



## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT 7:30pm ON MONDAY 18<sup>th</sup> FEBRUARY 2019 AT BANWELL CHILDRENS CENTRE

<b>PRESENT:</b>	Councillors: Jim Weston (Chairman), Paul Harding (Vice-Chairman), Paul Blatchford, Steve Davies, Phil Hale, Maggie McCarthy and Nick Manley.
<b>IN ATTENDANCE:</b>	Mrs Liz Shayler (Clerk).
<b>WARD COUNCILLOR:</b>	Jerry O'Brien
<b>AVON &amp; SOMERSET POLICE:</b>	PCSO Anderson
<b>PRESS:</b>	None
<b>MEMBERS OF THE PUBLIC:</b>	1

**Before the meeting opened Members of the public were invited to speak;**

i) **Members of the public.**

No issues were raised.

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

The following report was received for the period 21/01/2019 to 18/02/2019

Calls from the Parish received = 31

Selection of crimes reported includes: 5 abandoned 999, 2 antisocial behavior, 1 burglary, 2 criminal damage, 2 suspicious activity, 2 thefts and 5 traffic related.

Sadly, there has been a spate of criminal damage, theft of fuel/tools and graffiti in Banwell over the past few weeks, anyone with information is urged to come forward. The next Beat Surgery is at Banwell Garden Centre coffee shop on Saturday 23rd February 2019 1400hrs until 1500hrs. Alternately the team can be contacted via the Avon and Somerset Constabulary website or Twitter @ASPWSM.

In reply to a question from Cllr Hale, PCSO Andersons stated that it is not possible for the monthly reports to include an update on the outcome of particular cases.

Members of the Public not part of their watch groups were asked to contact PCSO Anderson who offers free tack and property marking.

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

Cllr O'Brien informed the Council that there was not much to report. The 19<sup>th</sup> February is the budget meeting and will include a vote on whether North Somerset should declare a global climate emergency. Cllr O'Brien had been contacted by members of the public requesting that he should support the motion which would see local authorities signing up to becoming carbon neutral by 2030.

### **The meeting was convened**

**021/19 To receive apologies for absence (agenda item 1).**

Apologies were received from Parish Councillors Phil Adams, Dawn Parry & Emma Perrett and District Councillor Ann Harley.

**022/19 To receive members' declarations of interest on any agenda item (agenda item 2).**

No interests were declared.

**023/19 To approve as a correct record, the minutes of the Parish Council Meeting held on 21<sup>st</sup> January 2019 (agenda item 3).**

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

**The resolution was correctly proposed and seconded (6 in favour with one abstention due to absence).**

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

**024/19 To receive the Clerk's report/Exchange of information: (agenda item 4).**

- (i) **Lights around the village** – No faults were reported.
- (ii) **Knightcott Road Crossing lights** – North Somerset have recently changed their streetlight contractor to Centragreat. Centregreat are presently completing all outstanding work left by SSE. The hope is to light the poles on the Knightcott zebra crossing in the new financial year.
- (iii) **Gullies** - It was reported that two of the gullies on East Street at the head of Eastermead Lane had been cleared but that two in the lane near the junction had not. It was suggested that these gullies may not be on the North Somerset computer system which is why they have been missed. A similar problem was highlighted on Church Street where the gully near the corner of the turn in between the pumping station and the Brewers had never been cleared. The Clerk to contact North Somerset, concerning gully maps and the missed gullies.
- (iv) **Planning applications** – due to the way in which North Somerset were now notifying Parish Councils of planning applications those outside the Parish but which might still affect Banwell, were being missed. Councillors were asked to look carefully at the weekly list and let the Clerk know if they want a planning application within a neighbouring parish considered.
- (v) **Speed data** – Speed data from the Vehicle Activated Speed Sign to be sent to all Parish Councillors.

**025/19 To review and approve the following documents (agenda item 5).**

(i) **Financial Regulations**

**Resolved** – To approve the amended Financial Regulations

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

(ii) **Financial Risk Assessment**

**Resolved** – To approve the amended Financial Risk Assessment.

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

(iii) **Health Safety Policy**

**Resolved** – To approve the Health and Safety Policy.

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

(iv) **Scheme of Delegation**

**Resolved** – To approve the Scheme of Delegation with an editing amendment

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

(v) **Standing Orders**

**Resolved** – To approve Standing Orders without the deletion of 24d

**The resolution was correctly proposed and seconded (6 in favour with 1 against).**

026/19

**To approve the following item of expenditure (agenda item 6).**

i) **£49.99 for a projector and laptop stand**

**Resolved** – To approve the payment of £49.99 for a projector and laptop stand

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

027/19

**To discuss who will undertake the following annual inspections (agenda item 7).**

(i) **Benches**

**Resolved:** Cllr Manley to undertake the annual bench inspection.

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

(ii) **Dog bins**

**Resolved:** Cllr Harding to undertake the annual dog bin inspection.

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

(iii) **Flag pole**

**Resolved:** Cllr Blatchford to undertake the annual flag pole inspection.

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

(iv) **Grit bins**

**Resolved:** Cllr Weston to undertake the annual grit bin inspection.

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

(v) **Litter bins**

**Resolved:** Cllr Manley to undertake the annual litter bin inspection.

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

(vi) **Memorials**

**Resolved:** Cllr Blatchford to undertake the annual memorials inspection.

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

Cllr Blatchford asked whether the cast iron finger posts and road signs should also be inspected . The locations of most are known but Cllrs were asked to notify the Clerk about any others

**028/19 To note the training and events available and agree any attendance (agenda item 8).**

i) **3<sup>rd</sup> April & 7<sup>th</sup> May VAT, 2 x Webinars £60**

**Resolved:** The Clerk to attend these webinars

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

ii) **15<sup>th</sup> April & 1<sup>st</sup> May, Charitable Trusts 2 x webinars**

**Resolved:** The Clerk to attend if these are webinars and subject to the cost not exceeding £100 .

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

i) **24<sup>th</sup> April, Community engagement and involvement Webinar £30**

**Resolved:** The Clerk to attend this webinar and give a report to Council at a later date.

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

**029/19 To review the Citizens Advice Service and agree whether to fund the service for the financial year 2019/2020 (agenda item 9).**

**Resolved:** To agree to fund the Citizens Advice outreach service for the financial year 2019/2020 using a Section 137 donation of £3825.

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

**030/19 To review the arrangements for play inspections to include three operational inspections a year (agenda item 10).**

The Clerk informed the meeting that whilst the Parish Council meets the terms of its current insurance with a weekly visual inspection and an annual independent inspection additional (operational) inspections would pick up on maintenance issues which if treated early enough would help to ensure the longevity of the equipment.

**Resolved:** To approve the cost of three additional operational play inspections at £100 each.

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

**031/19 To discuss the date of the 2019 Spring Clean (agenda item 11).**

**Resolved:** That the Spring Clean be held on the 6<sup>th</sup> April 2019 with a reserve date of the 27<sup>th</sup> April 2019.

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

**032/19 To discuss the date and location of the 2019 Big Lunch (agenda item 12).**

**Resolved:** That the Big Lunch be held at the Recreation Ground on the 1<sup>st</sup> June 2019.

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

**033/19 To discuss and agree any additions to the weed spraying contract (agenda item 13).**

**Resolved:** To include the area around the phone box at the entrance to West Street Car Park and that the Sept / Oct spray be carried out only if necessary.

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

**034/19 To discuss moving the April Parish Council meeting from the 15<sup>th</sup> April 2019 to the 8<sup>th</sup> April 2019 (agenda item 14).**

**Resolved:** To move the April Parish Council meeting from the 15<sup>th</sup> April 2019 to the 8<sup>th</sup> April 2019.

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

**035/19 To discuss the night closures along Castle Hill (agenda item 15).**

Cllr Harding addressed the Council concerning the night closures for highway works, some of which have already happened, that and are planned along Castle Hill. Given the night-time disruption to the residents it was suggested that North Somerset should look more carefully at how a closure along Castle Hill could be implemented in a different way for example between 9am and 3pm.

**Resolved:** The Clerk to write to North Somerset concerning any future closures along Castle Hill. Given the disruption to residents a day closure between 9am and 3pm was suggested.

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

**036/19 To discuss the proposed Gigaclear Road closures (agenda item 16).**

The Council were informed that the recent closure notices were the result of Gigaclear giving the Parish Council advance notice of intended road closures. Telnet had sent some of these through and Cllr Harding had put these into a excel spreadsheet. The spreadsheet had highlighted a few issues.

**Resolved:** The Clerk to write to North Somerset stating the Parish Council's concern about simultaneous road closures to Riverside and Wolvershill Road, the length of time for some of the closures and the impact to local businesses in the tourist industry during their busiest time.

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

**037/19 To discuss the vandalism of the Bilbie Grange sign and site map (agenda item 17).**

Cllr Harding brought to the attention of the Parish Council the recent vandalism of the site map and signs at the new Wolvershill Development, Bilbie Grange. Whilst the Parish Council was against the original development it was felt that the recent vandalism gives the wrong impression about the Parish.

