to help the council celebrate and promote their achievement which is sent to the council and panel co-ordinator.

Councils and accreditation panels will be contacted by NALC for feedback on the process and the benefits of receiving the awards. A council may appeal to the IDB (with an additional fee) if it feels that the panel's decision is unjustified. The IDB will appoint two

representatives to review the appeal and the IDB's decision is final.

UPGRADING ACCREDITATION, RE-ACCREDITATION AND REMOVAL OF ACCREDITATION

Accreditation lasts for four years.

Applying for a higher award:

- If a council wishes to apply for a higher award, it makes a fresh registration and application.
- A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

Re-accreditation:

- The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation before four-year end-date, it loses its award.

Removal of accreditation:

- The council is expected to maintain its reputation by meeting the criteria throughout the four years.
- Although some circumstances may change, the council will not lose its award unless a significant event such as an audit, employment tribunal, court case or police investigation demonstrates the council's poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award.

- The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

FEES

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The registration fee paid to NALC is £50 paid by all councils for each level regardless of size.¹

The accreditation fee² varies according to:

- the award applied for
- the income of the council
- the council's accreditation history.

	ANNUAL INCOME UNDER £25,000	ANNUAL INCOME OVER £25,000
Foundation Standard	£50	£80
Quality Standard	£80	£100
Quality Gold	£100	£200

The accreditation fee covers the cost of the accreditation panel decision making process only. County Associations may charge additional costs for advice, training or support of applications. Those services and fees will be determined locally.

The IDB will review fee levels annually.

The fee is reduced by 20% if the council sought accreditation at a lower level within the previous 12 months as the checking process covering criteria for the previous award requires less work.

¹ All figures quoted are excluding VAT.

² The figures quoted are the discounted rates for members of NALC. Both the registration fee and accreditation fee are reduced by 50% for member councils. Non-member councils must pay the full fee ie double the figures quoted in this grid.

EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

QUALITY ASSURANCE

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website.

The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

EVALUATION

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

One year after accreditation the council will be contacted again. The council will be encouraged to apply for the next level of award, to make use of the fee discount. The council will also be asked to describe the benefits they have felt from being accredited by the scheme and their feedback on the scheme as a whole.

IMPROVEMENT

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed every year.

These reviews will alternate between:

- A light touch approach only making urgent required changes where these are considered critical to the scheme.
- A wider ranging review aiming to best address collected feedback from all parties.
- The IDB will oversee all changes to the scheme.

Council Name:
 Date of application:
 Award level applied for:



The council confirms by resolution at a full council meeting that it publishes online:

Criteria	Do you meet these criteria?	Where are these published online?
1 Its standing orders and financial regulations		
2 Its Code of Conduct and a link to councillors' registers of interests		
3 Its publication scheme		
4 Its last annual return		
5 Transparent information about council payments		
6 A calendar of all meetings including the annual meeting of electors		
7 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
8 Current agendas		
9 The budget and precept information for the current or next financial year		
10 Its complaints procedure		
11 Council contact details and councillor information in line with Transparency Code		
12 Its action plan for the current year		
13 Evidence of consulting the community		
14 Publicity advertising council activities		
15 Evidence of participating in town and country planning		

The council also confirms by resolution at a full council meeting that it has:

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
16 A risk management scheme		
17 A register of assets		
18 Contracts for all members of staff		
19 up-to-date insurance policies that mitigate risks to public money		
20 Disciplinary and grievance procedures		
21 A policy for training new staff and councillors		
22 A record of all training undertaken by staff and councillors in the last year		
23 A clerk who has achieved 12 CPD points in the last year		

Corporate Services
North Somerset Council
Town Hall
Walliscote Grove Road
WsM BS23 1UJ

Our Ref: 18/162
Date: 29 October 2018

For Attn Mr P Brockbank

Dear Phil

RE: Building Defect Inspection – Banwell CC

Following our recent email correspondence and telephone conversation please find below my comments following a visit to Banwell CC to assess the cracking to the front elevation.



Photo: 1 Front elevation of Banwell CC

The Children Centre is of masonry construction, the front elevation is finished with render externally between two brick columns, internally the walls are finished with plaster and paint.

To the front elevation are several cracks, these have previously been repaired and comprise three principal vertical cracks and two smaller horizontal cracks. The vertical cracks are, on average, approximately 1.0 to 1.3mm wide.

Internally the walls are in good condition with no evidence of corresponding cracking to the internal face of the walls.

This suggests that the cracking is limited to the outer leaf of the wall.



Photo: 2 Crack gauge

The front elevation faces broadly south and the external face will be subject to solar gain, this will promote some differential thermal movement between the outer face of the wall, facing the sun and the cooler internal face of the wall. This type of movement commonly causes this type of cracking.

The Building Research Establishment (BRE) have undertaken research into cracking in buildings, BRE Digest 251 ; Assessment of damage in low-rise building has the following table for assessment of the severity of the cracking observed:-

Damage categories with descriptions of typical damage. (*Ease of repair in italics*).

0 - Hairline cracks of less than about 0.1 mm which are classed as negligible. *No action required.*

1 - Fine cracks that *can be treated easily using normal decoration*. Damage generally restricted to internal wall finishes; cracks rarely visible in external brickwork. Typical crack widths up to 1 mm.

2 - *Cracks easily filled. Recurrent cracks can be masked by suitable linings*. Cracks not necessarily visible externally; some *external repointing* may be required to ensure weather-tightness. Doors and windows may stick slightly and require easing and adjusting. Typical crack widths up to 5 mm.

3 - *Cracks that require some opening up and can be patched by a mason. Repointing of external brickwork and possibly a small amount of brickwork to be replaced*. Doors and windows sticking. Service pipes may fracture. Weather-tightness often impaired. Typical crack widths are 5 to 15 mm, or several of, say, 3 mm.

4 - *Extensive damage which requires breaking-out and replacing sections of walls*, especially over doors and windows. Windows and door frames distorted, floor sloping noticeably. Walls leaning or bulging noticeably, some loss of bearing in beams. Service pipes disrupted. Typical crack widths are 15 to 25 mm, but also depends on number of cracks.

5 - *Structural damage that requires a major repair job, involving partial or complete rebuilding*. Beams lose bearing, walls lean badly and require shoring. Windows broken with distortion. Danger of instability. Typical crack widths are greater than 25 mm but depends on number of cracks.

The cracks measured were on average 1.0mm to 1.3mm wide and while they were in the outer face of the wall are category 1 cracks and not affecting the structure of the building. The cracks should be filled when the building is next decorated.

If the cracks are the result of thermal movement they may open up again, if the cracking becomes recurrent and worsens then consideration could be given to forming a movement joint on the line of the cracking. However, these works are not necessary at this time.



Should you have any queries please let me know.

