



**MINUTES OF THE EXTRA-ORDINARY MEETING OF THE PARISH COUNCIL HELD AT 7:30pm ON MONDAY 2<sup>nd</sup> DECEMBER 2019 AT BANWELL YOUTH & COMMUNITY CENTRE**

**PRESENT:** Councillors: Paul Blatchford (Chairman), Phil Adams, Phil Baird, Steve Davies and Paul Harding (Vice-Chairman)

**IN ATTENDANCE:** Mrs Liz Shayler (Clerk)

The Chairman, Paul Blatchford, opened the meeting by welcoming everybody

**247/19 To receive apologies for absence (agenda item 1)**

Apologies were received from Cllrs Maggie McCarthy & Phil Baird.

**248/18 To receive and consider an application to fill a casual vacancy by co-option from Karen Bennett (agenda item 2)**

This item was deferred as Karen Bennett was unable to attend

**249/19 To receive members' declarations of interest on any agenda item (agenda item 3)**

No declarations of interest

**250/19 To agree a budget of £500 for a Solicitor specialising in Parish Council's to look at the contracts from Wessex Water (agenda item 4)**

**Resolved** – To agree a budget of £500 for a Solicitor specialising in Parish Council's to look at the contracts from Wessex Water.

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

**251/19 To agree a budget of £600 for a Solicitor specialising in Parish Council's to look at the lease with the Scouts (agenda item 5)**

**Resolved** – To agree a budget of £600 for a Solicitor specialising in Parish Council's to look at the lease with the Scouts.

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

**252/19 To receive the Clerk's report/Exchange of information: (agenda item 6).**

- (i) **Dog bins** – the Vice Chairman alerted the Clerk that the Dog Bins had not been collected Sunday. The bins to be checked again tomorrow and FOS UK contacted.

**253/19 To authorise bills for payment (agenda item 7)**

**Resolved:** To authorise bills for payment of £1633.32 Cllr Harding and Cllr Blatchford to authorise the BACs payments.

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

**254/19 Dates of the next meetings – (agenda item 8)**

16<sup>th</sup> December Parish Council Meeting, 7:30pm, Banwell Youth & Community Centre.

The Chairman closed the meeting at 19:50 .....

.....Chairman  
.....Date

**Bills for Payment - 18th November to 2nd December 2019**  
**Banwell Parish Council**

| Method | Payee               | Details  | Net Amount       | VAT            | Gross Amount     |  | Minute agreed | Power   |
|--------|---------------------|--|------------------|----------------|------------------|--|---------------|---|
|        | <b>Already Paid</b> |  |                  |                |                  |  |               | The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019 |
| BACs   | PKF                 | External Audit   | £400.00          | £80.00         | <b>£480.00</b>   |  | Audit         |   |
|        |                     |  |                  |                |                  |  |               |   |
|        | <b>To Pay</b>       |  |                  |                |                  |  |               |   |
| BACs   | Nibra               | East Street post   | £280.16          | £56.03         | <b>£336.19</b>   |  | H & S         |   |
| BACs   | Clerk Expenses      | Keys, batteries, padlocks, leads, spoons, bin liners etc.. | £159.64          | £10.49         | <b>£170.13</b>   |  | Expenses      |   |
| BACs   | Jason Lucas         | Plumbing work  | £200.00          |                | <b>£200.00</b>   |  | H & S         |   |
| BACs   | Chris Groves        | Tree survey  | £360.00          | £72.00         | <b>£432.00</b>   |  | 240/19 (i)    |   |
| BACs   | Somerset PFA        | Annual Membership  | £15.00           |                | <b>£15.00</b>    |  | 240/19 (ii)   |   |
|        |                     | <b>Totals</b>  | <b>£1,414.80</b> | <b>£218.52</b> | <b>£1,633.32</b> |  |               |   |



## MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD AT 7pm ON MONDAY 2<sup>nd</sup> DECEMBER 2019 AT BANWELL YOUTH AND COMMUNITY CENTRE

**PRESENT:** Councillors Paul Blatchford (Chairman), Steve Davies, Paul Harding & Nick Manley  
**IN ATTENDANCE:** Mrs Liz Shayler (Clerk), Cllr Phil Adams & District Cllr Ann Harley

### **045/19 To receive apologies for absence (agenda item 1)**

Apologies were received from Cllr Baird & District Councillor Cllr Haverson

### **046/19 To receive declarations of interest (agenda Item 2)**

Cllr Manley declared an interest in agenda item 4 (ii) & (vi) due to the proximity to his property.

### **047/19 To approve as a correct record the minutes of the Planning Committee Meeting held on the 4<sup>th</sup> November 2019 (agenda item 3).**

**Resolved** – That the minutes of the Planning Committee Meeting held on the 4<sup>th</sup> November 2019 be approved as a correct record of the meeting.

**The resolution was correctly proposed and seconded (Unanimous 1 abstention due to absence).**

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

### **048/19 To note and comment upon planning applications (agenda item 4)**

- (i) **19/P/2598/LB & 19/P/2603/LB** - 2-4 Castle Hill, Banwell. BS29 6NY. Listed building consent for the installation of a domestic electric vehicle charging point.

**Resolved** – To support this application

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

- (ii) **19/P/2635/FUL** – Land To The Rear Of The Ship Hotel, West Street, Banwell. Erection of 2 No. two-storey dwellings including access and parking.

**Cllr Manley left the meeting.**

**Resolved** – To object to this application as there is no material difference to the previous application. The Parish Council are mindful of the Inspector's decision on the previous application and conclude that this application still has an adverse impact on adjacent properties in relation to overlooking, proximity and loss of light.

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

**Standing orders were briefly suspended to allow Cllr Harley to comment that she would call this application in if the Planning Officer is minded to approve.**

**Cllr Manley returned to the meeting.**

- (iii) **19/P/2643/FUL** - Ivy House Farm, Wolvershill Road, Banwell. BS29 6LB. The construction of a single storey wooden garage structure to house an incinerator for Pet Cremation. The incinerator complying with DEFRA standards to have a standard flue venting to the exterior.

**Resolved** – To support this application.

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

- (iv) **19/P/2644/LDE** – Haybow Farm, Haybow, Hewish, Banwell. BS24 6RD. Application for certificate of lawfulness for existing development of conversion/extension of garage/store to residential accommodation to main dwelling.

This application was noted

- (v) **19/P/2662/RM** – Land of Churchland Way, Wolverhill Road, Banwell. Submission of reserved matters of access, appearance, landscaping, layout and scale for the erection of 88no. dwellings with associated works pursuant to outline planning permission 16/P/2744/OT2 (outline planning application with Environmental Statement with all matters reserved for subsequent approval for a residential development of up to 250 dwellings and associated infrastructure).

**Resolved** – To object to this application as whilst the requisite number of car parking is available it does not take into account visitor car-parking spaces. If this was allowed to go through then there would be similar problems to other estates in the area.

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

**Standing orders were briefly suspended to allow Cllr Harley to comment that she would call this application in if the Planning Officer is minded to approve.**

- (vi) **19/P/2694/TRCA** – 2 High Street, Banwell, BS29 6AA. T1, T2, T3 - Beech - Crown reduce by up to 4m. T4 - Mulberry - Raise crown by up to 3m. T5 - Horse Chestnut - Crown reduce by up to 3m. T6 - Yew - Crown reduce by up to 2.5m. T7, T8, T9 - Apple - Fell. T10- Holly - Crown reduce by up to 2m.

This application was noted

**049/19 To note planning decisions – (agenda item 5)**

- (i) **19/P/1079/FUL** - Towerbrook Farm, Catworthy Lane, Banwell. BS29 6PQ. Retrospective application for the conversion of agricultural barn to 2no. dwellings. **APPROVED**
- (ii) **19/P/1620/FUL** Rolstone Manor, West Rolstone Road, Hewish, Weston-super-Mare. BS24 6UR Retrospective application for the proposed new stone access drive for Rolstone Manor Farm. **APPROVED**
- (iii) **19/P/2354/FUH** - Court Farm, Moor Road, Banwell. BS29 6ET. Construction of an extension at first floor level. **APPROVED**
- (iv) **19/P/2405/NMA** – Moorsholm Wolverhill Road Banwell BS29 6DG. Non material amendment to application 18/P/2275/RM to allow the removal of road servicing plots 13-21 from adoptable areas of plan. **APPROVED**
- (v) **19/P/2704/FUL** – Gout House Farm West Rolstone Road Hewish Weston-super-Mare BS24 6UH. Erection of a timber framed agricultural building with monopitch roof for the storage of hay, straw and livestock. **WITHDRAWN**

**050/19 Date of the next meeting (agenda item 6)**

16<sup>th</sup> December 2019 7:30pm Parish Council Meeting, Youth & Community Centre  
6<sup>th</sup> January 2020 7pm Planning Committee Meeting, Youth & Community Centre

The Chairman closed the meeting at 19:25

.....Chairman

.....Date



# Banwell Parish Council

## MINUTES OF A MEETING OF THE YOUTH AND COMMUNITY CENTRE (YCC) COMMITTEE HELD AT THE YCC AT 7.45 P.M. ON MONDAY 2<sup>nd</sup> DECEMBER 2019

**Present:** Phil Adams, Phil Baird, Paul Blatchford, Paul Harding and Nick Manley (Chairman).

**In attendance:** Liz Shayler (Clerk) and Steve Davies.

**58/19 To receive apologies for absence: (agenda Item 1)**

Apologies were received from Cllr Maggie McCarthy

**59/19 To receive declarations of Interest (agenda Item 2)**

There were no declarations of interest received.

**60/19 To approve, as a correct record, the minutes of the Youth & Community Centre Committee minutes from the 4<sup>th</sup> November 2019 (agenda Item 3)**

**Resolved:** To approve, as a correct record, the minutes of the Youth & Community Centre Committee minutes from the 4<sup>th</sup> November 2019

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

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

**61/19 To agree the cost of £150 for the purchase of a Google Nest 3<sup>rd</sup> Generation Thermostat (agenda item 4)**

**Resolved:** To agree the purchase of Google Next Thermostat for £150

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

**62/19 To recommend to the Parish Council the Youth and Community Centre Budget and Youth Club budget (agenda item 5)**

**Resolved:** To recommend to the Parish Council the Youth and Community Centre Budget of £31,680 and Youth Club budget of £12,400.