**Resolved:** That the Parish Council condemns the recent vandalism on the Bilbie Grange development site and deplores such actions.

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

**038/19 To discuss and agree a response to Avon Fire and Rescue Service new draft Service Plan 2019-2022 (agenda item 18).**

**Resolved:** That the Parish Council feels unable to comment on the Avon Fire and Rescue Service draft service plan given the way it is written. The Clerk was asked to write to Avon Fire and Rescue Service to say that if they wish members of the public to respond to this consultation then the report needs to be written in a more accessible way.

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

**039/19 To authorise bills for payment (agenda item 19).**

**Resolved:** To authorise bills for payment of £4818.25. Cllr Harding and Cllr McCarthy to authorise the BACs payments.

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

**040/19 To note the Parish Council's end of January's net position, bank balances and bank reconciliation (agenda item 20).**

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

**041/19 To note and comment upon planning applications (agenda item 21).**

Cllr Blatchford gave a presentation on the following applications

- i) **18/P/3796/FUL** - Tardiz Cooks Lane Banwell BS29 6DS. Erection of new dwelling, single garage and associated driveway and parking. **APPEAL LODGED**

**Resolved:** To continue not to support this application for the following reasons;

- It is outside the settlement boundary
- There are no bus services along Wolvershill Road
- Cramped site design which is out of keeping with adjacent buildings
- Absence of detail in the planning application and concerns about drainage from neighbours
- Concerns over the potential effect of construction on boundary trees/hedges
- Too great a distance between the refuse storage and refuse collection points

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

- ii) **18/P/5231/RM** - Land at Parklands, Wolvershill Road, Weston-super-Mare. Reserved matters application for details of layout, scale, appearance, landscaping and parcel access for the erection of 149no. dwellings pursuant to outline 12/P/1266/OT2

**Resolved:** To object to this application for the following reason;

- Poor design, layout and appearance.

However, should planning permission be given there should be a condition that no construction traffic access the site along Summer Lane and that the entrance to the haul road is surfaced with tarmac and dust suppression, a wheel wash and regular road sweeping is provided.

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

- iii) **19/P/0158/FUL** - 1 Littlefields Avenue Banwell BS29 6BE. Demolition of existing side extension and erection of a single storey rear extension to dwelling. Erection of 1no. new detached dwelling adjacent to existing dwelling.

**Resolved:** To not support this application for the following reasons;

- Cramped design
- Insufficient tandem carparking which would also lead to reversing onto Littlefields Avenue.
- Access on a tight dangerous bend

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

**042/19 To note planning decisions – (agenda item 22).**

- i) **18/P/3681/FUL** - Erection of two dwellings, access and parking. Land to the rear of The Ship Hotel, West Street, Banwell. **REFUSED**
- ii) **18/P/4943/FUL** - Eton House, The Gobbles, Wolvershill Road, Banwell. BS29 6LA. Extension and conversion of a double garage to provide accommodation ancillary to the main dwelling. **WITHDRAWN**
- iii) **18/P/5157/LBC** - 39 West Street Banwell BS29 6DE. To remove and replace square concrete patio slabs, put down in the late 1980s, with natural limestone which would be more in character with the cottage. **APPROVED**
- iv) **18/P/3989/OUT** – Lilac House Whitecross Lane Banwell BS29 6DP. Outline planning permission for the erection of one new dwelling with access for approval and appearance, landscaping, layout and scale for subsequent approval. **APPEAL LODGED**

**043/19 Dates of the next meetings – (agenda item 23)**

18<sup>th</sup> March 2019 – Parish Council Meeting 7:30pm Banwell Children’s Centre.

**044/19 The Council was recommended to resolve that members of the press and public be excluded from the meeting during consideration of the following agenda item 25 (Agenda item 24)**

**Resolved:** that members of the press and public be excluded from the meeting during consideration of agenda item 25.

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

**045/19 To discuss the following North Somerset Documents (Agenda item 25)**

i) **Agreement for Surrender**

**Resolved:** To approve the Agreement for Surrender as amended by the Parish Council’s Solicitor.

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

ii) **Deed for Surrender**

**Resolved:** To approve the Deed for Surrender as amended by the Parish Council’s Solicitor.

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

iii) **Licence**

**Resolved:** To approve the Licence as amended by the Parish Council's Solicitor.

iv) **To discuss** the location of the Parish Office

**Resolved:** That the Parish Office be re located to the rear of the Childrens' Centre building but this decision to be reviewed within 6 months to assess its success.

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

The Chairman closed the meeting at 21:37

.....Chairman

.....Date

**Bills for Payment - 22nd January to the 18th February 2019**  
**Banwell Parish Council**

Method	Payee	Details	Net Amount	VAT	Gross Amount	Minute agreed	Power
DD	Mainstream	Phone and Broadband (DD 14.02.19)	£63.11	£12.62	<b>£75.73</b>		LGA 1972 s111
DD	E-ON	Streetlight Power (DD 16.02.19)	£185.52	£37.10	<b>£222.62</b>		PCA 1957, s3 & HA 1980 S301
BACS	J K Gardening	Grass cutting @ Rec Ground	£141.75		<b>£141.75</b>		PHA 1875 s164
BACS	J K Gardening	Grass cutting @ Riverside, Children's Centre, K'cott Bank	£141.75		<b>£141.75</b>		PHA 1875 s164
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		<b>£162.50</b>		LGA 1972 s214 (2) & (6)
BACS	J K Gardening	Village Orderly duties	£392.50		<b>£392.50</b>		LGA 1972 s112
BACS	J K Gardening	Environmental fee	£40.00		<b>£40.00</b>		LGA 1972 s214 (2) & (6)
BACS	J K Gardening	Hedges - Riverside, Rec, YCC	<b>Total £1188.50</b>		<b>£310.00</b>		LGA 1972 s214 (2) & (6)
BACS	Youthworkz	Youth Club staffing costs (£650 - £9.50 subs) + Programme costs (£145.49)	£785.99		<b>£785.99</b>		LG (MP) Act 1976 S19 (1e) & (1f)
BACS	Greenways	Dog bin emptying	£313.84		<b>£313.84</b>	283/19	EPA 1990 s5 subsection 86 (13)
BACS	AED Locator	Defib Monitoring Service	£195.00	£39.00	<b>£234.00</b>		PHA 1936 s234
BACS	E. Shayler	Overtime Payment 12 hrs and expenses	£177.18	£7.66	<b>£184.84</b>		LGA 1972 s111
SO	E. Shayler	Clerk's Salary (SO 26.02.19)	£1,312.23		<b>£1,312.23</b>		LGA 1972 s112
DD	Nest	pension contributions (DD 31.02.19)	£77.07		<b>£77.07</b>		LGA 1972 s112
BACS	HMRC	PAYE and NI for January (12.03.19)	£423.43		<b>£423.43</b>		LGA 1972 s112
		<b>Totals</b>	<b>£4,721.87</b>	<b>£96.38</b>	<b>£4,818.25</b>		



# Banwell Parish Council

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## MINUTES OF A MEETING OF THE CEMETERY & MEMORIALS COMMITTEE HELD AT BANWELL VILLAGE HALL AT 7.00 P.M. ON TUESDAY 26<sup>th</sup> FEBRUARY 2019

**Present:** Councillors Paul Blatchford (Chairman), Phil Adams, Steve Davies, Maggie McCarthy (Vice Chairman) and co-optees John Keate & Richard Tolmie.

**Before the meeting opened Members of the public were invited to speak;**

There were no members of the public present.

**The meeting was convened**

**01/19 To receive apologies for absence (agenda item 1).**

Apologies were received from Cllr Paul Harding

**02/19 To receive members' declarations of interest on any agenda item (agenda item 2).**

John Keate declared an interest in all agenda items.

**03/19 To approve as a correct record the minutes of the Cemetery and Memorials committee on 27<sup>th</sup> November 2019 (agenda item 3).**

**Resolved** – That the minutes be approved as a correct record of the meeting with the following changes; location of meeting changed from Banwell Cemetery to Banwell Village Hall and the addition of an e to Yard.

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

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

**04/19 Matters for Information / Clerks Report (agenda item 4).**

- i. **Memorial stones on double plots** – The Clerk queried the use of cremation double plots in the Cemetery regulations. It was clarified that this meant double depth and not double width. The Cemetery regulations to be changed to reflect this and to be put as an agenda item for the next committee meeting.
- ii. **Memorial Safety Training** – The Clerk investigated various options in relation to training it was suggested that other Parish Councils were contacted to see whether they would be interested in sharing training.

**05/19 To discuss any work needed on paths, trees and the compost area in the Cemetery (agenda item 5).**

The Chairman reported that he had spoken to families visiting the Cemetery and had asked what their thoughts were and whether they had any thoughts about improvements. The feedback was very good, in particular they commented on the care and attention taken in the Cemetery and that they felt it was perfect.

**Resolved** – To varnish the bench in the Cemetery.

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

**06/19 To agree the purchase of the memorial benches (agenda item 6).**

**Resolved** – To agree the purchase of an Elwood bench by Glasdon in light wood for £700.82 and a chain using the underspend from the Cemetery and Memorial budget.