Yours sincerely

Stephen Matthews BSc(Hons) MRICS MCIQB

For and on behalf of SJ Surveyors



Tree Safety Strategy and Risk Assessment October 2018

of trees at four sites in Banwell
for Banwell Parish Council

Survey conducted on 5 October 2018 by Ian Monger
MSc, BSc (Hons), Tech Cert, MArborA

Survey Ref: TRM-BAN-201810-IMT

Ian Monger Trees



Executive Summary

This tree safety strategy and risk assessment:

- is a risk assessment of the potential for harm to be caused by failure of trees and tree parts onto people or property below, and is the fourth annual assessment carried out by the author for the Client. It is based on an inspection carried out on 5 October 2018.
- takes a reasonable, balanced and proportionate approach to tree risk management and recognises the value of trees to our wellbeing and quality of life and the desire to avoid unnecessary tree loss;
- seeks to meet the client's legal duties by implementing the National Tree Safety Group's guidance 'Common Sense Risk Management of Trees', published December 2011;
- seeks to manage the annual risk of death or significant harm from trees within the Health & Safety Executive's 'Tolerability of Risk Framework' by assessing risk and recommending control measures that would reduce the risk to below the 1 in 10,000 threshold of Tolerable Risk.
- adopts the Quantified Tree Risk Assessment (QTRA[®]) methodology to quantify the risk of harm from trees, and includes a walkover inspection of the trees, with detailed inspections carried out as necessary;
- finds no 'unacceptable' risks from the surveyed trees. All identified risks were found to be 'broadly acceptable'. Therefore, no remedial tree surgery work for the purposes of tree risk management have been identified in this inspection as being necessary.
- The apparently third party-owned Willows near the gas tank at the Children's' Centre have previously been discussed between the Parish Council, North Somerset Council and the owner. A stem from one of the trees has recently failed into the grounds of the Children's Centre along the hedge line, and is propped up by tree growth. Although not a significant risk as it is, it should be removed.



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The site survey map is available at:

<https://drive.google.com/open?id=16MMFZ3ox8MX8wvvhNU4mey-Pug8&usp=sharing>

Approximate site boundaries are shown, along with tree groups. Trees associated with a specific risk assessment, following the QTRA methodology, are indicated with a pointer.



1. Introduction

- 1.1. The tree strategy and risk assessment concerns trees growing at four sites owned or leased by Banwell Council. It is the fifth tree safety inspection and risk assessment carried out for the council by Ian Monger. The sites are:
 - **Banwell Cemetery**, Church Street
 - **Banwell, Winscombe & Sandford Children's Centre**, West Street
 - **Banwell Recreation Ground**, Westfield Crescent
 - **Riverside Open Space**, Riverside
- 1.2. The council manages these sites for the benefit of the community; for public access and recreation.
- 1.3. The purpose of the report is to review the risks from the structural failure of trees using the Quantified Tree Risk Assessment (QTRA) method, and to provide a tree risk strategy that sets out how the council will manage risk from trees in a reasonable way, and so meet its duty of care.
- 1.4. The council seeks to allocate its finite resources to ensure it reasonably meets its duty of care by demonstrating a defensible, proactive tree management regime.
- 1.5. A reasonable and balanced approach forms the basis of the tree safety strategy for sensible tree safety management. It is a plan that guides management decisions and practice, in a reasonable and cost-effective way, covering three essential aspects:
 - zoning: appreciating tree stock in relation to people or property
 - tree inspection: assessing obvious tree defects
 - managing risk at an acceptable level: identifying, prioritising and undertaking safety work according to level of risk.



2. Tree Safety Strategy

2.1. **Legal responsibilities for tree safety**

2.1.1. **The council seeks to allocate its finite resources to ensure it reasonably meets its duty of care and other legal responsibilities by demonstrating a defensible, proactive tree management regime.**

2.1.2. Note: The information below is not a definitive statement of the law, but is a summary of the guidance provided by the National Tree Safety Group¹. You should consult a Solicitor if you are unsure of the law or your duties and liabilities arising from it.

2.1.3. Under both the civil law and criminal law in England, an owner of land on which a tree stands has responsibilities for the health and the safety of those on or near that land and has potential liabilities arising from a tree or branch that falls.

2.1.4. The civil law gives rise to duties and potential liabilities to pay damages in the event of a breach of those duties. The criminal law gives rise to the risk of prosecution in the event of an infringement of the criminal law.

The civil law

2.1.5. The owner of the land on which a tree stands, together with any party who has control over the tree's management, owes a duty of care at common law to all people who may be injured by the tree. The duty of care is to **take reasonable care to avoid acts or omissions that cause a reasonably foreseeable risk of injury to persons or property**. If injury occurs because a tree or part of it falls, potential causes of action arise against the tree owner in negligence for a breach of that duty of care, in the tort of nuisance and, where the injured person was on land of the tree owner at the time of the injury, under the Occupiers' Liability Acts of 1957 or 1984.

The criminal law

2.1.6. The Health and Safety at Work etc. Act 1974 places a duty on employers to ensure, **so far as is reasonably practicable, that in the course of conducting their undertaking employees and members of the public are not put at risk**. The acts of felling or lopping a tree clearly fall within the scope of this duty. It is also likely that the growing and management of trees on lands falls within the scope of the duty if such operations fall within the employer's undertaking.

¹ For a summary of English Law as it relates to trees see Chapter 3 'What the law says' in National Tree Safety Group (2011) Common Sense Risk Management of Trees. Forestry Commission, Edinburgh. Available to download free of charge at <http://www.forestry.gov.uk/publications>



- 2.1.7. The Management of Health and Safety at Work Regulations 1999 require employers, and self-employed persons, by regulation 3 to **“make a suitable and sufficient assessment of the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking”**. This requires an employer, and a self-employed person, to undertake a risk assessment of the tree stock on the land which forms part of the undertaking. Breach of the duty under the Act, or the regulations derived from the Act, can give rise to a criminal prosecution against the employer. Enforcement of the Act is vested in the Health and Safety Executive (HSE) and, in some instances, local authorities.
- 2.1.8. “Reasonableness” is a key legal concept when considering the risks of trees to the public and tree owners’ obligations. Defendable management is consistent with a duty of care based on reasonable care, reasonable likelihood and reasonable practicability.
- 2.1.9. It is the duty holder’s fundamental responsibility, in taking reasonable care as a reasonable and prudent landowner, to **consider the risks** posed by their trees. The level of knowledge and the standard of inspection that must be applied to the inspection of trees are of critical importance, but the courts have not defined the standard of inspection precisely. Generally, the courts appear to indicate that the standard of inspection is proportional to the size of and resources available (in terms of expertise) to the landowner. It is of note that the HSE states that: “for trees in a frequently visited zone, a system for periodic, proactive checks is appropriate”².
- 2.1.10. **It is important to remember, however, that the duty holder cannot, and is not expected to, guarantee that a tree is safe. They have only to take reasonable care such as could be expected of the reasonable and prudent landowner.**

2.2. **The National Tree Safety Group**

- 2.2.1. **This tree safety strategy seeks to implement the new National Tree Safety Group guidance ‘Common Sense Risk Management of Trees’, published December 2011.**
- 2.2.2. The National Tree Safety Group (NTSG)³ was convened in August 2007 to develop a nationally-recognised approach to tree safety management and to provide guidance that is proportionate to the actual risks from trees.