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

**63/19 To receive the Clerk's report/exchange of information (agenda item 6)**

- i. **TV area** – this had now been completed and has received several compliments from other Youth & Community Centre users. The Chairman thanked YMCA Dulverton for organising it.
- ii. **Scouts** – the scouts had contacted the Clerk asking whether they would be able to store their wardrobes temporarily in the YCC. It was felt that if they would fit in the small storage area adjacent to the hall stairs that this wouldn't be a problem. The Scouts also wanted to negotiate the temporary use of the building whilst the Scout hut was rebuilt. This would be an item on the next agenda.

**64/19 To complete the YMCA Dulverton bimonthly appraisal process (agenda item 7)**

**Resolved:** The bimonthly appraisal process was completed resulting in a satisfactory outcome (see attached sheets). That the Committee recommend to Council that YMCA Dulverton have completed their four month probation.

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

**65/19 Date of Next Meeting (agenda item 8)**

Monday 3<sup>rd</sup> February 2019 at 7pm.

The meeting closed at 8:15pm.

Chairman.....

Date.....

DRAFT

## YMCA – BIMONTHLY REVIEW OF PERFORMANCE

Period under review September 9<sup>th</sup> to December 2<sup>nd</sup>

1. Are all contracted sessions being held? **Yes** / No  
Comments see YMCA report
2. Are the numbers attending increasing? **Yes** / No  
Comments see YMCA report. Currently everyone who has tried Youth Club has come back again.
3. Is a comprehensive range of activities being organized? **Yes** / No  
Comments see YMCA report
4. Are YMCA demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? Yes / **No**  
Comments...
5. YMCA arranging activities outside of the village? **Yes** / No  
Comments – a trip is organised for Icescape at the Tropicana for the 17<sup>th</sup> December.
6. Are YMCA seeking other sources of funding for Youth Club activities? Yes / **No**  
Comments – Future funding is being looked at in the New Year
7. Is any feedback from users/parents positive? **Yes** / No  
Comments – Young people have commented that it is nice to see each other out of school.
8. Have any complaints been received about the service? Yes / **No**  
Comments...
9. Have there been any behavioural issues at the Youth Club including damage? Yes / **No**  
Comments...
10. Have any unannounced visits been made by Committee members since the review? Yes/**No**  
Comments ...
11. Any other comments –
  - The TV area had been completed and had received compliments from other Youth & Community Centre users.
  - It was felt that the optimum number for Youth Club was 25
  - Outreach was being achieved by advertising on Facebook, as part of the Community Action Fortnight Film, Word of Mouth, Churchill School, the poster in various locations including the Parish Magazine.
12. Conclusion – **Satisfactory** / Unsatisfactory

13. Action points for YMCA

- Visit Banwell School to speak to the Year 6's about Youth Club

14. Action points for Youth Club Management Committee

- Look into the purchase of a larger TV, Playstation / Nintendo and whether the Bilbie Grange Developers Section 106 contribution could be used for this.
- The Clerk to investigate the need for an entertainment / music licence.

Signed.....

Date.....

**Banwell Report 2019**

| Date     | Number of staff | Total attendance of young people |
|----------|-----------------|----------------------------------|
| 10/09/19 | 2               | 2                                |
| 17/09/19 | 2               | 6                                |
| 24/09/19 | 2               | 6                                |
| 01/10/19 | 2               | 6                                |
| 08/10/19 | 2               | 6                                |
| 15/10/19 | 2               | 9                                |
| 22/10/19 | 2               | 9                                |
| 05/11/19 | 2               | 6                                |
| 12/11/19 | 2               | 9                                |
| 19/11/19 | 2               | 9                                |
| 26/11/19 | 2               | 9                                |

YMCA took over the Banwell youth club provision in September 2019 catering for young people in the locality aged 10-18 years. There was only two members at the time and they helped us to come up with ideas to grow the numbers of young people who can access the service. We have seen a steady rise in attendees, of which there is a consistent group attending each week.

For September and October the club has been free of charge in order to attract and encourage new members, as of November we began to charge £1 per session. The Club was taken on with a vast amount of resources already onsite including a pool table and outdoor play equipment. In the first few weeks we kept the structure to a minimum in order to build relationships with the young people, allowing instead for them to steer the sessions and lead with their ideas of activities.

The group's firm favourite is bulldog on the field at the rear of the building, this has also encouraged those that are not usually active to participate.

The general activities on offer each week include:

- Pool
- Table Tennis
- Badminton
- Frisbee Catch
- Mario Kart (Nintendo Switch)
- Outside games (Bulldog, Sneak etc.)
- Cooking
- Nerf gun war

- Issue based discussions around topics like how up to date school sex education is and the pressures and stress homework can have on some young people.

During October as part of the YMCA's community action fortnight, the young people came up with the idea of creating a mural in the TV snug area, so that others who use the centre could enjoy the space more. We asked the attendees to give us ideas of themes to include in the final drawing. We were given a vast range of inspiration which one of our staff members took and drafted a final drawing. We then asked for the young people's input in the final design before sending to the Parish Council to approve the project.

Once approved we started work on the 5<sup>th</sup> of November with the outlining and continued to add more each week with the finished product to be displayed on the 26<sup>th</sup> of November. The whole term has been absorbed by the community action project which has given the young people confidence to take ownership of this amazing project and be fully involved.

A small party for the group to celebrate their work was held on 26<sup>th</sup> Nov where we also said goodbye to Sam who has been leading the Youth club.

### Summary

The YMCA has been welcomed into the local community. We have provided a safe environment for young people to meet each week and get involved with the local community. As the club grows we will continue to promote the club through our social media and local pages in order to encourage more young people to have the opportunity to access the sessions.

Young people are happy with the sessions, we have encouraged a youth led programme and the fact that the young people are bringing friends speaks for itself. We have continued to ask for feedback on the sessions and more cooking will be on the programme. One of our young people thanked us for giving her the opportunity to meet with her friends outside of school. They live at opposite end of the parish and there is nowhere else to go.

The Community action project has offered the young people a chance to step outside the box and achieve something they didn't think they could.

We are currently planning a Christmas trip to icescape in Weston. This will be on the last week of the year.

The club will close on 17<sup>th</sup> December for the Christmas break and reopen again on the 7<sup>th</sup> Jan.

# **BANWELL PARISH COUNCIL**

## **CONTRACT FOR THE PROVISION OF A YOUTH CLUB SERVICE**

### **Parties to the Contract**

- (1) Banwell Parish Council, through its Youth & Community Centre Committee (the commissioner).
- (2) YMCA Dulverton (the contractor).

### **Service to be Provided**

The provision of a youth club service in the village. The core service to provide youth club sessions on a minimum of once a week.

### **Detailed Requirements**

Location – Banwell Youth & Community Centre, West Street, Banwell.

Frequency – A minimum of one session per week for 39 weeks throughout the year (as agreed with the commissioner) as follows -

The sessions will be held for 2 hours between the hours of 17:00 and 21.00. These are for school years 6 to 11 and/or ages 10 to 19 years.

Sessions to include a range of positive activities suitable for the age range in question, to meet the young people's needs which may include but will not be restricted to cookery, art, music, sport and citizenship. The provider will also provide appropriate advice and support in the areas of drug and alcohol misuse and sexual health.

As well as the core service, the commissioner will agree with the contractor other activities to meet the users' needs (e.g. occasional weekend or holiday daytime activities). In addition, as agreed with the commissioner, the contractor will undertake outreach work in the village to make contact with young people who do not currently make use of the service.

The contractor will also agree with the commissioner, activities and trips outside of the village with the possibility of an annual residential excursion.

### **Contract Period**

1st January 2020 until 31<sup>st</sup> December 2020. The contract may be extended, subject to satisfactory performance and negotiation between the commissioner and contractor.

The contractor is obliged to give 3 months' notice in writing to terminate their contract.

The length of notice which the contractor is entitled to receive from the Council to terminate their contract is 3 months in writing.

### **Payments**

The contractor will invoice the commissioner each month by the 2<sup>nd</sup> Monday of the month for payment of session costs. This will be paid by BACs in arrears.

## **Other Terms**

The contractor is required to comply with the following conditions –

- All staff to have been subject to an enhanced CRB disclosure.
- To hold appropriate liability insurance for the activities undertaken.
- To provide the commissioner with copies of their safeguarding/child protection/ equality policies and any relevant risk assessments.
- GDPR Compliant
- Any income received from subscriptions noted and subtracted from the sessional invoice.
- Any income received from tuck sales will be used to replenish stock.

Signed

Liz Shayler  
Banwell Parish Clerk on behalf of commissioner

Alli Waller  
YMCA Dulverton on behalf of contractor.

Date

## Bollard Comparison

| Contractor | Other Comments                    | Bollard                        | Approximate Cost |
|------------|-----------------------------------|--------------------------------|------------------|
| A          | Present lighting Contractor       | Removable, very robust         | £685             |
|            |                                   | Flattens more visual deterrent | £390             |
| B          | Have used contractor in the past. | Removable, very robust         | £700             |
|            |                                   |                                |                  |



Unit 9 Oakwood Business Park, Oldmixon Crescent, Weston-Super-Mare BS24 9AY Tel No- 01934417730

10 December 2019

Banwell Childrens Centre  
West Street  
Banwell  
Weston Super Mare  
BS29 6DB

Dear Liz,

*Ref: Entry System*

Thank you for your enquiry. After a recent visit to the above premises, I propose the following for the Intercom System:

Option 1 – Audio Only Intercom

- 1 Way Audio Entry Control Panel complete with Integral Digital Keypad, to be located adjacent to Entry/Exit Door
- 1 x 3amp Boxed Power Supply Unit, location to be advised
- 1 x Audio Handset, to be located in the Office
- 1 x Audio Handset, to be located in Reception
- Interface with existing door equipment

Total cost - £730.00+VAT

Option 2 – Access Controlled Intercom

- 1 Way Audio Entry Control Panel, to be located adjacent to Entry/Exit
- 2 x P50 Paxton Readers, to be located each side of the Main Entry/Exit Doors
- 1 x Net2 Paxton Controller to be located in above Power Supply Unit
- 1 x Desk Top Reader, to be located in the Office adjacent to PC (supplied by others)
- 1 x Net2 Software, to be installed on PC
- 1 x Paxton TCPIP Interface to connect to Access Control Equipment and PC

Total cost - £1,660.00+VAT

- Cards or Fobs are £45.00+VAT per pack of 10.  
Please advise quantity prior to installation.