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

**Resolved** – To earmark the remainder of the underspend from the Cemetery and Memorial budget for a second memorial bench.

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

**07/19 To agree the membership fee of £90 for the Institute of Cemetery and Crematorium Management - ICCM (agenda item 7).**

**Resolved** – To agree this year's ICCM membership fee of £90 from the underspend from the Cemetery and Memorial budget.

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

**08/19 To review and approve the Cemetery Risk Assessment (agenda item 8).**

**Resolved** – To approve the Cemetery Risk Assessment.

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

**09/19 To discuss and agree a way forward concerning the scattering of ashes on grave/cremation plots (agenda item 9).**

**Resolved** – To continue to only allow scattering of ashes in the Garden of Remembrance.

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

**10/19 To discuss what to do with the copies of the Exclusive Burial Rights for each grave / cremation plot (agenda item 10).**

**Resolved** – To place the copies of the Exclusive Burial Rights for each plot with the historic paperwork except for the first book which will be retained for prosperity.

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

**11/19 To decide whether to pursue any investigations into new space saving suggestions from Greenacre Solutions (agenda item 11).**

**Resolved** – Not to pursue any investigations into new space saving suggestions from Greenacre Solutions.

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

**12/19 To note the Cemetery and Memorials Budget (agenda item 12)**

The budget was noted.

**13/19 Date of next meeting (agenda item 13)**

Tuesday 21<sup>st</sup> May 2019 at Banwell Cemetery

The meeting closed at 8:00pm.

Chairman.....

Date.....



**Scouts**  
**1st Banwell**

**Geocaching**

**Banwell Parish Council**

# 1<sup>st</sup> Banwell Scouts

- Group of 29 young people aged between 10 ½ and 14
- 6 adult leaders
- Meet at the Scout Hut on Friday evenings

# SCOUTS



# What is geocaching?

- Geocaching is high tech treasure hunting
- It's a fun, family friendly outdoor activity based around GPS (Global Positioning System) navigation
- You can use a smartphone, tablet or dedicated GPS unit to hunt for and find hidden geocaches all around the globe.

A geocache or 'cache' is a small waterproof treasure box hidden outdoors.

Geocachers seek out these hidden goodies guided by a GPS enabled device which uses coordinates, or 'waypoints' downloaded from the [geocaching.com](http://geocaching.com) website.

You can download a free geocaching app for Android or iPhone.



# Increasing local knowledge

- Each geocache entry is accompanied by a description
- This is often used to provide some information about the history of the place/site
- Also includes a hint to help geocachers find the exact location of the cache

**Geocache Description:**

This cache will take you to St James Church in Winscombe, it will require you to head through the church grounds and out onto the footpath at the far end to locate the cache allowing for views of both sides of the tower.

The Church of St James in Winscombe, Somerset, England, has 12th- or 13th-century origins but the present building dates from the 15th century. It is a Grade I listed building.

There are no records remaining of the Norman church on the site, but there evidence of the building of the church which was consecrated by Bishop Jocelin on 26 August 1236. The 4 stage 100 feet (30.5 m) tower was added around 1435, by Bishop John Harewell, and at the same time stained glass was added.

The church was restored and a new chancel added in 1863. The rebuilding of the chancel was undertaken by William Burges. He was commissioned by the Reverend John Augustus Yatman, whose brother had been Burges's main client for painted furniture. Burges and his team, including Fred Weekes and Gualbert Saunders, also undertook the design of three stained glass lancet windows in the chancel, in memory of Yatman's mother.[4] Pevsner appreciated their quality, "much better aesthetically is the glass in the chancel," but erroneously attributes them as "one of the best examples of Morris glass in existence and quite unrecorded."

The bells of St James have long called people to worship, the original bells being cast in 1773 by local founders, the Bilbie family. Two newer bells were added in 1903 by Taylors Founders. The eight bells are in the key of E flat and the tenor weighs 18-1-8 - 18 hundredweight, 1 quarter of a hundredweight and 8 lb (930 kg). St James holds regular services on Sundays, with bell ringing being provided for both the morning service and evensong.

The bells were infact ringing when we placed the cache, although perhaps not as melodic as they are sometimes. It was nice to see the addition of the newly designed gates at the front. To find the cache you will need to follow the footpath through these gates through the churchyard and just out through a gate into a field where there is sometimes a horse.

\*\*\*\*\*  
 For full information on how you can expand the Church Micro series by sadexploration please read the Place your own Church Micro page before you contact him at churchmicro@gmail.com.

See also the Church Micro Statistics and Home pages for further information about the series.

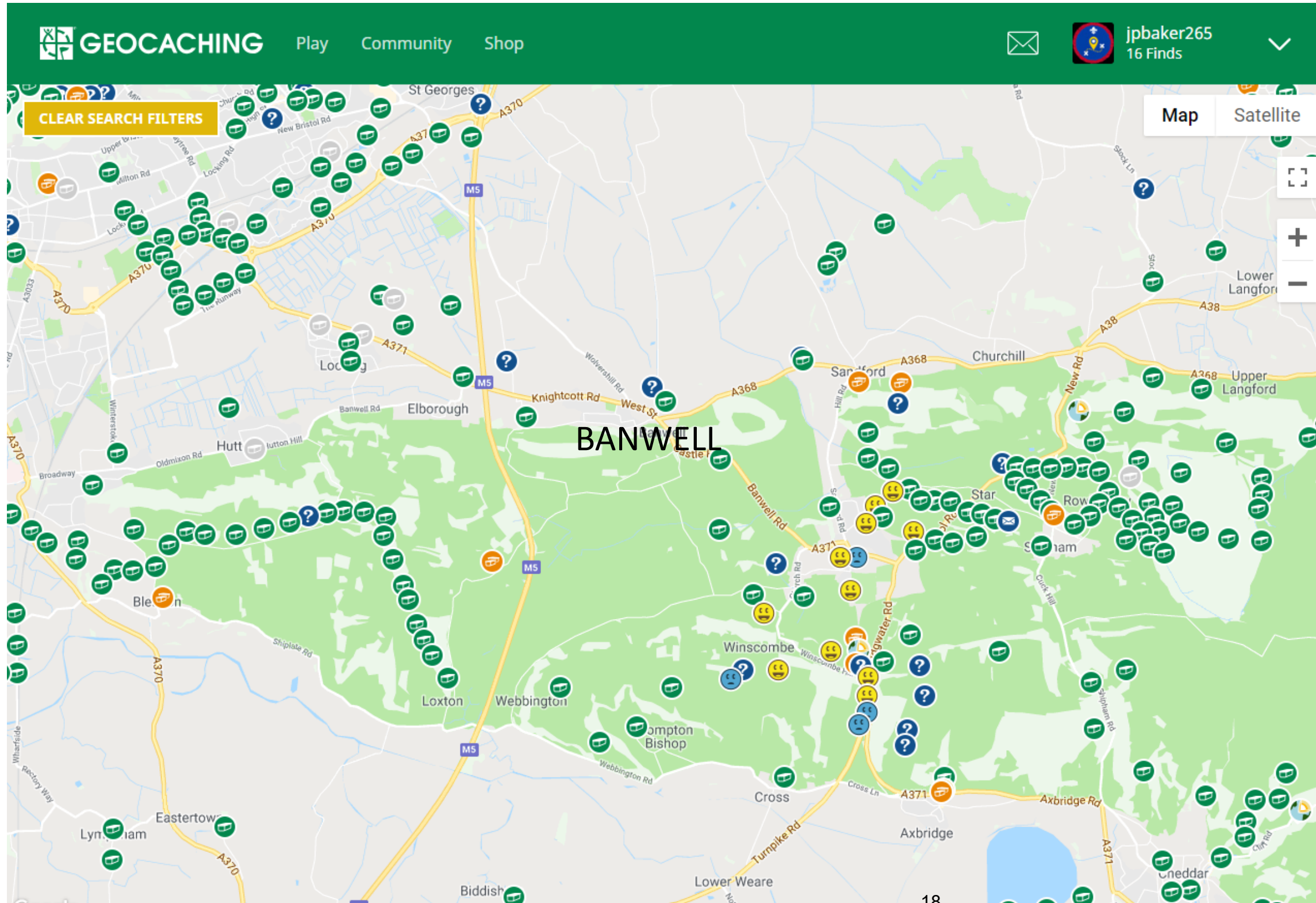
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**Additional Hints (Decrypt)**

Ybj qbja gb evtug unaq fvqr bapr guebhtu  
 tngr.

Decryption Key  
 A|B|C|D|E|F|G|H|I|J|K|L|M  
 -----  
 N|O|P|Q|R|S|T|U|V|W|X|Y|Z  
 (letter above equals below, and vice versa)

## Geocaching



- Hundreds of geocaches in surrounding areas
- Only ONE in Banwell!