² Health and Safety Executive (2007). Management of the risk from falling trees. HSE Sector Information Minute, SIM 01/2007/05. (Guidance for HSE Inspectors and local authority enforcement officers)

³ <http://www.ntsg.org.uk>



- 2.2.3. The NTSG released its guidance *'Common Sense Risk Management of Trees'*⁴ in December 2011. This is the first national guidance on tree risk management available to tree owners, and followed extensive industry and government consultation.
- 2.2.4. The NTSG's overall approach is that the evaluation of what is reasonable should be based on a balance between benefits and risks from trees. This position is underpinned by a set of five key principles:
- Trees provide a wide variety of benefits to society
 - Trees are living organisms that naturally lose branches or fall
 - The overall risk to human safety is extremely low
 - Tree owners have a legal duty of care
 - Tree owners should take a balanced and proportionate approach to tree safety management.
- 2.2.5. The NTSG's guidance states that tree owners should take a balanced and proportionate approach to tree management that forms the basis of a tree safety strategy which covers three essential aspects:
- Zoning: appreciating tree stock in relation to people or property
 - Tree inspection: assessing obvious tree defects
 - Managing risk at an acceptable level: identifying, prioritising and undertaking safety work according to level of risk.
- 2.2.6. The NTSG's guidance requires that areas of land are defined according to levels of use, prioritising the most used areas. High use zones are areas used by many people every day, such as busy roads, other well-used routes, car parks and children's playgrounds, or where property may be affected. Trees in areas of high public use require an inspection regime. Trees in areas with low public use require less frequent inspection. The risk of death or serious injury from trees in infrequently-used areas is so low that it is reasonable that these should receive no formal inspection or visual check. However, owners may need to respond to any reports of problems.
- 2.2.7. If reasonably carried out, the strategy should meet the duty of care required by law. In the event of an accident, documents will provide supporting evidence that reasonable care has been taken.

⁴ The full NTSG document 'Common Sense Risk Management of Trees' is summarised in the 'Landowner Summary' document produced by NTSG. Both are available to download free of charge at <http://www.forestry.gov.uk/publications>



2.3. **Managing risk at an acceptable level – Risk tolerability**

2.3.1. **This tree safety strategy seeks to balance the generally very low risk of harm from trees with the many benefits that trees bring to the community, and the desire to avoid unnecessary tree loss. This tree safety strategy manages the annual risk of death or significant harm from trees within the Health & Safety Executive's 'Tolerability of Risk Framework', by assessing risk and recommending control measures that reduce that risk as low as reasonably practicable, and below the 1 in 10,000 threshold of Tolerable Risk.**

2.3.2. When assessing a tree, owners and managers need to judge whether the management measures they adopt will fulfil society's reasonable expectations and therefore their legal obligations.

2.3.3. People are constantly exposed to, and accept or reject, risks of varying degrees. For example, if society desires the convenience of electric lighting, it must accept that, having implemented control measures such as insulation, there remains a low risk of electrocution; this is an everyday risk taken and accepted by millions of people.

2.3.4. The HSE advises that each year between 5 and 6 people in the UK are killed when trees fall on them⁵. The HSE concludes that the risk of being struck and killed by a falling tree is extremely low.

2.3.5. The National Tree Safety Group (NTSG) have identified that the overall estimated risk of death per year from falling or fallen trees and branches in the UK is about 1 in 10 million, whereas the annual risk of death in a road accident is about 1 in 16,800. So far as non-fatal injuries in the UK are concerned, the number of A&E cases attributable to being struck by trees (about 55 a year) is exceedingly small compared with the roughly 2.9 million leisure-related A&E cases per year, such as footballs (262,000) and children's swings (10,900).

2.3.6. If absolute safety from tree failure were achievable, the community would almost certainly find the cost, in terms of the loss of trees, unacceptable. In this regard, the NTSG guidance advises that it is reasonable for a tree owner to operate a broad threshold of 'acceptable risk' where tree failure is concerned, that balances the risk from trees on one hand and the benefits they bring on the other. **The HSE suggest that "For members of the public who have a risk imposed on them 'in the wider interest' HSE would set this limit at 1/10,000 per annum"**⁶.

⁵ Sector Information Minute 01/2007/05 'Management of the risk from falling trees', HSE, 2005
www.hse.gov.uk/foi/internalops/sectors/ag_food/1_07_05.pdf

⁶ Health and Safety Executive (2007). Management of the risk from falling trees. HSE Sector Information Minute, SIM 01/2007/05. (Guidance for HSE Inspectors and Local Authority enforcement officers).



- 2.3.7. The HSE have developed the Tolerability of Risk Framework which has been incorporated into the NTSG guidance. Risks above 1/10,000 per annum are unacceptable, and risk should be controlled. Risks between 1/10,000 and 1/1,000,000 per annum are tolerable, but should be managed 'as low as reasonably practicable' (ALARP). Risks above 1/1,000,000 are broadly acceptable and require no further action.
- 2.3.8. Whilst guided by the threshold, the treatment of trees around the threshold may be considered on a case-by-case basis. For example, where a tree has limited or perhaps insignificant value, it may be prudent to implement risk control measures at a risk lower than 1 in 10,000; conversely where a tree has particularly special value a risk greater than 1 in 10,000 might be tolerated.

2.4. **Quantified Tree Risk Assessment**

- 2.4.1. **This tree safety strategy adopts the Quantified Tree Risk Assessment methodology to assess the risk of harm from trees, which includes a formal inspection, with detailed inspections carried out as necessary.**
- 2.4.2. Quantified Tree Risk Assessment (QTRA[©]) is a probabilistic method of assessing the risk of harm posed by trees. Its output is a combined measure of the likelihood and the consequence of tree failure considered in terms of the loss, within the coming year, of a human life, something of comparable value or a proportion of that.
- 2.4.3. QTRA has been adopted by North Somerset Council as its chosen method of assessing risk to the public from its own trees in its parks and schools and along its highways, and so of adhering to the NTSG guidance and meeting its duties in law.
- 2.4.4. The QTRA methodology⁷ applies established and accepted risk management principles in a robust and defensible way, and is based in part on published academic research, guidance from the Health and Safety Executive and other government bodies, and UK government statistics⁸.
- 2.4.5. Firstly, the Targets (people and property) upon which trees could fail are assessed and quantified, thus enabling tree managers to determine whether or not and to what degree of rigour a survey or inspection of the trees is required. The QTRA methodology uses five different zones as a minimum, with the ability to refine the zoning further, which exceeds the NTSG minimum suggestion of two zones of high and low use.
- 2.4.6. Where necessary, the tree or branch is then considered in terms of both impact potential (size) and probability of failure. Values derived from the assessment of these three components (Target, impact potential and probability of failure) are combined to

⁷ See QTRA Practice Note V4.02 (Nov 2011) for a more detailed explanation of the methodology, available at <http://www.qtra.co.uk/cms/index.php?section=25>

⁸ For bibliography, see documents at <http://www.qtra.co.uk/cms/index.php?section=26>

Tree Safety Strategy and Risk Assessment October 2018

for Banwell Parish Council



calculate the probability of significant harm occurring.

- 2.4.7. The probability of failure is assessed using the Visual Tree Assessment (VTA) process described by Mattheck & Breloer⁹. This method is recognised professionally throughout the UK, and is incorporated into essential arboricultural texts including Lonsdale¹⁰.
- 2.4.8. The system moves the management of tree safety away from labeling trees as either 'safe' or 'unsafe' and thereby away from requiring definitive judgments. Instead, QTRA quantifies the risk of significant harm from tree failure in a way that enables the Client to balance safety with tree values and operate to a predetermined limit of reasonable or acceptable risk.

⁹ Mattheck, C. and Breloer, H. (1994) *The Body Language of Trees: A handbook for failure analysis*. The Stationery Office, London.

¹⁰ Lonsdale, D. (1999) *Principles of Tree Hazard Assessment and Management*, Forestry Commission, The Stationery Office, London



3. Significant findings

- 3.1. No 'unacceptable' risks from trees owned by Banwell Parish Council were identified.
- 3.2. All identified risks were found to be 'broadly acceptable'. Therefore, no remedial tree surgery work for the purposes of tree risk management have been identified in this inspection as being necessary.
- 3.3. The apparently third party-owned Willows near the gas tank at the Children's Centre have previously been discussed between the Parish Council, North Somerset Council and the owner. A stem from one of the trees has recently failed into the grounds of the Children's Centre along the hedge line, and is propped up by tree growth. Although not a significant risk as it is, it should be removed.