If you would like to go ahead with this or you have any questions, please don't hesitate to contact me.

Yours Sincerely,  
Pete Coole  
DS Securities Ltd



**ATWORTH ARBORICULTURE LTD**  
**VISUAL TREE INSPECTION OF**  
**TREES FOR BANWELL PARISH COUNCIL**



**Prepared for:**  
**Banwell Parish Council,**  
**BS29 6BS**

**Atworth Arboriculture Ltd, 189 Purlpit, Atworth, Melksham, Wiltshire,**  
**SN12 8HJ.**

**01225 708508 / 07970 467918**

**The statements in this Report do not take account of the effects of extremes of climate, vandalism or accident, whether physical, chemical or fire (Atworth Arboriculture Ltd) cannot therefore accept any liability in connection with these factors, nor where prescribed work is not carried out in a correct and professional manner in accordance with current good practice. The authority of this Report ceases at any stated time limit within it, or if none stated after two years from the date of the survey or when any site conditions change, or pruning or other works unspecified in the Report are carried out to, or affecting, the subject tree(s), whichever is the sooner.**

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### **1. Scope of Survey**

- 1.1 The survey is concerned with the arboricultural aspects of the sites only.
- 1.2 No discussions took place between the surveyor and any other party concerning the trees.
- 1.3 The trees were inspected on the basis of the Visual Tree Assessment method expounded by Mattheck and Breloer (The Body Language of Trees, DoE booklet Research for Amenity Trees No 4, 1994).
- 1.4 Recommended tree works will be required to be in accord with British Standard 3998:2010 Tree Work [BS3998].
- 1.5 The planning status of the trees on site was not investigated.
- 1.6 Any observations made with regard to the condition of built structures are from the view of a lay person.

### **2. Survey Method**

- 2.1 The survey was conducted from ground level, with the aid of binoculars, to report any changes in condition and identify any trees presenting a hazard to life and property.

- 2.2 The height of each tree was estimated using a Trupulse Laser Hypsometer.
- 2.3 No tissue samples were taken nor was any internal investigation of the subject trees undertaken.
- 2.4 No soil samples were taken.
- 2.5 In some cases where groups of trees exist, they are discussed collectively as individual identification has been deemed unnecessary.
- 2.6 Where ivy smothers the trunk or crown it was not possible to fully survey the tree. Where it exists in abundance it has been noted within the tree survey schedule.
- 2.7 The survey is not a subsidence risk assessment and no consideration has been given to any influence the root system of the trees inspected may be having on the subsoil when making final conclusions.
- 2.8 The crown diameter was estimated by pacing and is given as an average figure.
- 2.9 The trunk diameters were measured in mm at 1.5 meters ground level or below the union between multi stemmed trees

### **3 Banwell Recreation Ground BS29 6BS:**

- 3.1 The area surveyed is a large open space with a fenced children's play area.
- 3.2 14 trees were inspected for the survey. The majority of the trees are Norway maples growing North adjacent to the A371.
- 3.3 There are 12 new trees in this area that have been recently planted. They are too small to be included in the survey.

### **4 Banwell Cemetery BS29 6EA**

- 4.1 There are only 2 trees within the cemetery. One of the trees, a cherry is in poor condition but in a low target area should it fail

## 5 Riverside Open Space BS29 6EE

5.1 A total of 8 trees in a grassy area between the road and the properties

## 6 Banwell, Winscombe, and Sandford Children's centre BS29 6EA

6.1 A total of 9 trees in the grounds of the Children's centre, off of the car park.

## 7. Recommendations

7.1 Recommendations for maintenance are given within the appended survey schedule. The recommended works should be carried out to a minimum standard "Tree Work" BSI 3998: 2010 and only contractors capable of working to that standard should be employed. Contractor's staff should also have appropriate craft certificates of competency.

7.2 In the exercise of your duty of care in terms of tree safety, it is recommended that the subject trees should be re-inspected annually and no less than every two years or after extremely strong winds or a change in site circumstances.

7.3 There have been, over the last five years, a number of high-profile court cases involving death and injury from trees, two described below. For that reason, it is strongly believed that there is a need to demonstrate that work is carried out to improve safety to life and property. It is recommended that Appendix B describing Acts of Parliament and Trees be considered.

**The Birmingham Case.** Birmingham City Council (BCC) was operating a reactive tree management system. A tree fell and killed three people. The Health and Safety Executive brought and won a court case against BCC under the Health and Safety at Work Act 1974. Expert witnesses confirmed that the tree had obvious defects that would have been noted and acted upon had the tree been inspected by a suitably experienced Arboriculturalist. BCC had not ensured that their property was safe for staff, contractors or the public because they did not have a proactive system of inspecting and maintaining their trees.

**Chapman v Barking and Dagenham LBC.** A Council owned tree failed and caused harm. The summary included the following:

"I am satisfied that, despite all encouragement and advice both from external sources and to some extent from their own officers, the defendant Council did not at any relevant time appreciate the distinction between making lists of trees and routine maintenance, as opposed to systematic expert inspection as often as would reasonably be required. I find that no such inspections were ever made, that it was a clear duty on the defendants to make them and that they have failed in that duty."

This case indicates that Councils and landowners have a duty to employ an expert to systematically inspect their trees.

## **Wildlife**

- 8.1 Consideration should be given to wildlife, birds and bats. Care needs to be taken to protect the valuable habitat and to balance these interests before carrying out work to trees. The Wildlife and Countryside Act 1981 (as amended) protects the roosts and nesting sites of birds and bats and requires consultation with the statutory bodies, i.e. Natural England before carrying out harmful operations. For instance, heavy fines of up to £5000 for each bat killed are now in place. The Countryside and Rights of Way Act 2000 also makes it an offence to damage or destroy bats and other species. Stronger legislation is now in place with the Habitat Regulations amended in 2007 from the EC, listing many of the species under threat. It may be prudent to carry out a bat survey prior to where any work is to be carried out to mature trees with significant cavities and bark crevices and to check carefully for nesting birds. Trees heavily covered in ivy are potential roosting sites and should be checked by tree surgeons prior to carrying out work and perhaps delaying works until nesting is finished. If in doubt always seek advice from the statutory body and the site Conservation Officer if one is in place.

## **9. Date of inspection and weather conditions**

- 9.1 The site was inspected on the 6<sup>th</sup> November 2019, the weather was wet and overcast.



Vince Caine BSc  
November 25<sup>th</sup> 2019

## Recreation Ground

| Tree | Species      | Height | Diameter<br>mm     | Spread<br>m | Age<br>class | Comments   | Recommendations. |
|------|--------------|--------|--------------------|-------------|--------------|--|------------------|
| T1   | Norway Maple | 9      | 335                | 4           | Mature       |  |                  |
| T2   | Sycamore     | 10     | 350,120<br>210,135 | 4           | Mature       |  |                  |
| T3   | Norway Maple | 11     | 410                | 5           | Mature       | Some bark damage.<br><br>Pruned back from power line |                  |
| T4   | Norway Maple | 10     | 390                | 4           | Mature       | Weak union<br><br>Pruned back from power line        |                  |
| T5   | Norway Maple | 10     | 480                | 4           | Mature       | Pruned back from power line                          |                  |
| T6   | Norway Maple | 10     | 250,190,210        | 4           | Mature       | Pruned back from power line                          |                  |
| T7   | Norway Maple | 11     | 440                | 5           | Mature       | Pruned back from power line                          |                  |

|     |              |    |     |   |        |   |  |
|-----|--------------|----|-----|---|--------|---|--|
| T8  | Norway Maple | 9  | 540 | 4 | Mature | Pruned back from power line   |  |
| T9  | Norway Maple | 9  | 415 | 5 | Mature | Pruned back from power line   |  |
| T10 | Norway Maple | 10 | 430 | 5 | Mature | Pruned back from power line   |  |
| T11 | Norway Maple | 11 | 485 | 4 | Mature | Pruned back from power line   |  |
| T12 | Norway Maple | 10 | 450 | 5 | Mature | Pruned back from power line   |  |
| T13 | Norway Maple | 9  | 440 | 5 | Mature | Dead wood but not over a target area<br>Pruned back from power line |  |
| T14 | Elm          | 7  | 220 | 3 | Mature | Leaning into park   |  |

## Riverside Open Space

| Tree | Species     | Height<br>m | Diameter<br>mm | Spread<br>m | Age<br>class   | Comments   | Recommendations         |
|------|-------------|-------------|----------------|-------------|----------------|--|-------------------------|
| T1   | Poplar      | 8m          | 960cm          | 8m          | Over<br>mature | Some Deadwood in crown.<br>Large limb has been removed<br>at base. Pollarded. Has shed<br>some dead wood | Re inspect in 24 months |
| T2   | Lime        | 9m          | 530cm          | 9m          | Mature         | Sucker and epicormic growth  |                         |
| T3   | Sycamore    | 8m          | 460cm          | 10m         | Mature         |  |                         |
| T4   | Oak         | 6m          | 340cm          | 8m          | Semi<br>mature |  |                         |
| T5   | Rowan       | 5m          | 180cm          | 3m          | Mature         |  |                         |
| T6   | Field Maple | 6m          | 220            | 3m          | Semi<br>mature |  |                         |
| T7   | Field Maple | 6m          | 360cm          | 6m          | Mature         |  |                         |

|    |      |    |       |    |        |               |  |
|----|------|----|-------|----|--------|---------------|--|
| T8 | Lime | 8m | 360cm | 6m | Mature | Sucker growth |  |
|----|------|----|-------|----|--------|---------------|--|