## Geocaching award – Scouts

To achieve the award scouts need to:

- Programme a GPS receiver
- Use a map and plan a route
- Understand the safety and environmental aspects of geocaching
- Find five geocaches using GPS
- Plan, assemble and hide two caches



## What we need your help with

- Suggested suitable locations where geocaches could be placed
  - *For example, the parish pump, former village pond, village hall*
- Help with identifying current land/property owner
- Information about the history of each location to go on geocaching.com
- (If parish-owned) permission to place a geocache at the location (cache to be maintained by the Scouts)

## BANWELL PARISH COUNCIL – ASSET REGISTER

Asset	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2017/18	Asset Value	Replacement Cost	Insured Value 2017/18	Comments
Recreation Ground	Westfield Road	Mr Day	Donated	1946	£1	£1	N/A		Left in will, owned by PC as Trustees, land registered May 2017. Title ST334088
Land on which the village Hall is built	Westfield Road	Mr Day	Donated	1946	£1	£1	N/A		Left in will, owned by PC as Trustees, land is currently being investigated for registration
Riverside Green	Riverside	N/A	N/A	N/A	£1	£1	N/A		Being investigated for land registration.
Children's Centre	West Street	Refit N. Somerset	Land is leased	N/A	Unknown	£460,000	N/A	£493,594.93	Refurbished by North Somerset in 2008.
Small parcels of land at Knightcott,	Knightcott Rd	N/A	N/A	N/A	£1	£1	N/A		Being investigated for land registration.
Small parcels of land at top of Castle Hill.	Castle Hill	N/A	N/A	N/A	£1	£1	N/A		Being investigated for land registration.
Small parcels of land at path - 28 Church St	Church St	N/A	N/A	N/A	£1	£1	N/A		Being investigated for land registration. 28 Church St not registered.
Land on which Scout Hut & CC are located	West Street	N/A	Leased for 999yrs	1981	£1	£1	N/A		Leased on 999-year lease from Wessex Water. Land Reg title No. AV209120
Field behind CC	West Street	N/A	Licensed for 999yrs	1981	£1	£1	N/A		Held on a licence from Wessex Water.
Cemetery site	Off Church St.	N/A	£1	Late 1950's	£1	£1	N/A		Donated by local farmer. Land registered May 2017. Title ST334025
Track at Wint Hill Land at Quarry	Wint Hill	Woodspring / Axbridge District	Unknown at present	1970's	£1	£10,000 valued in 1990	N/A		Being investigated for land registration.
Village pump & walls	High Street	Unknown	Donated	1900's	£1	£1	N/A		Being investigated for land registration. Repointed and repainted May 2017
War Memorial & Land	West Street	Post Office	Donated	1920's	£1	£1	N/A		Being investigated for land registration. Repointed and repainted May 2017
Land SW & S of Springfield Gdns	Springfield Gdns	N/A							Land Reg Title Nos. AV90258 & 79772. Presently being investigated for removal.

## BANWELL PARISH COUNCIL – ASSET REGISTER

Asset	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2017/18	Asset Value	Replacement Cost	Insured Value 2017/18	Comments
<b>Equipment in Recreation Ground:</b>									All visually checked weekly with annual independent inspection
Nest swing	Recreation Ground	Sutcliffe Play (SW) Ltd	£2,462	Spring 2010	£2,462	£2,462	£3200	Play equipment insured for £44,928.89	
Toddler swings	„	„	£1,153	Spring 2010	£1,153	£1,153	£1600	“	
Springie helicopter	„	„	£622	Spring 2010	£622	£622	£800	“	
Hide & slide unit	„	„	£5,127	Spring 2010	£5,127	£5,127	£10,000	“	
Bench in toddler area	„	„	£344	Spring 2010	£344	£344	£400	“	
Circuit Climber unit	„	„	£11,147	Spring 2010	£11,147	£11,147	£15000	“	
MUGA	„	„	£15,068	Spring 2010	£15,068	£15,068	£23,000	“	
Junior swings barriers	„	„	£1,856	Nov 2011	£1,856	£1,856	£2,600 £600	“	
Safagrass & safety surfacing, rec, riverside & MUGA	„	„	£20,604 £5811	Spring 2010 Nov 2011	£20,604 £5811	£26,415	£34,000	Surfaces insured for £26,088.24	
Rec Fence	“	Keran Mellor	£9727.58	June 2016 May 2017	£9727.58	£9727.58	£9727.58	Gates & fences £7,909.09	
2 x Weston benches	„	Donated	Unknown	Spring 2010	Donated	£200	Unknown as bespoke traditional metal benches	Street furniture insured for £19,368.77	Estimated value of £100 per bench based on the ages/ sizes and materials of the benches.
<b>Equipment at Riverside:</b>									All visually checked weekly with annual independent inspection
Swings	Riverside	Unknown	Unknown	Unknown		£1500	£2,300	Play equipment	

## BANWELL PARISH COUNCIL – ASSET REGISTER

Asset	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2017/18	Asset Value	Replacement Cost	Insured Value 2017/18	Comments
								insured for £44,928.89	
Climber	Riverside	Touchwood	£6300	Aug 2013	£0	£0	£0		Removed as rotten
benches x 5	“	Various	Unknown	Oct 2008	Unknown	£250	£2,500	Street furniture insured for £19,368.77	Estimated value of £50 per bench based on the variety of ages/ sizes and materials of the benches.
Gates & fencing	“	Various	£6,500	Oct 2008	£7,382	£7,382	£6,500	Gates & fences £7,909.09	
Village Hall defibrillator 14B00463141	Village Hall	Donated	£2428.80	Aug 2014	£2428.80	£2428.80	£2428.80	Defib's insured for £5,000	
Banwell News Defibrillator	Banwell News	Donated AED	Cabinet only £1404	April 2014	£1404	£1404	£2428.80	“	
Co-Op Defibrillator 16B00518884	Co-Op	AED	£2428.80	Feb 2017	£2428.80	£2428.80	£2428.80	“	
Boulters Defibrillator 14B00463698	Boulters	Donated	Donated	Sept 2015	£2428.80	£2428.80	£2428.80	“	Missed from asset register currently being investigated
Shed at Cemetery	Cemetery	Unknown	Unknown	1950's	£1,306	£1,306			
Walls at Cemetery	Cemetery	Unknown	Unknown	1950's	£30,907	£30,907			Abbey Wall reinforced spring 2017
6 Laptops supplied to Councillors	Individual Councillors	Acer	£1423.38	May 2016	£1423.38	£1423.38	£1440	Office & general contents insured for £15,835.65	
3 Laptops supplied to Councillors	Individual Councillors	Lenovo Del	£1128	April 2017	£1128	£1128	£1128	“	
Acer / Lenovo Desktop Computer	Office	Acer / Lenovo	£397.46	April 2016	£397.38	£397.38	£399	“	

## BANWELL PARISH COUNCIL – ASSET REGISTER

Asset	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2017/18	Asset Value	Replacement Cost	Insured Value 2017/18	Comments
2 Printer/copiers	Office	HP and Canon Printers	Unknown	Unknown	£2	£2	HP £400	Office & general contents insured for £15,835.65	Canon printer in storage is spare only would not be replaced
1 filing cabinets	Office	Unknown	Unknown	Unknown	£1	£1	£147.90	"	
Lap top, Projector & screen	Office	Optoma ES521	Part donation	Jan 2012	£100	£100	£369	"	PC contribution £100
Misc office equipment	Office Desk / Cubboards	Ikea	£120	July 2015 Jan 2017	£120	£120	£120	"	Ikea pigeon holes Desk
Vehicle Activated Speed Sign	Mobile	Swarco	2,700	Nov 2017	£2,700	£2,700	2,700	Street furniture insured for £19,368.77	
3 Brick bus shelters	Knightcott Road	Built by Keran Mellor Services	Unknown	Unknown	£3000	£3000	6300 - 6500	"	Refurbished summer 2011  Estimated value £1000 a shelter based on their age
Street lights x 67	Various	SEC	Unknown	Variety	£13,610	£13,610	Approx. £900 to replace a column	"	Inspected and electrical safety check completed in Jan 2017. Asset figure based on insurance value.
Dog bins x 20	Various	NSC	Unknown	Variety	£2000	£2000	£130 per bin (plus £50 for fixing) = £2,000	"	All inspected Jan 2011 and repaired/replaced as necessary. Estimated value of £100 per dog bin based on the variety of ages of the bins.
Benches x 10	Various	Various	Unknown Donated	Variety - unknown	£2000	£1000	£200 x 10 = £2000	"	Estimated value of £100 per bench based on the variety of ages/ sizes and materials of the benches.
Litter bins x 5	Various	Various	Unknown Donated	Unknown	£5	£5	£270 x 5 = £1350	"	
Notice boards x 2	West St car park Rec	Unknown	Unknown £413	Unknown	£150 £413	£563	Mounted £288	"	West Street board value based on its age.