4. Conclusions

- 4.1. This tree safety strategy and quantified tree risk assessment has been carried out and assessed using the information I reasonably have, and I believe that my assessment of the risks from the trees has been sufficient to inform their reasonable risk management.
- 4.2. No 'unacceptable' risks were identified during the survey. All identified risks were found to be 'broadly acceptable'. Therefore, no remedial tree surgery work for the purposes of tree risk management have been identified in this inspection as being necessary.
- 4.3. The Parish Council will continue to reassess the trees within their ownership on an annual basis. In the meantime, reports of tree-related hazards arising from informal observations by staff or members of the public reporting should continue to be acted upon. This may take the form of a further formal inspection by a member of staff or an external inspector to decide on the appropriate action to take.
- 4.4. Particular consideration should be given risk from trees following extreme weather events, such as heavy snow or storm winds.

4.5. **Signed:** **Date:** 10 October 2018

Ian Monger



5. Appendices

- A Author qualifications and experience
- B Relevant background and administrative information
- C Site visit, data collection and interpretation
- D Site survey map information
- E Tree risk assessment schedule



Appendix A: Author qualifications and experience

This tree safety strategy and risk assessment has been carried out, assessed and written by Ian Monger.

Ian Monger is an independent consulting arboriculturalist who carries £1 million Professional Indemnity and £2 million Public Liability insurance provided by Hiscox¹¹.

Ian Monger has completed training in Quantified Tree Risk Assessment[®] (QTRA) and has been a Licenced User since September 2009¹².

Ian Monger has been Senior Tree Officer at North Somerset Council – a unitary authority, and has worked in arboriculture since 2005. Ian Monger is a Professional Member of the Arboricultural Association (MArborA)¹³.

Ian holds the following additional qualifications relevant to this report:

- LANTRA Professional Tree Inspection September 2011
- Practitioners Guide to Visual Tree Assessment September 2009
- ABC Awards Level 3 Technician's Certificate in Arboriculture November 2008
- BSc (Hons) Environmental Science, The University of Greenwich, July 1996

¹¹ Hiscox Insurance Company Ltd, 1 Great St Helen's, London, EC3A 6HX. Policy number 1792516. www.hiscox.co.uk

¹² Quantified Tree Risk Assessment Ltd., 9 Lowe Street, Macclesfield, Cheshire, SK11 7NJ. User Licence No. 2149. www.qtra.co.uk

¹³ The Arboricultural Association, The Malthouse, Stroud Green, Standish, Stonehouse, Gloucestershire, GL10 3DL. www.trees.org.uk



Appendix B: Relevant background and administrative information

Instruction

I have been instructed by Ms L Shayler, Locum Banwell Parish Clerk by email.

Site Locations

The village and parish of Banwell is located about 5 miles east of Weston-super-Mare in North Somerset. It sits on the west end of the northern slopes of the Mendip Hills. Table 1 below lists features of each site that are of relevance to this risk assessment, but is not exhaustive of all features considered.

Table 1: Survey site locations and features

Site	Grid Ref.	Height (m)	Geology	Ped. access	Vehicular access	Buildings	Other structures
Cemetery, Church Street	ST 39981 59228	6	Deep loam/clay over Mercia Mudstone	Yes	Occasional maintenance	No	Monuments and walls
Children's Centre, West Street	ST 39709 59283	8	Deep loam/clay over Mercia Mudstone	Yes	Yes	Yes - Centre and outbuildings	Gas holder & walls
Recreation Ground, Westfield Crescent	ST 39343 59210	15	Deep loam/clay over Mercia Mudstone	Yes	Highway (30mph) to N and E boundaries. Site maintenance	No	Sports equipment and fences
Riverside Open Space, Riverside	ST 39916 59500	6	Deep tidal flat deposits (clay, silt, sand) over Mercia Mudstone	Yes	Highway (30mph) around entire site. Site maintenance.	No	No

Technical terms and explanations

A glossary of technical terms is available at <http://www.treeterms.co.uk/>



Appendix C: Site visit, data collection and interpretation

Quantified Tree Risk Assessment

The risk assessment followed the principles set out in the QTRA Manual Version 5.2.1 (Oct 2016). The methodology is summarised in the Tree Safety Strategy above.

QTRA is based on information about both the presence of people and property within the 'Target zone', and the structural and physiological condition of the tree concerned. There are certain limitations on the accuracy of such assessments. In particular, there is inherent subjectivity in estimating the probability of tree failure and, to a lesser extent, the potential for harm to be caused in the event of failure.

Assessment of land use, buildings and property

QTRA calculates risk of harm from trees based on the most significant relationship between a particular tree and either people, vehicles on a highway, other human occupation or property (including parked cars).

Risk to vehicles is only relevant where trees are within falling distance of a highway, and only then where vehicles are a more significant target than use by pedestrians. Where an assessment has been made in relation to vehicles, this has been stated in the survey schedule.

In no case are buildings or other structures a more significant target than pedestrians or moving vehicles and so I have not documented any assessments in relation to buildings or other property.

In this assessment the input values, such as the frequency of pedestrian usage, have been broadly estimated and so the proposed risk thresholds have been applied cautiously. I considered surrounding land-use by observation during the site visit as it might ordinarily be occupied.

While some areas of some sites may be very busy, only a proportion of visitors will pass within falling distance of any particular branch or tree. Therefore, the assessment of any particular branch or tree requires that only those pedestrians likely to pass within falling distance of it be considered.



Assessment of the trees

This report assessment is based on inspections made on 5 October 2018. A walkover survey was carried out to identify the relationships between trees and targets at each site, and to identify the most significant hazards from individual trees.

I have used the Visual Tree Assessment (VTA) criteria described by Mattheck & Breloer¹⁴ in assessing the mechanical integrity of the aerial parts of the tree, which is carried out visually and from the ground. Additionally, where significant hazards have been suspected, I used binoculars, a sounding hammer and a metal probe as aids in detecting any extensive decay, which might have been present within the stem, buttress zone or bases of roots.

Under certain circumstances, roots can affect foundations, drains and other underground services. The visual inspection I have undertaken does not take these issues into account.

Trees are dynamic structures that can never be guaranteed 100% safe; even those in good condition can suffer occasional damage under only average weather conditions. Site circumstances can also change. Therefore, recommendations and assessments made in this report are limited to a three-year period. A lack of recommended work does not imply that a tree will never suffer damage or cause damage by its structural failure.

Tree risk assessment schedule

The survey data and management recommendations are found in the tree risk assessment schedule in Appendix E, ordered by site.

NB: Version 5.2.1 of the QTRA methodology has removed the use of a 'risk index' (which required to be multiplied by 1,000 to give an annual 'Risk of Harm'. Therefore, an old 'risk index' of, for example, 500 is now expressed as 500K, meaning an annual Risk of Harm of 1/500,000. Where previously the lowest Risk of Harm was expressed as >1K (meaning the numerical number was >1/1,000,000), this is now expressed as <1M (meaning the annual Risk of Harm is less than 1/1,000,000).

In accordance with the QTRA method, the individual trees and targets listed as assessed represent to highest risk for that group of trees.

Advisory Risk Thresholds

An annual Risk of Harm above 1/10,000 per annum is 'unacceptable', and the risk should be controlled. These are shown as red in the Schedule.