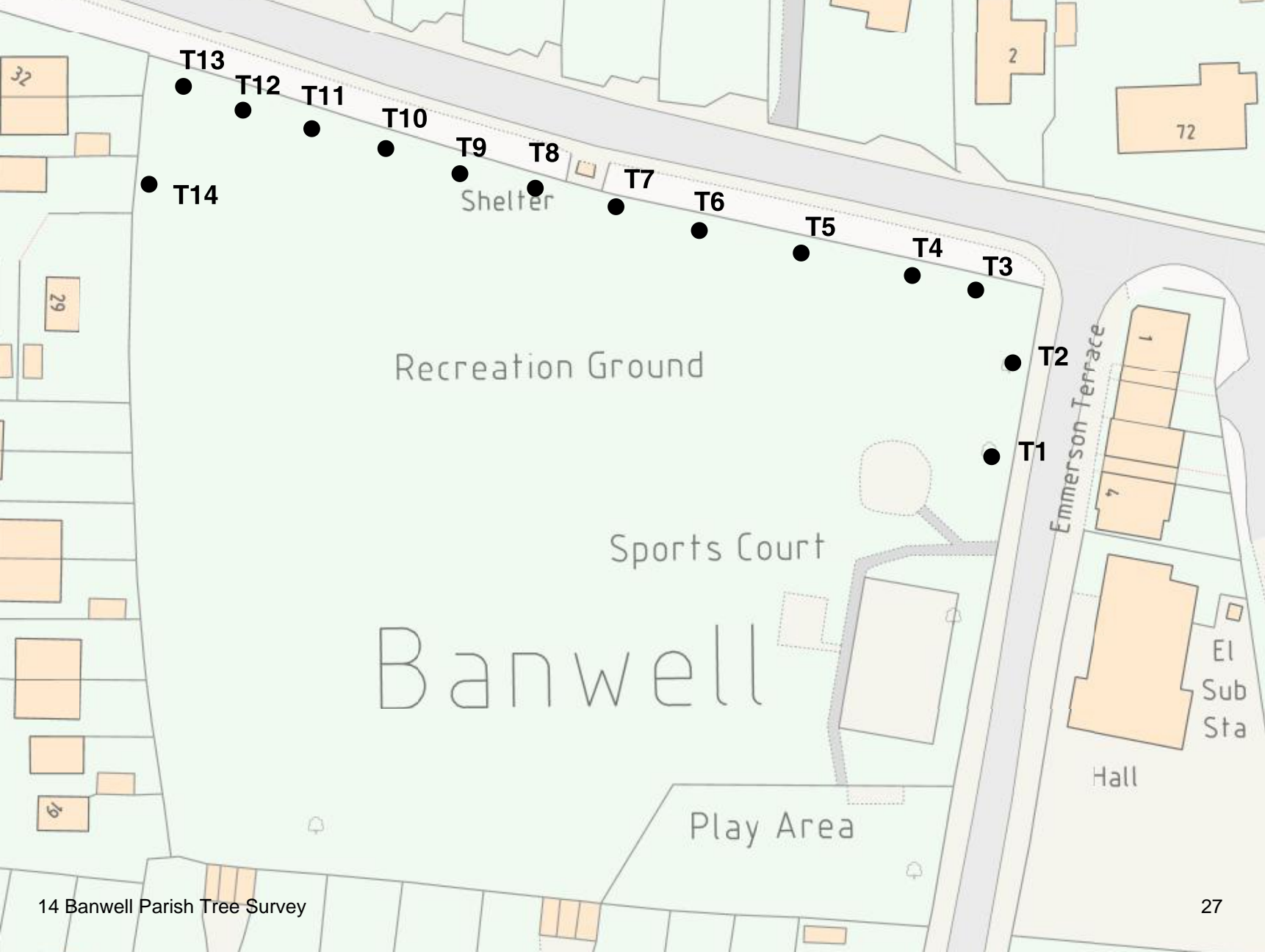
### Banwell Cemetery

| Tree | Species         | Height<br>m | Diameter<br>mm | Spread m | Age<br>class | Comments   | Recommendations |
|------|-----------------|-------------|----------------|----------|--------------|--|-----------------|
| T1   | Silver Birch    | 15          | 600            | 4        | Mature       | Chain around base which left in situ will harm tree                        | Remove chain    |
| T2   | Japanese Cherry | 4           | 400            | 2        | Mature       | Old pollard, no regrowth from pollard point. Basal decay. Low target area. |                 |

**Children's Centre**

| Tree | Species            | Height m | Diameter<br>mm | Spread m   | Age<br>Class | Comment                      | Recommendations                |  |
|------|--------------------|----------|----------------|------------|--------------|------------------------------|--------------------------------|--|
| T1   | Cherry             | 5        | 370            | 6          | Mature       |                              |                                |  |
| T2   | Cherry             | 5        | 360            | 7          | Mature       | Bifurcates 90cm              |                                |  |
| T3   | Cherry             | 6        | 340            | 5          | Mature       |                              |                                |  |
| T4   | Cherry             | 5        | 440            | 4          | Mature       |                              |                                |  |
| T5   | Cherry             | 6        | 350            | 6          | Mature       |                              |                                |  |
| T6   | Ash                | 9        | 480            | 6          | Mature       | No ash dieback               |                                |  |
| T7   | Ash                | 7        | 250<br>210     | 240<br>260 | 5            | Mature                       | Crossing limbs, No ash dieback |  |
| T8   | Leyland<br>Cypress | 10       | 450            | 6          | Mature       |                              |                                |  |
| T9   | Leyland<br>Cypress | 10m      | 455            | 5          | Mature       | Roots pushing through tarmac |                                |  |

|            |                   |   |     |   |                |   |  |
|------------|-------------------|---|-----|---|----------------|---|--|
| Group<br>1 | Elms,<br>Sycamore | 6 | 200 | 3 | Semi<br>mature | Group along the west<br>boundary of the field.<br>Sycamore dead |  |
|------------|-------------------|---|-----|---|----------------|---|--|