**BANWELL PARISH COUNCIL – ASSET REGISTER**

Asset	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2017/18	Asset Value	Replacement Cost	Insured Value 2017/18	Comments
							Free standing £501		
Banwell/Potigny road signs x 4	Various	Unknown	Unknown	Unknown	£4	£4	TBV	"	
War memorial	West St	Unknown	Donated	Unknown	£1	£1	N/A	Not materially insured	Cleaned by Wells Cathedral Stonemasons Autumn 2011/ repointed October 2016.
Memorial stones;	West St/ Riverside x 2 /Golling Lane	Unknown	Donated	Unknown	£3	£3	TBV		
Jubilee Gate	East Street	Wally Rice	Donated	Unknown	£1	£1	TBV		
Chain of Office	Chairman	Roy Rice	Donated	Unknown	£1	£1	TBV		
Tables for meetings	Children's Centre		£470	December 2019	£470	£470	£470	Office & general contents insured for £15,835.65	
CCTV Equipment	Children's Centre	Donated	Donated	2008	£1	£1	£3000		
<b>Total Asset Values in Red</b>						<b>£618,269.94</b>			<b>For the purposes of the AGAR £618,270</b>

For the purpose of this asset register the Council has set a de minimus limit of £100 for which assets are not recorded on the register this excludes land, historical artefacts and assets with a replacement value of over £100.

**BANWELL PARISH COUNCIL – ASSET REGISTER****Inventory of items in Banwell Fire Station under the care of Banwell & District Volunteer Fire Unit. (Prepared by Roy Rice September 2011).**

- Manual Fire Engine dated 1810 with long brass & copper branch pipe.
- Four original wooden wheels for the 1810 Fire Engine in bad repair.
- Short length of leather hose.
- One leather hose repair clamp.
- One V thread brass branch with incorrect nozzle.
- One V thread branch with turn off tap and side outlet.
- One Hose winder.
- Two large oil lamps from front of 1887 fire engine.
- Two medium oil lamps from rear of 1887 fire engine, one with red painted lens.
- Two small hand or belt held oil lamps probably supplied with 1887 fire engine.
- Picture of Mr Castle Chief Officer seated in undress uniform.
- Picture of Mr Castle Chief Officer at Abbey Door.
- Picture of Mr Fred Day Chief Officer seated.
- Picture of firemen at back of station in undress uniform.
- Picture of War time crew at Abbey gates.
- Picture of W. Neate in councillor's dress.
- Two Thatch Hooks. At the moment, these are on show at the North Somerset Museum Weston Super Mare.
- One brass Fog Horn, for raising the alarm. This was given by Mike Yard son of Fred Yard Ex Sub Officer at Banwell since the Fire Station closed. It is a job to say if this belongs to the B&DFVU or Banwell Parish but seeing it was originally in the station with the above items I would suggest belongs to the Parish.

(Note - Anything that was in the station when it was given to the parish in 1887, if it ever closed would be given back to the Parish.)



# **BANWELL PARISH COUNCIL**

## **MEMBER CODE OF CONDUCT**

### **Introduction**

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

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

### **Definitions**

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

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

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

### **Member obligations**

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

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

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

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

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

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

## **Registration of Interests**

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

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

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

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

## **Declaration of Interests at Meetings**

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

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

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

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

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

**Other Interests**

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

**Dispensations**

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

**Appendix A**

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

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

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

**Appendix B**

An interest which relates to or is likely to affect:

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

**Appendix C**



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

*Tel: 01934 820442*

**DECLARATION OF INTEREST**

Meeting .....

Date .....

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

*E-mail: [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk)*

*Web: [www.banwellparishcouncil.org.uk](http://www.banwellparishcouncil.org.uk)*

### Inventory of Personal Data Captured, Stored and Processed by Banwell Parish Council

1. What Personal Data Do We Hold?			2. Lawful basis for holding personal Data				3. Consent	4. Sharing Personal data	5. Our internal processes					6. Action Needed
To whom does it relate?	What Data is it?	Sensitive Data?	What is it for?	Why do we have it?	Are we legally obliged to hold this data?	Have we a contract or privacy notice relating to the data subject?	Does contract demonstrate all necessary consents?	with whom do we share the data?	Who is responsible for keeping it?	How often is it checked?	How long do we keep it?	Where is it held?	Protection ?	Action needed
<b>Staff</b>	Contract	Yes	HR	It's a contract	Yes	Contract	Yes		Clerk	On appointment and on review	Duration of Employment plus 6 years	Desk Top /Filing Cabinet	Password/ Lock & key	Check permissions
	PAYE	Yes	HR	legislative requirement	Yes	Not Required	N/A	HMRC	RFO	Monthly	Duration of Employment plus 6 years	Laptop /Filing Cabinet	Password/ Lock & key	
	Bank details	No	HR	To pay Staff Salaries	No	Contract	Yes		Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop /Filing Cabinet	Password/ Lock & key	
	Pension details	Yes	HR	Legislative purposes	Yes	Not Required	N/A	HMRC, NEST	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop /Filing Cabinet	Password/ Lock & key	
	Leave Form	No	HR	Employment Purposes	No	Not at present	Yes		Clerk	Yearly	Duration of Employment plus 6 years	Laptop /Filing Cabinet	Password/ Lock & key	Privacy notice required
	Staff Appraisals	Yes	HR	Employment	No	Not at present	Yes		Clerk	As required	duration of employment	Filing cabinet	lock & key	Privacy notice required
	Performance Plans	Yes	HR	Employment	No	Not at present	Yes		Clerk	As required	duration of employment	Filing cabinet	lock & key	Privacy notice required

Councillors	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not Required	N/A	Public	Clerk	At Election	Term of Office + 4 years	Laptop /Filing Cabinet	Password/ Lock & key	
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not Required	N/A	Public	Clerk	At Election	Term of Office + 4 years	Laptop /Filing Cabinet	Password/ Lock & key	
	Email Addresses	No	Democracy	legislative requirement	Yes	Not Required	N/A	Public	Clerk	At Election	Term of Office + 4 years	Laptop /Filing Cabinet	Password/ Lock & key	
Contractors/Suppliers	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisors	Clerk	When Appointed	See Document Retention Policy	Laptop /Filing Cabinet	None required	Privacy notice required
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on Audit	RFO	On raising	See Document Retention Policy	Laptop /Filing Cabinet	Password/ Lock & key	Privacy notice required
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on Audit	RFO	On raising	See Document Retention Policy	Laptop /Filing Cabinet	Password/ Lock & key	Privacy notice required
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on Audit	RFO	On raising	See Document Retention Policy	Laptop /Filing Cabinet	Password/ Lock & key	Privacy notice required
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our Bank	RFO	On raising	See Document Retention Policy	Laptop /Filing Cabinet	Password/ Lock & key	Privacy notice required

	Insurance	No	Business	Contract	No	Contract	Yes	External Professional Advisors	RFO	On appointment	See Document Retention Policy	Laptop /Filing Cabinet	Lock & key	Privacy notice required
	References	No	Business	Contact	No	Contract	Yes	External Professional Advisors	RFO	On appointment	See Document Retention Policy	Laptop /Filing Cabinet	Lock & key	Privacy notice required
Residents	Electoral Register	No	Democracy	Democracy	No	N/A	No contract	Public Document required by law, which we choose to hold	Clerk	On receipt	1 Year	Laptop /Filing Cabinet	Lock & key	
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional advisors, MP's, Principal Councils	Clerk	On receipt	1 year	Filing cabinet	Lock & key	
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisors	Clerk	On receipt	2 years	Filing cabinet	Lock & key	
	General Correspondence from MOP's	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional advisors, MP's, Principal Councils	Clerk	On receipt	1 year	Laptop /Filing Cabinet	Password/ Lock & key	

Community Organisations	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See Document Retention Policy	Desktop/filing cabinet	Password/Lock & key	
	Grant Application Forms	Sometimes	Democracy	Service to Community	No	Privacy Notice	No contract	External Professional Advisors	Clerk	On receipt	See Document Retention Policy	Filing cabinet	lock & key	
	Bank Account details	No	Democracy	Payment	No	Contract	Yes	Our Bank	RFO	On raising	See Document Retention Policy	Desktop/filing cabinet	Password/Lock & key	Contract with accounts
Planning	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document	Clerk	On receipt	1 year	Desktop	None required	
Property	Lease for Scout Hut	No	Property	Council Function	No	Public Document	Yes	Public document registered at Land Registry	Clerk	Ad hoc	Indefinably	Filing cabinet	lock & key	
	Cemetery	No	Property	Council Function	No	Public Document	Yes	Public document registered at Land Registry	Clerk	Ad hoc	Indefinably	Filing cabinet	lock & key	
	Recreation Ground	No	Property	Council Function	No	Public Document	Yes	Public document registered at Land Registry	Clerk	Ad hoc	Indefinably	Filing cabinet	lock & key	