An annual Risk of Harm between 1/10,000 and 1/1,000,000 per annum is 'tolerable', but should be managed 'as low as reasonably practicable' (ALARP). These are shown as yellow in the Schedule.

¹⁴ Mattheck, C. and Breloer, H. (1994) *The Body Language of Trees: A handbook for failure analysis*. The Stationery Office, London.

Tree Safety Strategy and Risk Assessment October 2018

for Banwell Parish Council



Risk should only be controlled where a significant benefit might be achieved at a reasonable cost.

An annual Risk of Harm which is lower than 1/1,000,000 is 'broadly acceptable' and requires no further action. These are shown as green in the Schedule.

Tree survey mapping

The approximate site boundaries, tree groups and risk-assessed trees have been plotted on an online Google Map, available to access at:

<https://drive.google.com/open?id=16MMFZ3ox8MX8wvvhNU4mey-Pug8&usp=sharing>

Accuracy of outputs

The purpose of QTRA is not necessarily to provide high degrees of accuracy, but to provide for the quantification of risks from falling trees in a way that a risk can be assessed within broad ranges where this is sufficient, and with greater rigour when required. Where the input values are broadly estimated, the proposed risk thresholds should be applied cautiously¹⁵.

¹⁵ QTRA Ltd, (2012) *Quantified Tree Risk Assessment Practice Note Version 4*. Quantified Tree Risk Assessment Ltd, Cheshire.



Appendix D: Site survey map information

The site survey map is available at:

<https://drive.google.com/open?id=16MMFZ3ox8MX8wvvhNU4mey-Pug8&usp=sharing>

Approximate site boundaries are shown, along with tree groups. Trees risk assessed are indicated with a pointer.



Appendix E: Tree risk assessment schedule

Walkover and Individual Tree Inspection

The following guidance documents have been applied to this survey:

QTRA[©] Licenced User Manual Version 5.2.1 2016-10

SITE: Banwell Cemetery
CLIENT: Banwell Parish Council
BRIEF: WALKOVER AND INDIVIDUAL VISUAL TREE ASSESSMENT AND QUANTIFIED RISK ASSESSMENT

SURVEYOR: IAN MONGER
ASSESSMENT DATES: 5 OCTOBER 2018
VIEWING CONDITIONS: DRY AND CLEAR
JOB REFERENCE: TRM-BAN-201810-IMT

REF.	SPECIES	AGE RANGE	HEIGHT (M)	CROWN SPREAD	STEM DIA. (MM)	VITALITY	TARGET RANGE	SIZE RANGE	PROB FAILURE RANGE	WEATHER FACTOR	REDUCED MASS %	RISK INDEX	REVIEW YEARS
T1	Silver Birch	M	15	9	550	G	4	1	6	N/A	-	<1M	3
COMMENTS • The Birch is a good, healthy tree with good vitality, with no observable change in condition since the last survey.							MANAGEMENT • Risk from the Silver Birch is 'broadly acceptable'. No further action currently required.						

REF.	SPECIES	AGE RANGE	HEIGHT (M)	CROWN SPREAD	STEM DIA. (MM)	VITALITY	TARGET RANGE	SIZE RANGE	PROB FAILURE RANGE	WEATHER FACTOR	REDUCED MASS %	RISK INDEX	REVIEW YEARS
T2	Japanese Cherry	M	4	3	400	P	4	2	5	N/A	-	<1M	3
COMMENTS • Basal and stem decay. Tree has been heavily pollarded with dieback and deadwood. Low target area.							MANAGEMENT • Risk from the Silver Birch is 'broadly acceptable'. No further action currently required.						

SITE: Banwell, Winscombe & Sandford Children's Centre
CLIENT: Banwell Parish Council
BRIEF: WALKOVER AND INDIVIDUAL VISUAL TREE ASSESSMENT AND QUANTIFIED RISK ASSESSMENT

SURVEYOR: IAN MONGER
ASSESSMENT DATES: 5 OCTOBER 2018
VIEWING CONDITIONS: DRY AND CLEAR
JOB REFERENCE: TRM-BAN-201810-IMT

REF.	SPECIES	AGE RANGE	HEIGHT (M)	CROWN SPREAD	STEM DIA. (MM)	VITALITY	TARGET RANGE	SIZE RANGE	PROB FAILURE RANGE	WEATHER FACTOR	REDUCED MASS %	RISK INDEX	REVIEW YEARS
G1	Elm, Sycamore, Cherry, Ash	EM	7	6	300	P-G	5	1	3	N/A	-	<1M	3
<p>COMMENTS</p> <ul style="list-style-type: none"> Sycamore T1 (ownership unclear) is a dead standing tree. Area beneath is overgrown. Good biodiversity value of deadwood. No other significant observable changes in condition of other trees. Assessed T1 Sycamore for failure of deadwood. 							<p>MANAGEMENT</p> <ul style="list-style-type: none"> Risk is 'broadly acceptable'. Maintain and increase dense undergrowth below Sycamore T1. No other further action currently required. 						

G2	Leyland Cypress x 2	EM	10	6	450	G	2	3	5	N/A	-	<1M	3
<p>COMMENTS</p> <ul style="list-style-type: none"> Included bark union in west Cypress at 2.2m, but with no cracking or signs of undue stress. Before April 2017 it was reported to the author by a Member of the Parish Council that tarmac beneath one of the Leyland Cypress trees within G2 had been seen moving in strong wind, with tarmac cracks seen opening. The tarmac beneath the tree is lifted by root growth with some cracking. However, in the 2017 and this 2018 inspection the tree appears healthy and upright (except for the lower stem being at a slight angle from upright, most probably due to light competition from the adjacent (now removed) Robinia in its early life). NB: There has been fairly recent failure of a stem of neighbouring Willow tree into the Children's Centre grounds along the hedge line. There has been past communication with the tree owner from the Parish Council and North Somerset Council. The fallen stem should be removed and further contact with the tree owner made. 							<p>MANAGEMENT</p> <ul style="list-style-type: none"> Risk is 'broadly acceptable'. Remove fallen Willow stem. 						

SITE: Banwell Recreation Ground
CLIENT: Banwell Parish Council
BRIEF: WALKOVER AND INDIVIDUAL VISUAL TREE ASSESSMENT AND QUANTIFIED RISK ASSESSMENT

SURVEYOR: IAN MONGER
ASSESSMENT DATES: 5 OCTOBER 2018
VIEWING CONDITIONS: DRY AND CLEAR
JOB REFERENCE: TRM-BAN-201810-IMT

REF.	SPECIES	AGE RANGE	HEIGHT (M)	CROWN SPREAD	STEM DIA. (MM)	VITALITY	TARGET RANGE	SIZE RANGE	PROB FAILURE RANGE	WEATHER FACTOR	REDUCED MASS %	RISK INDEX	REVIEW YEARS
T1	Cherry	M	0	0	0	D	N/A	N/A	N/A	N/A	-	N/A	0
COMMENTS • Felled since 2017 survey and stump removed.							MANAGEMENT • None.						

G1	Norway Maple, Cherry, Ash (ownership unclear), Elm.	J-M	9.5 AVE.	VAR.	VAR.	G	4	3	4	N/A	-	<1M	3
COMMENTS • No significant observable change in tree conditions. • Generally well-managed specimen trees. Minor old stem bark wounds which have good callus growth at margins and no significant decay. Included bark unions. Canopies pruned back from power lines to north. One young Norway Maple in far northwest corner of group has a stem bark wound with decay, but no significant target in the weather conditions which would cause it to fail. • One semi-mature Elm stem T2 has subsided out into the park from what appears to be neighbouring land. Stem appears to have corrected, but stem may continue to lean further. Risk assessed uprooting of Elm stem. • T2 Cherry has been felled since 2017 survey.							MANAGEMENT • Risk is 'broadly acceptable'. No action currently required.						