T13

T12

T11

T10

T9

T8

T7

T6

T5

T4

T3

T2

T1

T14

Shelter

Recreation Ground

Sports Court

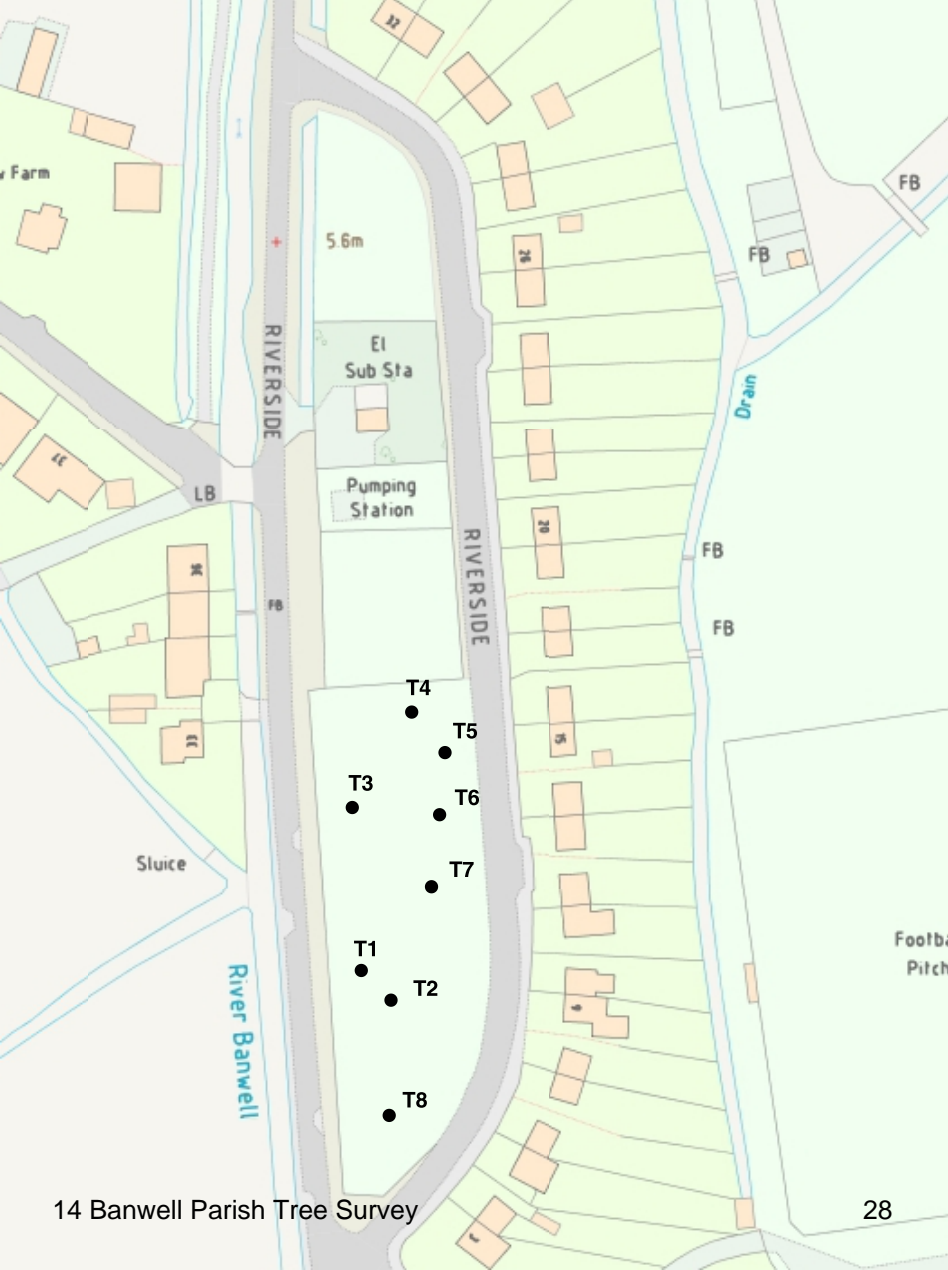
Banwell

Play Area

Emmerson Terrace

El Sub Sta

Hall





T1



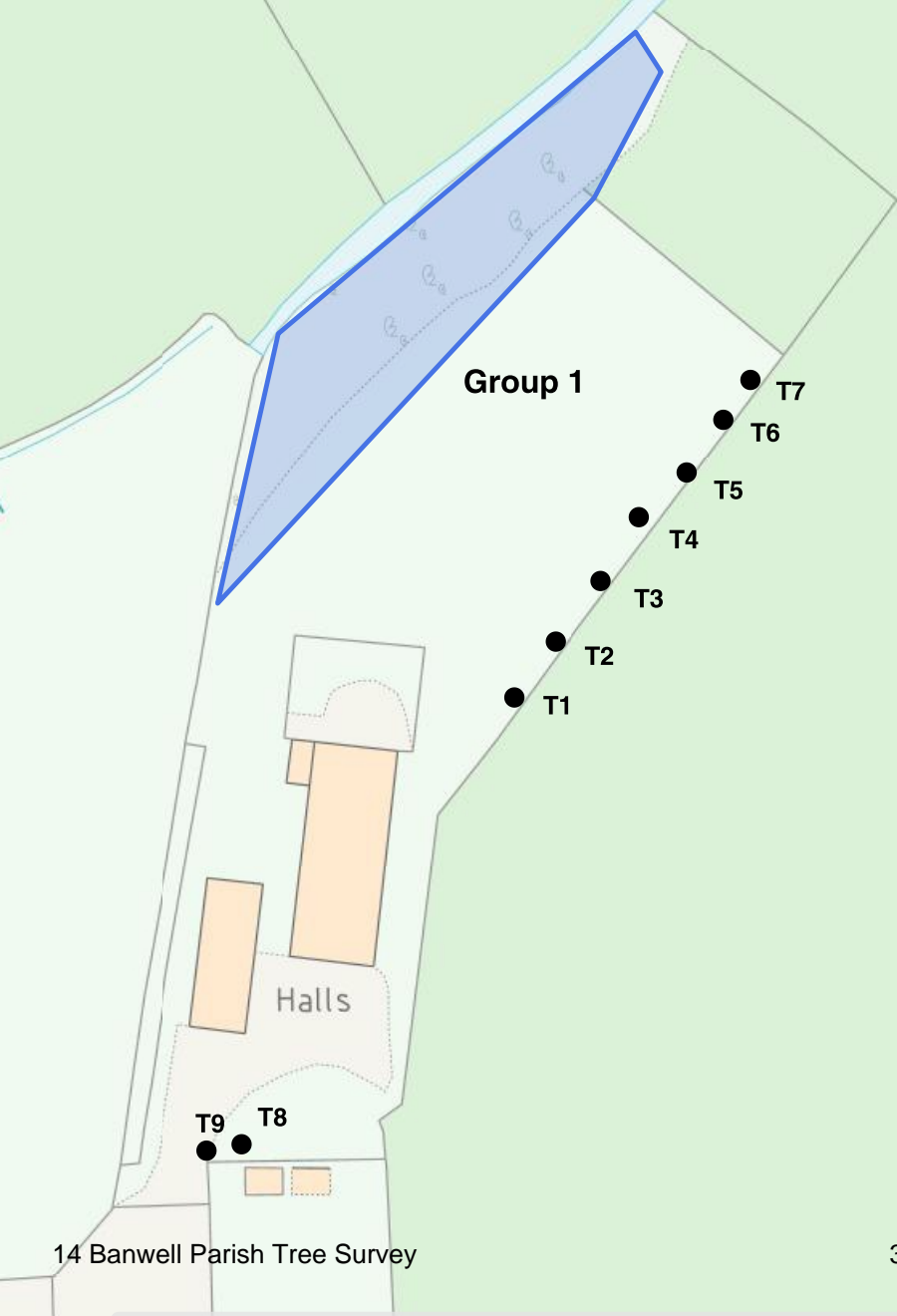
Banwell Cemetery

T2



Path

Abbey



**Group 1**

**T7**

**T6**

**T5**

**T4**

**T3**

**T2**

**T1**

**Halls**

**T9**

**T8**

## **Neighbourhood Planning**

Following the decision of the Parish Council at the Parish Council meeting in October to invite the Neighbourhood planning officer from North Somerset to speak to us, the meeting took place on November 22<sup>nd</sup>.

Celia Dring attended on behalf of North Somerset and was able to bring with her Alex Fear who is overseeing the rerouting of the A368/ A371. There was a detailed discussion on the advantages and disadvantages of a neighbourhood plan for Banwell.

The advantage of a neighbourhood plan is that the Parish Council, who currently get 15%, will get 25% of the Community Infrastructure Levy (CIL) money. However, it could be argued that this means less of the CIL money going to North Somerset who would then have less to spend on any infrastructure needs which in turn might then be left to the Parish Council. The implementation of these sorts of schemes might well be beyond our abilities / resources.

It was noted that Winscombe & Churchill Parish Councils designated their neighbourhood plan area in 2015 but they have still not completed their plans. Therefore the time and commitment cannot be underestimated. A neighbourhood plan on average takes between 18 months and 2 years and costs on average between £15,000 and £25,000 but can only run for the Local Authorities present plan period which in Banwell's case would be until 2026. At the moment we are at the wrong end of the planning cycle for it to have a significant benefit to the community.

In summary, whilst it was felt that neighbourhood plans were of benefit to a community this was not the right time for Banwell. The time and commitment needed to develop a neighbourhood plan at this time would be better spent working with North Somerset on their Local Plan including the bypass and a potential garden village. The key message from North Somerset was that they would like to work very closely with us. A part of the bid includes money dedicated to improving the infrastructure in the village and it was felt the Parish Council were best placed to work with North Somerset to help provide the best for the village.

## Riverside Play Area



### Consultation replies received

#### Emails 6

- All suggested Seating / Picnic Benches
- 5 Toddler / key stage 1 play equipment
- 1 proper gate to play area and set of goal posts

#### Phone call / visit 2

- toddler / Key stage 1 play equipment & picnic benches

#### Facebook 1

- keep fit equipment and picnic benches

1 swing seat is in monitoring phase and will need to be replaced.  
No DDA accessible equipment.



| Department | Budget 2018-19 | Actual | Budget 2019 - 20 | Spend 1 April - 1st Dec 19 | Anticipated Spend 2019 - 20 | Comments | Draft Budget 2020 - 21 | Precept | Reserves |
|------------|----------------|--------|------------------|----------------------------|-----------------------------|----------|------------------------|---------|----------|
|------------|----------------|--------|------------------|----------------------------|-----------------------------|----------|------------------------|---------|----------|

### Cemetery & Memorials

|                                      |               |              |               |               |               |   |               |              |             |
|--------------------------------------|---------------|--------------|---------------|---------------|---------------|---|---------------|--------------|-------------|
| Grass cutting                        | 1,950         | 1,950        | 1,950         | 1300.5        | 1,940         | No anticipated increase                         | 1,950         | 1,950        | 0           |
| Paths / Trees & Garden               | 350           | 60           | 350           | 0             | 90            |   | 300           | 300          | 0           |
| Making up graves                     | 200           | 0            | 280           | 0             | 120           |   | 200           | 200          | 0           |
| Cemetery / Memorial work contingency | 4,000         | 4,373        | 6,000         | 706           | 1,500         | War memorial due to be cleaned. Apply for grant | 5,000         | 2,500        | 2500        |
| <b>TOTAL</b>                         | <b>£6,500</b> | <b>6,383</b> | <b>£8,580</b> | <b>£2,007</b> | <b>£3,650</b> |   | <b>£7,450</b> | <b>4,950</b> | <b>2500</b> |

### YCC

|                           |               |              |                |               |                |                               |                |               |                |
|---------------------------|---------------|--------------|----------------|---------------|----------------|-------------------------------|----------------|---------------|----------------|
| Repairs & Maintenance     | £4,946        | £2,909.00    | £2,946         | £1,554        | £2,400         | North Somerset figures in red | £3,000         | £2,000        | £1,000         |
| YCC upgrade               | New           | New          | New            | New           | £5,000         | Grants                        | £18,000        | £8,000        | £10,000        |
| CCTV                      | Unknown       | Unknown      | £2,000         | 2195          | 3000           |                               | £2,000         | £1,000        | £1,000         |
| Electricity               | £1,036        | £1,380.55    | £1,035.52      | £669          | £900           |                               | £1,000         | £1,000        | £0             |
| Gas                       | £2,631        | £2,512.87    | £2,630.99      | £773          | £1,200         |                               | £1,500         | £1,500        | £0             |
| Water                     | £601          | £704.76      | £601.22        | 334,24        | £601           |                               | £650.00        | £650.00       | £0             |
| Waste Collection          | £176          | 0            | £147           | £82           | £460           |                               | £650           | £650          | £0             |
| Cleaning & supplies       | £2,818        | 2625.49      | £2,818         | £1,462        | £2,300         |                               | £2,500         | £2,500        | £0             |
| Subtotal for comparison   | £12,208       | £10,132.67   | £12,179        | £6,736        | £15,861        |                               |                |               |                |
| Office Equip inc software | 4500          | 3,583        | £3,000         | 1,483         | 2,000          |                               | £3,000         | £2,000        | £1,000         |
| Phone internet            | 500           | 452.69       | £500           | 422.52        | 600            | Includes 2nd line             | £600           | £600          | £0             |
| Grass cutting             | New           | New          | 350            | 212.64        | 500            |                               | 850            | 850           | 0              |
| fence / hedge             | New           | New          | 280            | 0             | 90             |                               | 280            | 280           | 0              |
| <b>TOTAL</b>              | <b>£5,000</b> | <b>4,036</b> | <b>£16,309</b> | <b>£8,854</b> | <b>£19,051</b> |                               | <b>£34,030</b> | <b>21,030</b> | <b>£13,000</b> |