Allotments	Tenancy Agreement	No	Property records	Service to Community	No	Tenancy Agreement	Yes		Clerk	Annually	See Document Retention Policy	Filing cabinet	lock & key	
Children Centre	Lease & Licence from Wessex Water	No	Property records	Council Function	No	Public Document	Yes	Public document registered at Land Registry	Clerk	Ad hoc	See Document Retention Policy	Filing cabinet	lock & key	
	Venue Bookings	No	Business	Payment	No	Privacy Notice	Yes	Nobody without consent	Clerk/Community Centre Coordinator	On appointment	See Document Retention Policy	Filing cabinet	lock & key	
	Email Contacts	No	Business	Contact	No	Privacy Notice	Yes	Nobody without consent	Clerk/Community Centre Coordinator	On receipt	See Document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Cemetery	Record of Burials	No	legal	legislative requirement	Yes	Not applicable	N/A	Public document required by law	Clerk	On raising	Indefinitely	Filing cabinet	lock & key	
	Purchased Graves	Sometimes	legal	Contract	No	Contract	Yes	Any reasonable request	Clerk	On receipt	Indefinitely	Filing cabinet	lock & key	

PC Papers 18.03.19

	Contact details of known Undertakers	No	Cemetery Functions	Contract	No	We need a privacy notice	N/A	Bereaved families	Clerk	On raising	Until undertaker closes down	Laptop/ filing Cabinet	Password/ Lock & key	
General Contracts	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	N/A	Any reasonable request	Clerk	On raising	See Document Retention Policy	Desktop	Password	

**Council Large Parish Council**

- Councillors 12
- Staff 1 Clerk
- Electors 2400
- Precept 2019/2020 £88,000
- 1 Childrens Centres
- Allotments
- 2 Play areas
- Cemetery



# BANWELL PARISH COUNCIL

## PRIVACY NOTICE

### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

### **The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

- Processing is with consent of the data subject or
- Processing is necessary for compliance with a legal obligation or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

### **Information Security**

Banwell Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Banwell Parish Council at any time).

### **Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting the Clerk at the Parish Office

### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Clerk at the Parish Office to request this.

### **Information Deletion**

If you wish Banwell Parish Council to delete the information about you please contact the Clerk at the Parish Office to request this.

### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Clerk at the Parish Office to object.

### **Rights Related to Automated Decision Making and Profiling**

Banwell Parish Council does not use any form of automated decision making or the profiling of individual personal data.

**Conclusion:** In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Banwell Parish Council and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113



Clerk: Liz Shayler  
 Banwell Parish Council  
 Banwell Village Hall, Westfield Road  
 Banwell. BS29 6BS  
 01934 820442

## Subject Access Request Form

Process to Action		
Name of requester & method of communication Postal Address Email Address Phone number		
Date Subject Access Request made		
Is the request made under the Data Protection Legislation	Yes	No
Date Subject Access Request action to be completed by (One month after receipt time limit)		
Extension to the date of reply requested (An extension of another two months is permissible provided it is communicated to the subject within the one month period)	Yes	No
Extension date advised to the Subject Requester and method of contact		
Identification must be proven from the below list: Current UK/EEA Passport / EEA National Identity Card UK Photo card Driving Licence (Full or Provisional) / Full UK Paper Driving Licence State Benefits Entitlement Document / State Pension Entitlement Document HMRC Tax Credit Document / HMRC Tax Notification Document Local Authority Benefit Document State/Local Authority Educational Grant Document Disabled Driver's Pass Financial Statement issued by bank, building society or credit card company Utility bill for supply of gas, electric, water or telephone landline A recent Mortgage Statement / A recent council Tax Bill/Demand or Statement Tenancy Agreement Building Society Passbook which shows a transaction in the last 3 months and their address		
Verification sought that the Subject Access request is substantiated	Yes	No
Verification received	Yes	No
Verification if the Council cannot provide the information requested	Yes	No
Is the request excessive or unfounded?	Yes	No
Request to be actioned	Yes	No
Fee to be charged (Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)	Yes	No
If the request is to be refused, action to be taken and by whom.		
Changes requested to data/ or removal		

Complaint Process (Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint)	
Completion date of request	
Date complaint received by requested and details of the complaint	
Date complaint completed and outcome	

Categories of Data to Check

Data	Filing Cabinet	Laptop	Checked	Corrected/Deleted	Actioned by
HR					
Democracy					
Statutory Function					
Legal					
Business					
Legal requirement					
General Data					
Consultation Data					

### Risk Assessment – Spring Clean

Date of Assessment: 9 <sup>th</sup> March 2019		Assessed by: Liz Shayler					
Review date: 10 <sup>th</sup> March 2019		Role: Clerk					
What hazards are present or may be generated?	Who might be harmed by the hazards?	What control measures/ precautions are in place to eliminate or reduce the risk?	Risk Factor	Is the residual risk acceptable?		If no, what additional control measures/ precautions are needed to manage the risk?	Additional control measures implemented:
				Yes	No		
Dog Faeces	Employees of Banwell Council, Public, Contactors. Volunteers	Volunteers are to not remove any dog faeces from the site, unless bagged and are using a litter picker. Volunteers to be vigilant of where they are walking and wear suitable footwear. Wash/clean hands before eating/smoking etc and once the activity has finished.	2 Low	Yes		None	
Sharps (eg syringes) /broken glass – litter picking within undergrowth	Employees of Banwell Council, Public, Contactors. Volunteers	Volunteers are not to touch/remove any broken glass/sharps/syringes or anything hazardous to health if located. Please report to NSC to arrange clearance. All volunteers should wear gloves whilst they are collecting litter. Do not reach into undergrowth/holes in the ground or bag etc if you cannot see the area clearly. Do not overload the bags or carry to close to the body.	2 Low	Yes		None	
Trip Hazards	Employees of Banwell Council, Public, Contactors. Volunteers	Volunteers to be aware of their surroundings whilst carrying out their work. Leader to highlight any know trip hazards on the site. Take care around slippery surfaces – especially around water, wear suitable footwear.	2 Low	Yes		None	
Roads	Employees of Banwell Council, Public, Contactors. Volunteers	Work will be carried out predominantly within open spaces/parks and the pathway networks. If litter picking takes volunteers in proximity of the roads, highviz jackets are to be worn at all times. If litter picking along roads volunteers to	2 Low	Yes		None	

		stay on pavements at all times. Only litter pick roads with max speed limit of 30mph.					
Bushes/hedge rows	Employees of Banwell Council, Public, Contactors. Volunteers	Where litter picking is required under shrubs and hedgerows volunteer leader to make group aware of potential danger of branches at eye height. Gloves to be worn to prevent scratching, appropriate clothing to be worn.	2 Low	Yes		None	
Manual Handling Inc using tools, Splinters Musculoskeletal disorders Cuts from tools	Employees of Banwell Council, Public, Contactors. Volunteers	Children have adult supervision. Check tools before use. Use tools appropriately and for the job they are designed. Ensure cutting tools are appropriately sharp. Gloves supplied First aid kit located at the Children's Centre	2 Low	Yes		Minimum of 2 people  Use tools correctly and lift heavy materials between two people correctly	
Fall from height if using a stepladder / step up	Employees of Banwell Council, Public, Contactors. Volunteers	Check ladder before use Ladders correctly positioned on hard / solid ground.	2 Low	Yes		Minimum of 2 people to undertake job.	
Cleaning Chemicals causing skin irritation / eye damage	Employees of Banwell Council, Public, Contactors. Volunteers	Manufactories Instructions Children have adult supervision.  Gloves to be worn	2 Low	Yes		Minimum of 2 people to undertake job.	
Sanding Bench Irritation to eyes and respiratory tract, splinters	Employees of Banwell Council, Public, Contactors. Volunteers	Benches are located outside so it is well ventilated. Gloves supplied  First aider and first aid kit. Children have adult supervision.	4 Medium	Yes		Minimum of 2 people	



## Letterbox



Roll over image to zoom in

### Letterbox/Mailbox/Post Box, Model 444

by Tomasa  
 ★★★★★ 49 customer reviews  
 #1 Best Seller in Wall-mount Letterboxes

Price: VAT exclusive price not available  
 £36.99 incl. VAT  
 & FREE Delivery in the UK. Delivery Details

In stock.

Want it delivered by tomorrow, 8 Mar.? Order within 2 hrs 49 mins and choose One-Day Delivery at checkout. Details  
 Sold by Serface and Fulfilled by Amazon. Gift-wrap available.

New from £36.99 Used from £34.40

Colour Name: Anthracite - Grey



- Designer letterbox model 444 anthracite colour.
  - Dimensions: (W x H x D): approx. 32 cm x 45 cm x 10 cm with 2x keys / installation materials.
  - Material: rust-proof, solid, powder-coated steel sheet - Weatherproof.
  - Other colours available from our online shop.
- [See more product details](#)

Share

Quantity: 1

Add to Basket

1-Click ordering is not available for this item.

Deliver to Banwell - Banwell BS29 6BW

Add to List

Other Sellers on Amazon

Used & new from £34.40

Have one to sell? [Sell on Amazon](#)



Roll over image to zoom in

### Sterling MB02BK Post Box, Black, 362x310x112mm [Energy Class A]

by Sterling  
 ★★★★★ 231 customer reviews | 34 answered questions  
 Amazon's Choice for "post box"

RRP: £34.49  
 Price: £19.58 excl. VAT  
 £23.50 incl. VAT  
 & FREE Delivery in the UK. Delivery Details  
 You Save: £10.99 (32%)

In stock.