T3	Cherry	M	0	0	0	D	N/A	N/A	N/A	N/A	-	N/A	0
COMMENTS • Felled since 2017 survey and stump removed.							MANAGEMENT • None.						

SITE: Riverside Open Space
CLIENT: Banwell Parish Council
BRIEF: WALKOVER AND INDIVIDUAL VISUAL TREE ASSESSMENT AND QUANTIFIED RISK ASSESSMENT

SURVEYOR: IAN MONGER
ASSESSMENT DATES: 5 OCTOBER 2018
VIEWING CONDITIONS: DRY AND CLEAR
JOB REFERENCE: TRM-BAN-201810-IMT

REF.	SPECIES	AGE RANGE	HEIGHT (M)	CROWN SPREAD	STEM DIA. (MM)	VITALITY	TARGET RANGE	SIZE RANGE	PROB FAILURE RANGE	WEATHER FACTOR	REDUCED MASS %	RISK INDEX	REVIEW YEARS
T1	Poplar	M	8	7.5	960	G	4	1	5	N/A	-	<1M	3
COMMENTS							MANAGEMENT						
• Tree has been pollarded to approximately 4m since last survey, with good regrowth. Assessed for whole tree failure.							• Risk is 'broadly acceptable'. No action currently required.						

G1	Sycamore, Maple, Sorbus spp. Oak, Ash, Lime (data for T2 Lime)	M	9.5	9	530	G	4	3	5	N/A	-	<1M	3
COMMENTS							MANAGEMENT						
• No significant observable change in tree conditions. Minor deadwood in Ash. • Assessed Lime T2. Multi-stemmed with 3 main stems. Included union at base to SE. Girdling canker or necrosis on W stem at 2m adjacent to included union. Assessed failure of stem at canker/necrosis.							• Risk is 'broadly acceptable'. No action currently required.						

REF:	TREE REFERENCE	ASPECT:	S, SW, SSW = COMPASS BEARING
AGE RANGE:	Y = YOUNG, SM = SEMI MATURE, EM = EARLY MATURE, M = MATURE, PM = POST MATURE	H=HOLLOW; L=LEVEL; R=RIDGE; SL=SLOPE; SSL=STEEP SLOPE GREATER THAN 10 DEGREES;	
HEIGHT:	OTHER THAN WHERE THE HEIGHT OF A TREE IS CRITICAL TO THE OUTCOME OF THE RISK ASSESSMENT, APPROXIMATELY 1 IN 10 TREES ARE MEASURED AND THE REMAINDER ARE ESTIMATED AGAINST THE MEASURED TREES	SOIL:	B=BEDROCK; C=CLAY; CH=CHALK; F=FLINTS; L=LOAM; MS=MUDSTONE; P=PEAT; S=SAND; SH=SHALLOW; D=DEEP; /=OVER. EG. SH, W, L/C=SHALLOW WATERLOGGED LOAM OVER CLAY
CROWN SPREAD:	MEASURED OR ESTIMATED DIAMETER OF CROWN AT THE WIDEST POINT		
STEM DIA:	STEM DIAMETER MEASURED AT A HEIGHT OF APPROXIMATELY 1.3 METRES		
BASAL DIA:	BASAL DIAMETER OF STEM MEASURED ONLY WHERE DETAILED ASSESSMENT OF CAVITIES OR ROOT-PLATE STABILITY IS REQUIRED		
VITALITY:	A MEASURE OF PHYSIOLOGICAL CONDITION. D = DEAD, MD = MORIBUND, P = POOR, M = MODERATE, G = GOOD		
SIZE RANGE:	SIZE CATEGORY OF MOST SIGNIFICANT PART CONSIDERED LIKELY TO FAIL. SELECTED FROM A RANGE OF 1-5 1 = LARGE, 5 = SMALL PART IDENTIFIED IN COLUMN 12		
PROB FAILURE RANGE:	PROBABILITY OF FAILURE WITHIN 12 MONTHS. RANGES 1-5 OR A USER DEFINED RATIO. 1 = HIGH, 5 = LOW		
TARGET RANGE:	HIGHEST VALUE TARGET (IDENTIFIED IN COLUMN 13) THAT THE MOST SIGNIFICANT PART LIKELY TO FAIL COULD STRIKE SELECTED FROM A RANGE OF 1-6. 1 = HIGH, 6 = LOW VALUE/OCCUPANCY OR A USER DEFINED RATIO		
WEATHER FACTOR:	ALLOWANCE FOR REDUCED ACCESS DURING HIGH WINDS WHEN IN SOME SITUATIONS TREE FAILURE IS MOST LIKELY, OR SITUATIONS WHERE THE PROBABILITY OF TREE FAILURE IS INCREASED BY HOT DRY WEATHER, WHICH AT THE SAME TIME INCREASES PEDESTRIAN ACCESS. TO BE APPLIED BY MULTIPLYING THE RISK INDEX BY THE WEATHER FACTOR		
REDUCED MASS %:	WHERE THE MASS OF A TREE OR BRANCH IS REDUCED BY DEGRADATION. THE RISK INDEX IS MULTIPLIED TO REFLECT THE PERCENTAGE OF MASS REDUCTION		
RISK INDEX:	RISK OF SIGNIFICANT HARM 1,000 = RISK INDEX (E.G. RISK INDEX 20 = RISK OF SIGNIFICANT HARM 1 IN 20,000) AN ADDITIONAL FIGURE IN BRACKETS MAY BE SUFFIXED EITHER T OR F REPRESENTING 'F' THE RATE OF FAILURES OVER THE YEAR, AND 'T' THE RATE OF MULTIPLE OCCUPATION OVER THE YEAR, E.G. 1(10T)/10,000 REPRESENTS A RISK OF HARM 1/10,000 TO 10 OCCUPANTS OR AN EQUIVALENT MONETARY VALUE SUFFIXES: (M) = FOR GENERAL ARBORICULTURAL OR SILVICULTURAL MANAGEMENT; (S) = TO REMOVE OR REDUCE THE RISK OF DIRECT DAMAGE TO A FIXED STRUCTURE BY MEANS OF CIRCUMFERENTIAL GROWTH		
REVIEW:	PERIOD (YEARS) TO NEXT INSPECTION		

Bridget.C.Bowen FCA

Mrs E Shayler
Clerk to Banwell Parish Council
Banwell Village Hall,
Westfield Road,
Banwell
BS29 6BS

13 November 2018

Dear Liz

BANWELL PARISH COUNCIL

Interim internal audit report - Year ended 31 March 2019

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

I am bound by the ethical guidelines of the Institute of Chartered Accountants of England and Wales. I confirm that I am independent of the Council.

The internal audit work I have carried out has been planned to enable me to give my opinion on the control objectives set out in the Internal Auditor's Report on the 2018-19 Annual Governance and Accounts Return.

I have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils - A Practitioners' Guide (England)' 2017
- The Accounts and Audit (England) Regulations 2015 (as amended).

I was appointed as internal auditor to the Parish Council on 17 September 2018.

My first interim internal audit visit was on 2 November 2018. At the visit I returned the books and records to the Clerk and discussed my findings from the independent audit tests I had undertaken on the various financial records, vouchers, documents, minutes and insurance documentation to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out.