### Clerk and Administration

|                           |                |               |                |                |                |  |                |               |             |
|---------------------------|----------------|---------------|----------------|----------------|----------------|--|----------------|---------------|-------------|
| Salary & NI               | 20,500         | 20,201        | 22,500         | 17,556         | 20,000         | Poss 1% inc, optional spinal point, poss admin assistant 20hrs a month LC1 £2500 | 26,000         | 25,000        | 1000        |
| Clerk's Pension provision | 400            | 862.31        | 650            | 974.01         | 1200           | Figure on system is employee & employer clerk pays own                           | 650            | 650           | 0           |
| Office Rental             | 2830           | 2,805         | 0              | 0              | 0              |  | 0              | 0             | 0           |
| Room hire                 | 270            | 590           | 64             | 21             | 21             |  | 0              | 0             | 0           |
| Advertising               | 300            | 132           | 300            | 120            | 300            |  | 300            | 300           | 0           |
| Insurance                 | 2200           | 2,623         | 2122.87        | 2,185          | 2,185          | 2yrs left  | 2123           | 2123          | 0           |
| Subscriptions             | 700            | 870.24        | 800            | 71             | 869.04         | ALCA / SLCC inc  | 900            | 900           | 0           |
| Audit fees                | 900            | 843.75        | 1000           | 50             | 900            | Increase due to council over 100K  | 1000           | 1000          | 0           |
| Legal costs               | 200            | 69.85         | 200            | 67             | 1200           |  | 500            | 200           | 300         |
| Training Clerk            | 1000           | 878.8         | 1000           | 445            | 500            |  | 800            | 600           | 200         |
| Training Cllrs            | see above      | 563.8         | see above      | 555            | 700            |  | 600            | 600           | 0           |
| Risk Assessments          | 300            | 250.33        | 155            | 202.5          | 300            | Now split with rec   | 300            | 300           | 0           |
| Chairman's Allowance      | 100            | 60            | 100            | 99.75          | £240           |  | 250            | 250           |             |
| Grants and Donations      | 2500           | 9,527         | 6000           | 1,060          | 4,700          | CAB this year  | 7000           | 5000          | 2000        |
| Bank Charges              | 0              | 65            | 100            | 36             | 70             |  | 100            | 100           | 0           |
| <b>TOTAL</b>              | <b>£32,200</b> | <b>40,341</b> | <b>£34,992</b> | <b>£23,442</b> | <b>£33,185</b> |  | <b>£40,523</b> | <b>37,023</b> | <b>3500</b> |

| Environment            |                |                |                |                |                |   |                |                |             |
|------------------------|----------------|----------------|----------------|----------------|----------------|---|----------------|----------------|-------------|
| Fence and Tree Work    | 450            | 413.33         | £400           | 185            | 275            | Split with YCC and Rec                        | £300           | £300           | 0           |
| Village Orderly        | £4,710         | 4,710          | £4,710         | 3,140          | 4,710          | No anticipated increase                       | £4,710         | £4,710         | 0           |
| Dog Bins               | £4,233         | 3,543          | £4,080         | 3,086          | 4,438          | New contractor                                | £4,080         | £4,080         | 0           |
| Grass Cutting          | £1,850         | 1,741          | £1,850         | 1,131          | 1,450          | Now split with YCC                            | £850           | £850           | 0           |
| Riverside & Defib      | £2,000         | 1321.75        | £3,520         | 1,450          | 2,100          |   | £2,500         | £2,000         | 500         |
| Environmental projects | £6,000         | 1643.2         | £4,000         | 4279.1         | 4279.1         | Includes 6 dog bins                           | £3,000         | £2,000         | £1,000      |
| Environmental Grant    | £7,149         | 1210           | £2,500         | 0              | 2000           | Rest of grant to be used for YCC improvements | £2,000         | £2,000         | 0           |
| <b>TOTAL</b>           | <b>£26,392</b> | <b>£14,582</b> | <b>£21,060</b> | <b>£13,271</b> | <b>£19,252</b> |   | <b>£17,440</b> | <b>£15,940</b> | <b>1500</b> |

| Highways                  |                |               |                |                |                |                                  |                |               |            |
|---------------------------|----------------|---------------|----------------|----------------|----------------|----------------------------------|----------------|---------------|------------|
| Power                     | 2,400          | 2,208         | 2,000          | 1,364          | 2,000          | New LED lights                   | 1,800          | 1,800         | 0          |
| Maintenance               | 2,000          | 2,960         | 3500           | 1750           | 3,500          | New lighting contract 3yrs fixed | 3500           | 3500          | 0          |
| Upgrades                  | 1,000          | 0             | 5300           | 7875           | 7875           | 15 LED lights                    | 7900           | 7900          | 0          |
| 6 yr inspect              | 0              | 0             | 0              | 0              | 0              | Completed in 2017                | 0              | 0             | 0          |
| Highways related projects | £8,000         | 102.38        | 4000           | £280           | £600           |                                  | 1500           | 1000          | 500        |
| <b>TOTAL</b>              | <b>£13,400</b> | <b>£5,271</b> | <b>£14,800</b> | <b>£11,269</b> | <b>£13,975</b> |                                  | <b>£14,700</b> | <b>14,200</b> | <b>500</b> |

| Recreation Ground        |               |               |               |               |                |                         |               |              |            |
|--------------------------|---------------|---------------|---------------|---------------|----------------|-------------------------|---------------|--------------|------------|
| Rec Grass Cutting        | 1,700         | 1,700         | 1,310         | 1,134         | 1,700          | No anticipated increase | 1,700         | 1,700        | 0          |
| Rec Maintenance          | 1,000         | 1,217         | 2000          | 517.61        | 2,200          |                         | 2500          | 2000         | 500        |
| Rec Trees and Fence Work | 900           | 912           | 500           | 0             | 90             | Split from Env          | 150           | 150          | 0          |
| Annual inspections       | 217           | 0             | 310           | 100           | 407            |                         | 400           | 400          | 0          |
| Play Equipment           | 0             | 0             | 0             | 1874.67       | 32,400         |                         | 0             | 0            | 0          |
| <b>TOTAL</b>             | <b>£3,817</b> | <b>£3,829</b> | <b>£4,120</b> | <b>£3,626</b> | <b>£36,797</b> |                         | <b>£4,750</b> | <b>4,250</b> | <b>500</b> |

| Youth Club                               |                |                |                |             |               |                                    |                |               |             |
|--|----------------|----------------|----------------|-------------|---------------|------------------------------------|----------------|---------------|-------------|
| Youth Club staffing                      | £11,600        | 6967.54        | £11,600        | £560        | £2,400        | Currently 1 day possible inc to 2. | £10,000        | £9,000        | 1000        |
| Youth Club programme                     | £2,000         | 1252.45        | £2,000         | £150        | £250          |                                    | £500           | £0            | 500         |
| Computers - match funded                 | £0             | 0              | £1,000         | 0           | £0            | Carry forward                      | £1,000         | £0            | £1,000      |
| Extraordinary activities inc Residential | £1,300         | 0              | £800           | £0          | £0            | Grant from NS                      | £1,800         | £0            | 0           |
| Subs                                     | -£900          | -£206          | £0             | £0          | -£200         | £1 per person                      | -£400          | -£400         | 0           |
| <b>TOTAL</b>                             | <b>£14,000</b> | <b>8014.49</b> | <b>£15,400</b> | <b>£710</b> | <b>£2,450</b> |                                    | <b>£12,900</b> | <b>£8,600</b> | <b>2500</b> |

|                          |                 |               |                 |                   |                    |  |                 |                |                |
|--------------------------|-----------------|---------------|-----------------|-------------------|--------------------|--|-----------------|----------------|----------------|
| <b>TOTAL EXPENDITURE</b> | <b>£101,309</b> | <b>82,457</b> | <b>£115,261</b> | <b>£63,178.40</b> | <b>£128,360.36</b> |  | <b>£124,343</b> | <b>105,993</b> | <b>£24,000</b> |
|--------------------------|-----------------|---------------|-----------------|-------------------|--------------------|--|-----------------|----------------|----------------|

**INCOME**

|  |                |                   |               |               |                |                              |                |                |          |
|--|----------------|-------------------|---------------|---------------|----------------|------------------------------|----------------|----------------|----------|
| Village Orderly Grant                    | £435.81        | £435.81           | 435.81        | 435.81        | 435.81         | Concern this will not exist. | 435.81         | 435.81         | 0        |
| Children's Centre Rent                   | £2,500         | £2,500            | 100           | 480           | 1,060          |                              | 1,300          | 1,300          | 0        |
| Children's Centre Stipend                | £0             | £8,803            | 1,000         | 1,000         | 1,000          |                              | 0              | 0              | 0        |
| Misc income                              | 30             | £1,273            | 100           | 157.17        | 200            |                              | 200            | 200            | 0        |
| Council Tax Support Grant                | 3,700          | 2,130             | 0             | 0             | 0              | Removed                      | 0              | 0              | 0        |
| CIL                                      | 0              | 0                 | 0             | 400           | 400            |                              | 3000           | 3000           |          |
| Solar panel grant from New Solar Banwell | 7149           | £7,149            | 7149          | 7149          | 7149           |                              | 7149           | 7149           | 0        |
| <b>INCOME</b>                            | <b>£13,815</b> | <b>£22,290.26</b> | <b>£8,785</b> | <b>£9,622</b> | <b>£10,245</b> |                              | <b>£12,085</b> | <b>£12,085</b> | <b>0</b> |

|  |                |                   |                 |                |                 |                 |               |          |
|--|----------------|-------------------|-----------------|----------------|-----------------|-----------------|---------------|----------|
|  | 88,897         |                   | 88,896          |                |                 | Budget          | Precept       | Reserves |
|  | <b>£87,494</b> | <b>£68,642.06</b> | <b>£106,476</b> | <b>£53,556</b> | <b>£118,116</b> | <b>£112,258</b> | <b>93,908</b> |          |

|                           |   |      |        |      |      |                                 |        |   |  |
|---------------------------|---|------|--------|------|------|---------------------------------|--------|---|--|
| Cemetery income           | 2500  | 7000 | £3,000 | 2123 | 3000 | Not part of budget as earmarked | £3,000 | 0 |  |
| Section 137 Contributions | In May 2019 Banwell Parish Council resolved to adopt the General Power of Competence. |      |        |      |      |                                 |        |   |  |

|   |                |
|---|----------------|
| <b>GENERAL RESERVES (ESTIMATED AT 30.04.20)</b>           | <b>£90,000</b> |
| <b>CEMETERY EXTENSION RESERVE ON 30.11.19</b>             | <b>£89,582</b> |
| <b>CEMETERY EXTENSION RESERVE (ESTIMATED AT 30.04.20)</b> | <b>£90,000</b> |

Band D £84.30  
 Last year Band D £83.82  
 Increase of 0.6% or 48p a year or 4p a month

The budget reflects what I feel we need. The precept requirement is the absolute minimum and then the reserves are what we might need. We need to be seen to be using some of the reserves as currently we have about 100% of the precept in reserves.