Want it delivered by tomorrow, 8 Mar.? Order within 6 hrs 19 mins and choose One-Day Delivery at checkout. Details  
 Downloadable VAT Invoice | Dispatched, sold, and invoiced by Amazon. Gift-wrap available.

New from £23.50 Used from £17.63

Style Name: Elegance

Use Elegance

Size Name: 362x310x112mm

360x317x117mm 362x310x112mm

Colour Name: Black



- Outward opening letter flap for improved weather protection
  - Suitable for grouping together and creating banks of post boxes
  - Slot size: 320 x 23mm
  - Corrosion resistant powder coated galvanised steel
- [See more product details](#)

Share

Quantity: 1

Request a Quantity Discount

Add to Basket

1-Click ordering is not available for this item.

Deliver to Banwell - Banwell BS29 6BW

Add to List

Other Sellers on Amazon

Used & new from £17.63

Have one to sell? [Sell on Amazon](#)



Home Icon Wall Mounted Lockable



Roll over image to zoom in

### Savisto Slim-Line Wall Mounted Lockable Waterproof Mailbox

by Savisto  
 ★★★★★ 508 customer reviews | 33 answered questions

Price: VAT exclusive price not available  
 £21.95 incl. VAT  
 & FREE Delivery in the UK. Delivery Details

Promotion Message 5% off item with the purchase of 1 items 1 promotion

In stock.

Want it delivered by tomorrow, 8 Mar.? Order within 6 hrs 46 mins and choose One-Day Delivery at checkout. Details  
 Sold by SAVISTO and Fulfilled by Amazon. Gift-wrap available.

New from £21.95 Used from £20.38

- This Savisto postbox features a strong, durable design: Manufactured from powder coated, galvanized steel offering high quality protection for your mail.
- Featuring a secure, lockable mail hatch to keep your post safe (2 keys included).
- Includes a house number / name card compartment; making this letterbox ideal for flats or apartments.
- Weather resistant: An overhanging hinged lid and water proof design protects your mail from the wind and rain.
- Letter Box Size: 350 x 320 x 100mm / Slot Size: 280 x 25mm.

[Compare with similar items](#)

Quantity: 1

Request a Quantity Discount

Add to Basket

1-Click ordering is not available for this item.

Deliver to Banwell - Banwell BS29 6BW

Add to List

Add to Wedding List

Other Sellers on Amazon

Used & new from £20.38

PC Papers 18.03.19

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Shopping Basket



**Large 65 Litre BLACK Plastic Bin Locking Lid Indoor Outdoor Rubbish Waste Paper Dustbin Food Flour Animal Feed Seed Storage**

In stock  
Sold by S&MC Supplies  
Gift options not available. [Learn more](#)  
[Delete](#) [Save for later](#)

Price  
**£9.96**  
(11.95 incl. VAT)

Quantity  
1

Part of your order qualifies for FREE Delivery. [Delivery Details](#)  
Select **FREE Delivery** at checkout.

**Subtotal (17 items): £180.00**

This order contains a gift

[Proceed to Checkout](#)



**Helping Hand Litterpicker Long Arm Mechanical Grabber Reacher 80cm**

In stock  
Sold by Ideal 365 Ltd  
Gift options not available. [Learn more](#)  
[Delete](#) [Save for later](#)

Price  
**£9.92**  
(11.90 incl. VAT)

Quantity  
10



**ZOJO High Visibility Reflective Vests, Adjustable Size, Lightweight Mesh Fabric, Wholesale Safety Vest for Outdoor Works, Cycling, Jogging, Walking, Sports - Fits for Men and Women (10, Neon Yellow)**

In stock  
Eligible for FREE UK Delivery  
 This will be a gift [Learn more](#)  
[Delete](#) [Save for later](#)

Price  
**£27.48**  
(32.98 incl. VAT)

Quantity  
1

Business Price

Voucher Collected  
Save 5%



**12 x Portwest Rubber Palm Scaffolding and Builders Work Gloves - Medium**

In stock  
Sold by SWS-UK  
Gift options not available. [Learn more](#)  
[Delete](#) [Save for later](#)

Price  
**£7.46**  
(8.95 incl. VAT)

Quantity  
1



**Baratec Yellow Hi Viz High Visibility Childrens Kids Vest Waistcoat - Ages 4-12 (Age 10-12 Chest 86-91cm)**

In stock  
Sold by COOZO UK  
Gift options not available. [Learn more](#)  
[Delete](#) [Save for later](#)

VAT exclusive price not available  
**£1.97 incl. VAT**  
Contact seller for VAT invoice

Quantity  
2



**Baratec Yellow Hi Viz High Visibility Childrens Kids Vest Waistcoat - Ages 4-12 (Age 7-9 Chest 79-84cm)**

In stock  
Sold by COOZO UK  
Gift options not available. [Learn more](#)  
[Delete](#) [Save for later](#)

VAT exclusive price not available  
**£1.59 incl. VAT**  
Contact seller for VAT invoice

Quantity  
2

**Subtotal (17 items): £180.00**

The price and availability of items at Amazon.co.uk are subject to change. The shopping basket is a temporary place to store a list of your items and reflects each item's most recent price.

Do you have a gift card or promotional code? We'll ask you to enter your claim code when it's time to pay.

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Hello, Banwell

Account for Banwell Pari... Lists

10

Amazon.co.uk Today's Deals Warehouse Deals Outlet Subscribe & Save Vouchers Amazon Family Amazon Prime Amazon Pantry Prime Video

### Shopping Basket

	Price	Quantity
 <p><b>Bentley HN001-24K Wooden Complete Soft Broom with Pole, 24" Length</b>            Usually dispatched within 3 to 4 days            Sold by AP Motor Store            Gift options not available. <a href="#">Learn more</a>  <a href="#">Delete</a> <a href="#">Save for later</a></p>	<b>£13.54</b> (16.25 incl. VAT)	1
 <p><b>Vileda DuActiva 2-in-1 Anti-Dust Broom Plus Dustpan Set</b>            In stock            Eligible for FREE UK Delivery  <input type="checkbox"/> This will be a gift <a href="#">Learn more</a>  <a href="#">Delete</a> <a href="#">Save for later</a></p>	<b>£11.66</b> (13.99 incl. VAT)	1
 <p><b>Vileda SuperMocio 3Action XL Mop and Bucket Set, Red/Blue</b>            In stock            Is delivered in Certified Frustration-Free Packaging  <input type="checkbox"/> This will be a gift <a href="#">Learn more</a>  <a href="#">Delete</a> <a href="#">Save for later</a></p>	<b>£14.16</b> (16.99 incl. VAT) Business Price	3
 <p><b>Hetty HET 160-11902289 with 10 Bags</b>            Usually dispatched within 1 to 4 weeks            For Banwell Parish Council's Wish List            This bundle contains 2 items (these items may ship separately):            Hetty HET160 Bagged Cylinder Vacuum, 620 W, 6 Litres, Pink            Henry NVM-1CH/907075 HepaFlo Vacuum Bags, Pack of 10            Gift options not available. <a href="#">Learn more</a>  <a href="#">Delete</a> <a href="#">Save for later</a></p>	<b>£90.82</b> (108.99 incl. VAT)	1
 <p><b>Wet Floor Sign 'Caution Wet Floor' - Size 640mm(h) - Safety Floor Sign</b>            In stock            Sold by Discounted Cleaning Supplies            For Banwell Parish Council's Wish List            Gift options not available. <a href="#">Learn more</a>  <a href="#">Delete</a> <a href="#">Save for later</a></p>	<b>£5.77</b> (6.92 incl. VAT)	3

Part of your order qualifies for FREE Delivery. [Delivery Details](#)  
Select FREE Delivery at checkout.

**Subtotal (10 items): £210.96**

This order contains a gift

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#### Buy it again

- 

HP 201X High Yield... 88  
**£71.99**  
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Large A1 2018-2019... 102  
**£11.99**  
[Add to Basket](#)
- 

HP 201X High Yield... 88  
**£79.67**  
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HP 201X High Yield... 88  
**£78.35**  
[Add to Basket](#)

**Subtotal (10 items): £210.96**

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Do you have a gift card or promotional code? We'll ask you to enter your claim code when it's time to pay.

### Recommendations & Popular Items

## Display Boards



Roll over image to zoom in

### Tabletop Folding Exhibition Display Board Large - 3 Panel + Header, incl. Carry Bag

by XL Displays Ltd

★★★★☆ | 13 customer reviews | 9 answered questions

Price: **£69.67 excl. VAT**  
 £83.60 incl. VAT  
**FREE delivery.**

**In stock.**

Get it as soon as **11 - 14 Mar.** when you choose **Standard Delivery** at checkout. [Details](#)

[Downloadable VAT Invoice](#) | Dispatched from and sold by [Discount Displays](#).