Internal audit checks

During this visit I checked the following:

- Minutes of Council Meetings
- Policies and procedures
- Bank and cash
- Expenditure
- Asset register
- Insurance

Findings

Minutes of meetings

The Council meets every month. The minutes of the Council meetings from April 2018 to September 2018 were reviewed. All minutes had been approved at the following meeting and had been signed by the Chair. Every page of the approved minutes had been initialled by the Chair.

Policies and procedures

The Council has appropriate policies and procedures including Standing Orders, Financial Regulations, a Freedom of Information Scheme, Members Code of Conduct, a Reserves policy and a General data Protection Policy. All policies and procedures are available on the Council's website.

Bank and cash

The Council has a current bank account, a deposit account and a cemetery account with NatWest and has recently opened a current account with Unity as follows:

- Natwest - current account - account number 53357655
- Natwest - deposit account - account number 81413459
- Natwest - cemetery account - account number 59678674
- Unity Bank - current account - account number 20398572

The cash book was up to date. Bank reconciliations are carried out regularly. They checked by a councillor but are not currently signed off by the clerk.

The bank reconciliation at 30 September 2018 was reperformed. The bank reconciliation includes direct debits and one cheque that is more than 6 months old. The Clerk will write back the old cheque before the year end.

Direct debits and standing orders should not appear in bank reconciliations as these transactions are deemed to have occurred on the day they appear on the bank statement.

The Council has recently moved to on-line banking with Unity. The Councils has strong controls over the authorisation of payments. These are not currently included in the Financial Regulations.

Recommendations

- *Bank reconciliations should be signed and dated by the RFO*
- *Direct debits and Standing Orders should be posted on Scribe on day that they appear on bank statement. The only reconciling items on the bank account should be unrepresented cheques and uncleared cash and cheque lodgements*
- *Financial Regulations are updated to include the controls over on-line banking*

Expenditure

The cash book entries for April and May 2018 were all agreed to invoices and the bank statements. No errors were noted.

Asset register

The Council maintains an asset register and it has been recently updated. There is no de minimus level in the Financial Regulations below which assets are not included on the asset register.

Recommendation

- *The Council sets a de minimus below which assets are not recorded on the asset register and this is included in the Financial Regulations.*

Insurance

The Council has insurance through Came & Co. It considers the level of insurance required before the annual renewal.

Insurance was renewed. The level of fidelity guarantee insurance is £150,000 which is slightly lower than the year end balances plus half the precept.

Recommendation

- *The Council considers increasing the level of the Fidelity guarantee.*

Budget and reserves

The Council has a budget that was used to determine the precept for 2018/19. The 2019/20 budget will be tested in detail at my next audit visit.

The Council does monitors actual expenditure against budget regularly throughout the year.

Conclusion

Based on the tests I have carried out at this interim internal audit visit, in my view, the internal control procedures in operation are adequate for the needs of Banwell Parish Council.

Details of good practice noted and a summary of my recommendations can be found at the appendices to this report.

Next visit

The next internal audit visit has been arranged for Friday 15 March 2019.

At this visit detailed checks will be carried out on:

- Income and expenditure
- VAT claims
- payroll
- risk assessment
- budgets and reserves for 2019-20
- responsibilities as sole managing trustee

If possible the year end checks after 31 March 2019 will be done remotely.

Next Steps

This report should be noted and taken to the next meeting of the Parish Council. The Council should decide what action will be taken on the recommendations I have made.

Kind regards

Yours sincerely

Bridget Bowen FCA

Internal auditor

Summary of good practice

1. The Council has an integrated accounting system on Scribe
2. The Clerk is aware of the requirements of GDPR and the Council is registered with the ICO
3. Bank reconciliations are prepared regularly
4. The Clerk is CiLCA qualified
5. Details of payments authorised at meetings are recorded in the minutes

Summary of recommendations

1. Bank reconciliations should be signed and dated by the RFO
2. Direct debits and Standing Orders should be posted on Scribe on day that they appear on bank statement. The only reconciling items on the bank account should be unpresented cheques and uncleared cash and cheque lodgements
3. Financial Regulations are updated to include the controls over on-line banking
4. The Council sets a de minimus below which assets are not recorded on the asset register and this is included in the Financial Regulations.
5. The Council considers increasing the level of the Fidelity guarantee.

Internal Audit 1 November 2018 - Action Points

Action required / suggested	Action Taken	Date to be completed
Bank reconciliations should be signed and dated by the RFO	Already actioned by Clerk / RFO	13/11/18
Direct debits and Standing Orders should be posted on Scribe on day that they appear on bank statement. The only reconciling items on the bank account should be unpresented cheques and uncleared cash and cheque lodgements	Will be actioned as off the 15 th November when inputting info onto accounting package.	20/11/18
Financial Regulations are updated to include the controls over on-line banking	Financial Regs due to be reviewed in Feb 2019.	18/02/19
The Council sets a de minimus below which assets are not recorded on the asset register and this is included in the Financial Regulations.	Asset Register due to be reviewed in March 2019.	18/03/19
The Council considers increasing the level of the Fidelity guarantee.	To be discussed	19/11/18

Bills for Payment - 15th October 2018 to 19th November 2018
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Minute agreed	Power
Charge	Unity	Service Charge	£18		£18	115/18 (report)	LGA 1972 s111
Already Agreed							
BACS	Complete Weed Control	Weed Spray	£350	£70	£420	239/18 (i)	PHA 1875 s164
BACS	Stock Signs	Hump Sign	£94	£18.80	£112.80	170/17	RTRA 1984 s72
BACS	SSE Contracting	2nd quarter Maintenance	£363.09	£72.62	£435.71		PCA 1957, s3 & HA 1980 S301
		Total	£825.09	£161.42	£986.51		
DD	Mainstream	Phone and Broadband	£60.83	£12.17	£73.00		LGA 1972 s111
DD	E-ON	Streetlight Power	£185.52	£37.10	£222.62		PCA 1957, s3 & HA 1980 S301
SO	E. Shayler	Clerk's Salary	£1,312.23		£1,312.23		LGA 1972 s112
BACS	E. Shayler	Clerk's Expenses (stamps, CPRE grant, bulbs, beacon)	£125.30	£0.43	£125.73		LGA 1972 s111
BACS	HMRC	PAYE and NI for September	£340.48		£340.48		LGA 1972 s112
BACS	J K Gardening	Grass cutting @ Rec Ground	£141.75		£141.75		PHA 1875 s164
BACS	J K Gardening	Grass cutting @ Riverside, Children's Centre, K'cott Bank	£141.75		£141.75		PHA 1875 s164
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50		LGA 1972 s214 (2) & (6)
BACS	J K Gardening	Village Orderly duties	£392.50		£392.50		LGA 1972 s112
BACS	J K Gardening	Environmental fee (x2)	£80.00		£80.00		LGA 1972 s214 (2) & (6)
BACS	Youthworkz	Youth Club staffing costs (£990 - £13.50 subs) + Programme costs (£84.54)	£1,007.04		£1,007.04		LG (MP) Act 1976 S19 (1e) & (1f)
BACS	Bin-It	Dog Bin Emptying	£299.82	£59.96	£359.78		EPA 1990 s5 subsection 86 (13)
BACS	Bridget Bowen	Internal Audit	£200.00		£200.00	201/18	LGA 1972 s111
BACS	Banwell News	Two page article and defib advert	£60.00		£60.00	214/18 (iii)	LGA 1972 s142
BACS	CAB	Outreach advisor	£630.00		£630.00	239/18	Section 137 (9)
BACS	SLCC	Agenda's and Minute webinar	£60.00	£12.00	£72.00	193/18 (iii)	LGA 1972 s111
BACS	Complete Business Solutions	Ink Cartridges	£161.15	£32.23	£193.38		LGA 1972 s111
BACS	GB Sport & Leisure	Repair to Muga	£734.77	£146.95	£881.72	196/18 (iii)	PHA 1875 s164
BACS	Gopax	4 x 6ft tables and 1 x 4ft table	£433.53	£86.71	£520.24	241/18 (iv)	LGA 1972 s111
BACS	Adams Memorials	Phase 2 Memorials	£2,897.00		£2,897.00		LGA 1972 s214 (2) & (6)
BACS	SSE	Final maintenance payment for October	£121.03	£24.21	£145.24		PCA 1957, s3 & HA 1980 S301
DD	Nest	October pension contributions (DD 10.11.18)	£79.66		£79.66		LGA 1972 s112
		Totals	£9,626.86	£411.76	£10,038.62		