**Bills for Payment - 4th December to 16th December 2019**  
**Banwell Parish Council**

| Method | Payee                 | Details  | Net Amount       | VAT            | Gross Amount     | Minute agreed | Power   |
|--------|-----------------------|--|------------------|----------------|------------------|---------------|---|
| DD     | Mainstream            | Phone and Broadband (DD 16.12.19)                        | £5.69            | £1.13          | <b>£6.82</b>     | 118/19        | The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019 |
| DD     | E-ON                  | Streetlight Power (DD 15.12.19)                          | £142.27          | £7.11          | <b>£149.38</b>   | 118/19        |   |
| BACS   | J K Gardening         | Grass cutting @ Rec Ground & Knightcott Bank             | £141.75          |                | <b>£141.75</b>   |               |   |
| BACS   | J K Gardening         | Grass cutting @ Riverside                                | £70.87           |                | <b>£70.87</b>    |               |   |
| BACS   | J K Gardening         | Grass cutting @ YCC                                      | £70.88           |                | <b>£70.88</b>    |               |   |
| BACS   | J K Gardening         | Grass cutting @ Banwell Cemetery                         | £162.50          |                | <b>£162.50</b>   |               |   |
| BACS   | J K Gardening         | Village orderly  | £392.50          |                | <b>£392.50</b>   |               |   |
| BACS   | J K Gardening         | Tree planting and associated works <b>Total £1338.50</b> | £500.00          |                | <b>£500.00</b>   | NL Grant      |   |
| BACS   | FOS UK                | Dog Bin emptying   | £338.00          |                | <b>£338.00</b>   | 177/19        |   |
| BACS   | Insight Cleaning      | YCC Cleaning   | £192.00          |                | <b>£192.00</b>   | YCC 39/19     |   |
| BACS   | SLCC                  | Webinar  | £30.00           | £6.00          | <b>£36.00</b>    | 028/19 (iii)  |   |
| BACS   | Webglu                | Quartely website charge                                  | £60.00           | £12.00         | <b>£72.00</b>    | 151/17        |   |
| BACS   | PPL/PRS Invoice       | YCC licence  | £432.50          | £86.50         | <b>£519.00</b>   | Legal         |   |
| BACS   | GB Sport              | ROSPA Annual Inspection                                  | £225.00          | £45.00         | <b>£270.00</b>   | 218/19        |   |
| BACS   | Cathedral Leasing     | Hygiene Services   | £129.99          | £26.00         | <b>£155.99</b>   | H & S         |   |
| BACS   | Banwell Garden Centre | Christmas Tree   | £100.00          | £20.00         | <b>£120.00</b>   | 240/19 (iv)   |   |
| BACS   | Banwell Garden Centre | Tree planting and associated works <b>Total £415</b>     | £245.83          | £49.17         | <b>£295.00</b>   | NL Grant      |   |
| BACS   | Calor                 | Gas refill   | £431.20          | £21.56         | <b>£452.76</b>   | 39/19         |   |
| BACS   | Sutcliffe             | MUGA panel   | £468.52          | £93.70         | <b>£562.22</b>   | 195/19 (iv)   |   |
| BACS   | E. Shayler            | Nest Thermostat & Overtime                               | £195.22          | £24.83         | <b>£220.05</b>   | YCC 61/19     |   |
| SO     | E. Shayler            | Clerk's Salary (SO 23.12.19)                             | £1,526.54        |                | <b>£1,526.54</b> | 118/19        |   |
| DD     | E-ON                  | YCC power (DD 28.12.19)                                  | £132.78          | £6.64          | <b>£139.42</b>   | YCC 20/19     |   |
| DD     | Nest                  | Pension contributions (DD 28.12.19)                      | £142.47          |                | <b>£142.47</b>   | 118/19        |   |
| VDD    | Land Registry         | 1st Registration   | £90.00           |                | <b>£90.00</b>    | 118/19        |   |
| DD     | NS Council            | Waste Collection (DD 01.01.19)                           | £14.50           |                | <b>£14.50</b>    | 118/19        |   |
| DD     | TV Licence            | YCC TV licence (02.01.20)                                | £154.50          |                | <b>£154.50</b>   |               |   |
| BACS   | HMRC                  | PAYE and NI for Sept (12.01.19)                          | £538.02          |                | <b>£538.02</b>   |               |   |
|        |                       | <b>Totals</b>  | <b>£6,933.53</b> | <b>£399.64</b> | <b>£7,333.17</b> |               |   |

## Banwell Parish Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

|          | <b>Bank Reconciliation at 30/11/2019</b>            |           |                   |
|----------|---|-----------|-------------------|
|          | Cash in Hand 01/04/2019                             |           | 185,918.17        |
|          | <b>ADD</b><br>Receipts 01/04/2019 - 30/11/2019      |           | 104,826.19        |
|          |   |           | 290,744.36        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2019 - 30/11/2019 |           | 70,553.19         |
| <b>A</b> | <b>Cash in Hand 30/11/2019</b><br>(per Cash Book)   |           | <b>220,191.17</b> |
|          | Cash in hand per Bank Statements                    |           |                   |
|          | Cash 30/11/2019                                     | 0.00      |                   |
|          | Unity Trust Bank (20398572) 30/11/2019              | 70,580.73 |                   |
|          | Bonus saver account (81413459) 30/11/2019           | 44,553.42 |                   |
|          | Reserve Account (59678674) 30/11/2019               | 89,581.84 |                   |
|          | Current account (53357655) 30/11/2019               | 15,475.18 |                   |
|          |   |           | <b>220,191.17</b> |
|          | Less unrepresented cheques                          |           | 0.00              |
|          |   |           | 220,191.17        |
|          | Plus unrepresented receipts                         |           | 0.00              |
| <b>B</b> | <b>Adjusted Bank Balance</b>                        |           | <b>220,191.17</b> |
|          | <b>A = B Checks out OK</b>                          |           |                   |

**Banwell Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name**

| <b>Cemetery and Memorials</b> |                                 | <b>Bal. B/Fwd.</b> | <b>Receipts</b> |               | <b>Payments</b> |                  | <b>Current Balance</b> |
|-------------------------------|---------------------------------|--------------------|-----------------|---------------|-----------------|------------------|------------------------|
| <b>Code</b>                   | <b>Title</b>                    |                    | <b>Budget</b>   | <b>Actual</b> | <b>Budget</b>   | <b>Actual</b>    | <b>Budget</b>          |
| 101                           | Grass Cutting                   | 0.00               | 0.00            | 0.00          | 1,950.00        | 1,300.50         | 649.50                 |
| 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 | 197.18             | 0.00            | 0.00          | 6,000.00        | 706.00           | 5,491.18               |
| 105                           | Environmental Fee               | 0.00               | 0.00            | 0.00          | 360.00          | 40.00            | 320.00                 |
|                               |                                 | <b>£197.18</b>     | <b>0.00</b>     | <b>£0.00</b>  | <b>8,940.00</b> | <b>£2,046.50</b> | <b>7,090.68</b>        |

| <b>Cemetery Income</b> |                 | <b>Bal. B/Fwd.</b> | <b>Receipts</b> |                  | <b>Payments</b> |               | <b>Current Balance</b> |
|------------------------|-----------------|--------------------|-----------------|------------------|-----------------|---------------|------------------------|
| <b>Code</b>            | <b>Title</b>    |                    | <b>Budget</b>   | <b>Actual</b>    | <b>Budget</b>   | <b>Actual</b> | <b>Budget</b>          |
| 908                    | Cemetery Income | 0.00               | 3,000.00        | 2,283.00         | 0.00            | 90.00         | -807.00                |
|                        |                 | <b>£0.00</b>       | <b>3,000.00</b> | <b>£2,283.00</b> | <b>0.00</b>     | <b>£90.00</b> | <b>-807.00</b>         |

| <b>Childrens Centre</b> |                               | <b>Bal. B/Fwd.</b> | <b>Receipts</b> |                  | <b>Payments</b>  |                  | <b>Current Balance</b> |
|-------------------------|-------------------------------|--------------------|-----------------|------------------|------------------|------------------|------------------------|
| <b>Code</b>             | <b>Title</b>                  |                    | <b>Budget</b>   | <b>Actual</b>    | <b>Budget</b>    | <b>Actual</b>    | <b>Budget</b>          |
| 700                     | Repairs and Maintenance       | 0.00               | 0.00            | 1,000.00         | 2,946.00         | 1,554.26         | 2,391.74               |
| 701                     | CCTV                          | 0.00               | 0.00            | 0.00             | 2,000.00         | 2,195.00         | -195.00                |
| 702                     | Electricity                   | 0.00               | 0.00            | 0.00             | 1,035.52         | 669.37           | 366.15                 |
| 703                     | Gas                           | 0.00               | 0.00            | 0.00             | 2,630.99         | 773.72           | 1,857.27               |
| 704                     | Water                         | 0.00               | 0.00            | 0.00             | 601.22           | 334.24           | 266.98                 |
| 705                     | Waste Collection              | 0.00               | 0.00            | 0.00             | 147.00           | 82.11            | 64.89                  |
| 706                     | Cleaning Supplies             | 0.00               | 0.00            | 0.00             | 2,818.00         | 1,462.23         | 1,355.77               |
| 707                     | Office equip inc website      | 120.00             | 0.00            | 0.00             | 3,000.00         | 1,024.84         | 2,095.16               |
| 708                     | Phone / internet              | 0.00               | 0.00            | 0.00             | 500.00           | 422.52           | 77.48                  |
| 901                     | Childrens Centre Hire         | 0.00               | 100.00          | 612.00           | 0.00             | 0.00             | 512.00                 |
| 910                     | YCC Grass Cutting             | 0.00               | 0.00            | 0.00             | 0.00             | 212.64           | -212.64                |
| 911                     | YCC Hedge / fence & tree work | 0.00               | 0.00            | 0.00             | 0.00             | 0.00             | 0.00                   |
|                         |                               | <b>£120.00</b>     | <b>100.00</b>   | <b>£1,612.00</b> | <b>15,678.73</b> | <b>£8,730.93</b> | <b>8,579.80</b>        |

| <b>Clerk and Administration</b> |                                   | <b>Bal. B/Fwd.</b> | <b>Receipts</b> |               | <b>Payments</b>  |                   | <b>Current Balance</b> |
|---------------------------------|-----------------------------------|--------------------|-----------------|---------------|------------------|-------------------|------------------------|
| <b>Code</b>                     | <b>Title</b>                      |                    | <b>Budget</b>   | <b>Actual</b> | <b>Budget</b>    | <b>Actual</b>     | <b>Budget</b>          |
| 301                             | Salary & NI                       | 0.00               | 0.00            | 0.00          | 22,500.00        | 17,368.03         | 5,131.97               |
| 302                             | Clerk's Pension                   | 0.00               | 0.00            | 0.00          | 650.00           | 1,161.56          | -511.56                |
| 305                             | Hall Hire                         | 0.00               | 0.00            | 0.00          | 64.00            | 21.00             | 43.00                  |
| 307                             | Advertising                       | 0.00               | 0.00            | 0.00          | 300.00           | 120.00            | 180.00                 |
| 308                             | Insurance                         | 0.00               | 0.00            | 0.00          | 2,122.87         | 2,185.06          | -62.19                 |
| 309                             | Subscriptions inc ALCA & SLCC     | 0.00               | 0.00            | 0.00          | 800.00           | 503.00            | 297.00                 |
| 310                             | Audit Fees                        | 0.00               | 0.00            | 0.00          | 1,000.00         | 450.00            | 550.00                 |
| 311                             | Legal Costs inc Land registration | 0.00               | 0.00            | 0.00          | 200.00           | 67.00             | 133.00                 |
| 312                             | Training Clerk                    | 0.00               | 0.00            | 0.00          | 400.00           | 445.00            | -45.00                 |
| 313                             | Training Councillors              | 0.00               | 0.00            | 0.00          | 600.00           | 555.00            | 45.00                  |
| 314                             | Inspections / Risk Assessments    | 0.00               | 0.00            | 0.00          | 155.00           | 202.50            | -47.50                 |
| 315                             | Grants and Donations              | 0.00               | 0.00            | 0.00          | 6,000.00         | 1,060.00          | 4,940.00               |
| 316                             | Chairmans Allowance               | 0.00               | 0.00            | 0.00          | 100.00           | 99.75             | 0.25                   |
| 317                             | Bank Charges                      | 0.00               | 0.00            | 0.00          | 100.00           | 36.00             | 64.00                  |
|                                 |                                   | <b>£0.00</b>       | <b>0.00</b>     | <b>£0.00</b>  | <b>34,991.87</b> | <b>£24,273.90</b> | <b>10,717.97</b>       |

| <b>Environment</b> |                                   | <b>Bal. B/Fwd.</b> | <b>Receipts</b> |                  | <b>Payments</b>  |                   | <b>Current Balance</b> |
|--------------------|-----------------------------------|--------------------|-----------------|------------------|------------------|-------------------|------------------------|
| <b>Code</b>        | <b>Title</b>                      |                    | <b>Budget</b>   | <b>Actual</b>    | <b>Budget</b>    | <b>Actual</b>     | <b>Budget</b>          |
| 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         | 3,139.50          | 1,570.50               |
| 203                | Env Hedge / Fence / Tree Work     | 0.00               | 0.00            | 0.00             | 450.00           | 185.00            | 265.00                 |
| 204                | Env Grass Cutting                 | 0.00               | 0.00            | 120.00           | 1,850.00         | 1,131.36          | 838.64                 |
| 205                | Dog Bins                          | 0.00               | 0.00            | 0.00             | 4,080.00         | 3,085.95          | 994.05                 |
| 206                | Env Maintenance Riverside / defib | 0.00               | 0.00            | 0.00             | 3,520.00         | 1,349.98          | 2,170.02               |
| 207                | Environmental Projects            | 547.00             | 0.00            | 4,239.00         | 4,000.00         | 4,279.10          | 4,506.90               |
| 208                | Environmental Grant               | 0.00               | 7,149.52        | 0.00             | 2,500.00         | 0.00              | -4,649.52              |
|                    |                                   | <b>£547.00</b>     | <b>9,233.21</b> | <b>£6,442.69</b> | <b>22,757.88</b> | <b>£14,818.77</b> | <b>5,695.59</b>        |

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**

| <b>Highways</b>          |                             | <b>Bal. B/Fwd.</b> | <b>Receipts</b>   |                    | <b>Payments</b>   |                   | <b>Current Balance</b> |
|--------------------------|-----------------------------|--------------------|-------------------|--------------------|-------------------|-------------------|------------------------|
| <b>Code</b>              | <b>Title</b>                |                    | <b>Budget</b>     | <b>Actual</b>      | <b>Budget</b>     | <b>Actual</b>     | <b>Budget</b>          |
| 400                      | Street Light Power          | 0.00               | 0.00              | 0.00               | 2,000.00          | 1,364.09          | 635.91                 |
| 401                      | Street light Maintenance    | 0.00               | 0.00              | 0.00               | 3,500.00          | 1,750.00          | 1,750.00               |
| 402                      | Street Light Upgrade        | 5,300.00           | 0.00              | 0.00               | 5,300.00          | 7,875.00          | 2,725.00               |
| 403                      | Highways related projects   | 0.00               | 0.00              | 0.00               | 8,000.00          | 0.00              | 8,000.00               |
|                          |                             | <b>£5,300.00</b>   | <b>0.00</b>       | <b>£0.00</b>       | <b>18,800.00</b>  | <b>£10,989.09</b> | <b>13,110.91</b>       |
| <b>Income</b>            |                             | <b>Bal. B/Fwd.</b> | <b>Receipts</b>   |                    | <b>Payments</b>   |                   | <b>Current Balance</b> |
| <b>Code</b>              | <b>Title</b>                |                    | <b>Budget</b>     | <b>Actual</b>      | <b>Budget</b>     | <b>Actual</b>     | <b>Budget</b>          |
| 902                      | Misc Income                 | 0.00               | 100.00            | 178.48             | 0.00              | 0.00              | 78.48                  |
| 903                      | Childrens Centre stipend    | 0.00               | 0.00              | 0.00               | 0.00              | 0.00              | 0.00                   |
| 904                      | Annual precept              | 0.00               | 88,896.00         | 88,896.00          | 0.00              | 0.00              | 0.00                   |
| 907                      | VAT                         | 0.00               | 0.00              | 612.22             | 0.00              | 0.00              | 612.22                 |
| 912                      | CIL                         | 0.00               | 0.00              | 400.80             | 0.00              | 0.00              | 400.80                 |
|                          |                             | <b>£0.00</b>       | <b>88,996.00</b>  | <b>£90,087.50</b>  | <b>0.00</b>       | <b>£0.00</b>      | <b>1,091.50</b>        |
| <b>Recreation Ground</b> |                             | <b>Bal. B/Fwd.</b> | <b>Receipts</b>   |                    | <b>Payments</b>   |                   | <b>Current Balance</b> |
| <b>Code</b>              | <b>Title</b>                |                    | <b>Budget</b>     | <b>Actual</b>      | <b>Budget</b>     | <b>Actual</b>     | <b>Budget</b>          |
| 601                      | Rec Grass Cutting           | 0.00               | 0.00              | 0.00               | 1,310.00          | 1,134.00          | 176.00                 |
| 602                      | Rec Maintenance             | 250.40             | 0.00              | 0.00               | 2,000.00          | 395.61            | 1,854.79               |
| 603                      | Rec Tree and Fence Work     | 0.00               | 0.00              | 0.00               | 500.00            | 0.00              | 500.00                 |
| 604                      | Rec Annual Inspections      | 0.00               | 0.00              | 0.00               | 310.00            | 200.00            | 110.00                 |
| 909                      | Play Equipment              | 0.00               | 20,000.00         | 0.00               | 20,000.00         | 1,996.67          | -1,996.67              |
|                          |                             | <b>£250.40</b>     | <b>20,000.00</b>  | <b>£0.00</b>       | <b>24,120.00</b>  | <b>£3,726.28</b>  | <b>644.12</b>          |
| <b>Youth Club</b>        |                             | <b>Bal. B/Fwd.</b> | <b>Receipts</b>   |                    | <b>Payments</b>   |                   | <b>Current Balance</b> |
| <b>Code</b>              | <b>Title</b>                |                    | <b>Budget</b>     | <b>Actual</b>      | <b>Budget</b>     | <b>Actual</b>     | <b>Budget</b>          |
| 500                      | YC Staffing                 | 0.00               | 0.00              | 0.00               | 11,600.00         | 560.00            | 11,040.00              |
| 501                      | YC Programme                | 0.00               | 0.00              | 0.00               | 2,000.00          | 150.08            | 1,849.92               |
| 502                      | YC Extraordinary Activities | 0.00               | 0.00              | 0.00               | 800.00            | 0.00              | 800.00                 |
| 503                      | YC Computers                | 0.00               | 0.00              | 555.16             | 1,000.00          | 0.00              | 1,555.16               |
| 905                      | YC Subscriptions            | 0.00               | 400.00            | 13.00              | 0.00              | 0.00              | -387.00                |
|                          |                             | <b>£0.00</b>       | <b>400.00</b>     | <b>£568.16</b>     | <b>15,400.00</b>  | <b>£710.08</b>    | <b>14,858.08</b>       |
| <b>NET TOTAL</b>         |                             | <b>£6,414.58</b>   | <b>121,729.21</b> | <b>£100,993.35</b> | <b>140,688.48</b> | <b>£65,385.55</b> | <b>60,981.65</b>       |

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)