Banwell Parish Council

Bank Reconciliation at 31/10/2018			
	Cash in Hand 01/04/2018		151,072.76
	ADD		
	Receipts 01/04/2018 - 31/10/2018		101,454.24
			252,527.00
	SUBTRACT		
	Payments 01/04/2018 - 31/10/2018		51,261.61
A	Cash in Hand 31/10/2018 (per Cash Book)		201,265.39
	Cash in hand per Bank Statements		
	Cash 31/10/2018	0.00	
	Current account (53357655) 31/10/2018	4,835.81	
	Reserve Account (59678674) 31/10/2018	83,634.94	
	Bonus saver account (81413459) 31/10/2018	44,457.35	
	Unity Trust Bank (20398572) 31/10/2018	69,290.66	
			202,218.76
	Less unrepresented cheques As attached		953.37
			201,265.39
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		201,265.39
	A = B Checks out OK		

Banwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Cemetery and Memorials		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
101	Grass Cutting	0.00	0.00	0.00	1,950.00	1,137.50	812.50
102	Paths / Trees / Garden	0.00	0.00	0.00	350.00	0.00	350.00
103	Making up Graves	0.00	0.00	0.00	280.00	0.00	280.00
104	Cemetery / Memorial Maintenance	0.00	0.00	0.00	4,000.00	40.00	3,960.00
105	Environmental Fee	0.00	0.00	0.00	0.00	200.00	-200.00
		£0.00	0.00	£0.00	6,580.00	£1,377.50	5,202.50

Cemetery Income		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
908	Cemetery Income	0.00	2,500.00	3,165.00	0.00	0.00	665.00
		£0.00	2,500.00	£3,165.00	0.00	£0.00	665.00

Clerk and Administration		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
301	Salary & NI	0.00	0.00	0.00	20,500.00	12,056.22	8,443.78
302	Clerk's Pension	0.00	0.00	0.00	400.00	422.53	-22.53
303	Phone / Internet	0.00	0.00	0.00	500.00	275.73	224.27
304	Office rent	0.00	0.00	0.00	2,830.00	1,550.00	1,280.00
305	Hall Hire	0.00	0.00	0.00	270.00	270.00	0.00
306	Office equipment / Stationary / We	0.00	0.00	25.00	4,500.00	2,410.81	2,114.19
307	Advertising	0.00	0.00	0.00	300.00	36.00	264.00
308	Insurance	0.00	0.00	0.00	2,200.00	2,622.87	-422.87
309	Subscriptions inc ALCA & SLCC	0.00	0.00	0.00	700.00	71.00	629.00
310	Audit Fees	0.00	0.00	0.00	900.00	493.75	406.25
311	Legal Costs inc Land registration	0.00	0.00	0.00	200.00	59.85	140.15
312	Training Clerk	0.00	0.00	0.00	400.00	275.00	125.00
313	Training Councillors	0.00	0.00	0.00	600.00	518.80	81.20
314	Inspections / Risk Assessments	0.00	0.00	0.00	300.00	0.00	300.00
315	Grants and Donations	3,000.00	0.00	0.00	2,500.00	4,710.00	790.00
316	Chairmans Allowance	0.00	0.00	0.00	100.00	32.53	67.47
317	Expenses	0.00	0.00	0.00	0.00	467.07	-467.07
		£3,000.00	0.00	£25.00	37,200.00	£26,272.16	13,952.84

Environment		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
201	Allotment	0.00	1,647.88	1,647.88	1,647.88	1,647.88	0.00
202	Village Orderly	0.00	435.81	435.81	4,710.00	2,747.50	1,962.50
203	Env Hedge / Fence / Tree Work	0.00	0.00	0.00	450.00	273.33	176.67
204	Env Grass Cutting	0.00	0.00	0.00	1,800.00	1,032.25	767.75
205	Dog Bins	0.00	0.00	0.00	4,233.00	2,821.84	1,411.16
206	Env Maintenance Riverside / defib	0.00	0.00	0.00	2,000.00	1,126.75	873.25
207	Environmental Projects	0.00	0.00	0.00	6,000.00	1,205.00	4,795.00
208	Environmental Grant	4,420.52	7,149.52	0.00	11,570.04	1,200.00	7,641.04
		£4,420.52	9,233.21	£2,083.69	32,410.92	£12,054.55	17,627.37

Highways		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
400	Street Light Power	0.00	0.00	0.00	2,400.00	1,304.73	1,095.27
401	Street light Maintenance	0.00	0.00	0.00	2,000.00	1,089.27	910.73
402	Street Light Upgrade	0.00	0.00	0.00	1,000.00	0.00	1,000.00
403	Highways related projects	0.00	0.00	0.00	8,000.00	94.00	7,906.00
		£0.00	0.00	£0.00	13,400.00	£2,488.00	10,912.00

Income		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
901	Childrens Centre Rent	0.00	2,500.00	2,500.00	0.00	0.00	0.00
902	Misc Income	0.00	30.00	45.46	0.00	0.00	15.46

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							
903	Council Tax Support Grant	0.00	2,129.91	2,129.91	0.00	0.00	0.00
904	Precept	0.00	88,897.00	88,897.00	0.00	0.00	0.00
907	VAT	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	93,556.91	£93,572.37	0.00	£0.00	15.46

Recreation Ground			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
601	Rec Grass Cutting	0.00	0.00	0.00	1,800.00	992.25	807.75
602	Rec Maintenance	0.00	0.00	0.00	1,000.00	350.00	650.00
603	Rec Tree and Fence Work	0.00	0.00	0.00	900.00	826.67	73.33
		£0.00	0.00	£0.00	3,700.00	£2,168.92	1,531.08

Youth Club			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
500	YC Staffing	0.00	0.00	0.00	11,600.00	3,669.00	7,931.00
501	YC Programme	0.00	0.00	0.00	2,000.00	771.31	1,228.69
502	YC Extraordinary Activities	3,422.40	0.00	0.00	1,300.00	0.00	4,722.40
503	YC Computers	1,000.00	0.00	0.00	0.00	0.00	1,000.00
905	YC Subscriptions	0.00	900.00	141.50	0.00	0.00	-758.50
		£4,422.40	900.00	£141.50	14,900.00	£4,440.31	14,123.59

NET TOTAL		£11,842.92	106,190.12	£98,987.56	108,190.92	£48,801.44	64,029.84
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