New from **£79.60**

- Portable Tabletop Folding Display Board with carry bag. Lightweight - weighs less than 6 kgs
  - Strong plastic frame, hinged construction is quick and easy to assemble
  - 2 sided reversible panels in Royal Blue/Grey loop nylon fabric. Velcro friendly. Not pinnable
  - Centre panel 600(W)x900(H)mm. 2 side panels 600(W)x900(H)mm. Header 600(W)x250(H)mm
  - In stock for immediate dispatch
- [See more product details](#)

[Compare with similar items](#)

[Report incorrect product information.](#)

Share

**£69.67 (83.60 incl. VAT) + FREE**

delivery

**In stock.** Sold by **Discount Displays**

Quantity:

Get this item for as little as **£77.50** incl. VAT each with [Quantity discounts](#)

**Add to Basket**

1-Click ordering is not available for this item.

**Deliver to Banwell - Banwell BS29 6BW**



### 6 Panel (and header) free-standing plastic frame Display Board with carry bag

by XL Displays

★★★★☆ | 16 customer reviews | 7 answered questions

Price: **£108.92 excl. VAT**  
 £130.70 incl. VAT  
**FREE delivery.**

**In stock.**

Get it as soon as **11 - 14 Mar.** when you choose **Standard Delivery** at checkout. [Details](#)

[Downloadable VAT Invoice](#) | Dispatched from and sold by [Discount Displays](#).

New from **£126.65**

- Portable Folding Display Stand with carry bag. Lightweight - weighs less than 7kgs
  - Hinged construction is quick and easy to assemble
  - 2 sided reversible panels in Royal blue/grey loop nylon. Velcro friendly
  - Main panels 900(H)x600(W)mm. Header 250(H)x600(W)mm. Strong grey plastic frame
  - In stock for immediate dispatch
- [See more product details](#)

[Compare with similar items](#)

Share

**£108.92 (130.70 incl. VAT) + FREE**

delivery

**In stock.** Sold by **Discount Displays**

Quantity:

[Request a Quantity Discount](#)

**Add to Basket**

1-Click ordering is not available for this item.

**Deliver to Banwell - Banwell BS29 6BW**

Date \_\_\_\_\_ Time \_\_\_\_\_

Inspection by \_\_\_\_\_

	Location of Bus Shelter	Condition	Comments
1	A370 (between the entrances to Silvermoor Rd and West Rolstone Rd) BPC		
2	A371 Elborough Hill (opposite Banwell Road) NS		
3	Knightcott Road (Opposite Summer Lane) BPC		
4	Knightcott Road (Opposite Well Lane BPC		
5	Knightcott Road (By Knightcott Motors) BPC		
6	Knightcott Road (By Westfield Road) (BPC)		
7	Knightcott Road (Opposite Westfield Road) NS		
8	West Street (in front of the school) NS		

<b>Condition scoring</b>	1 = Good	2 = Fair	3 = Some attention needed	4 = Work Required	5 = Dangerous needs immediately rectified
--------------------------	----------	----------	---------------------------	-------------------	---

Date 10/03/19

Time: between 2pm + 3pm

Inspection by NICE MANLEY



Seat	Type of bench	Condition	Area	Comments	Date
Car Park West St.	Metal	1	1		
School West st.	Metal body / wooden slats	1	1		
Memorial West St.	Metal body / wooden slats	2	1		
Castle Hill	Metal body / wooden slats	2	2		
Bow bridge, Riverside	Metal body / wooden slats	1	2	Lowest bush behind bench may need brimming	
Riverside green 1	Metal	1	1		
Riverside green 2	Plastic	1	2	lots of moss growing on soft mat under bench	
Riverside green 3	Plastic	1	1		
Riverside green 4	Plastic	1	1		
Riverside green 5	Wooden	1	1		
Golling Lane	Metal body / wooden slats	4	1		
Wolvershill Park	Metal body / wooden slats	3	2	Wood could do with a clean!	
Knightcote Gardens	Wooden	1	1		
Knightcote Motors	Wooden	1	2	8 Hand bc find 5 parked cars all around it	
Recreation Ground 1	Metal body / wooden slats	1	1		
Recreation Ground 2	Metal body / wooden slats	1	1		
Recreation Ground 3	Metal body / wooden slats	1	1		
Rec. toddler area 1	Metal with back	1	1		
Rec. toddler area 2	Metal seat	1	1		
The Quarry	Half tree trunk – Solid	2	1		
Easternmead Lane	Half tree trunk – Solid	1	1		
The Cemetery 1 Hebden	Wooden	1	1		
The Cemetery 2 Molton	Wooden	1	1		
The Cemetery 3 Catholic	Wooden	1	1		
The Cemetery 4 Cremations	Wooden	1	1		
The Cemetery 5	Wooden				
<b>Seat scoring</b>			<b>Area</b>		
	1 = Good			1 = Neat & Tidy	
	2 = Fair		<b>Scoring</b>	2 = Fair	
	3 = Some attention			3 = Requires clean up	
	4 = Work Required			4 = Overgrown	
	5 = Dangerous removal			5 = Unusable / poor condition	

**Dog Bin Comparison**

Dog Bins	Lining of bin	Capacity	Price excluding VAT	Delivery	Total
Sirius metal dog bin <sup>1</sup>	Metal	40L 60L	£115 (additional coatings available) £124 (additional coatings available)	£41 £41	£156 £165
Fido metal dog Bin <sup>2</sup>	Metal	35L 50L	£189.05 (no liner) £195.86 (no liner)	Free	£189.05 £195.86
Retriever metal dog <sup>3</sup> Bin	Metal	50L 35L (with liner)	£227.20 (no liner) £250.59	Free	£227.20 £250.59
Parrs <sup>4</sup>	Metal with retaining strap	40L	£159.00	Free	£159.00

Greenways suggestion that Riverside (unused bin) is moved from here and replaces the one at the Cart Wash.

<sup>1</sup> <https://www.broxap.com>

<sup>2</sup> <https://uk.glasdon.com>

<sup>3</sup> <https://uk.glasdon.com>

<sup>4</sup> [www.parrs.co.uk](http://www.parrs.co.uk)

Date: 25<sup>th</sup> Feb 2019

Inspection by: Paul Blatchford

Time: P.M.

Flag Pole Number	Location	Score	Comments
Left of the Memorial	Ground Mount bases	1	
	Concrete footings	1	
	Poles	1	
	Pulley's	1	
Right of the Memorial	Ground Mount bases	1	
	Concrete footings	1	
	Poles	2	Rope tie loose
	Pulley's	1	

- A foundation (the ground socket) inspection
- Anchor bolts should be checked for wear and tear and rust
- Check the pole for signs of wear, fatigue, bending or failure
- Lanyards should be checked for wear, signs of abrasion and UV ageing
- All fittings and the hinge pins should be checked
- Poles on occasions may need to be lowered and cleaned, checking the top pulley wheel (at the same time)
- Flags should be inspected and where necessary replaced

1 = Good
2 = Fair
3 = Some attention needed
4 = Work Required
5 = Dangerous needs removal

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

Inspection by \_\_\_\_\_

Location of Grit Bin	Condition	Level of grit	Comments
1 Wolvershill Rd junction with Wolvershill Pk.	2	5	
2 North Road	2	2	
3 Littlefields Road	1	1	
4 High St j/w Greenfields Avenue	2	3-4	CLEAN ME
5 High Street (top of Littlefields Rise)	2	1	
6 High Street (by The Ship Inn Car park entrance)	2	1	BASES OF SALT
7 Westfield Road	2	3	
8 Knightcott Park	2	1-2	
9 School Close	2	1	
10 Wint Hill adjacent to entrance to castle	2	1	BIN TIPED OVER
11 Cart Wash	3	3	
12 Knightcott Gardens	2	1	
13 THOMAS CLOSE	2	5	WATER IN
14 HIGHSI BOTTON WILKPATH	2	1	

ALL BINS NEED TO BE CLEANED

Condition scoring	Level Scoring
1 = Good	1 = Full
2 = Fair	2 =
3 = Some attention needed	3 = Half Full
4 = Work Required	4 =
5 = Dangerous needs immediate removal	5 = Empty

Date: 01/03/19

Inspection by: NICE MANLEY

Time: 2pm - 3pm

Litter Bin Number	Location	Score	Comments
1	Recreation Ground 1	1	
2	Recreation Ground 2	1	
3	West Street Car-Park	1	
4	Riverside 1	1	Bin is here - laurel bush behind bench and bin and bench overgrown
5	Riverside 2	1	

1 = Good
2 = Fair
3 = Some attention needed
4 = Work Required
5 = Dangerous needs removal

\* Not sure if we're responsible for the bin next to the bench, ~~at~~ laurel bush and stream.  
 Both bins in park are fine.

Inspection by Paul Blatchford

Date 25<sup>th</sup> Feb 2019 Time : AM e PM

Memorials	Items	Comments	
War Memorial	Boundary – Fencing / Wall Structure Clean and Tidy Hedges	② Generally Good. Small problem with concrete flaking on 1 <sup>st</sup> step. Salls emerging from left stone with names on.	AM
Village Pump	Boundary Wall Structure Gate Padlock / Well Cover Clean and Tidy	③ Basically Good <u>but</u> steps down into area are breaking up.	AM
Cart Wash Area (Bristol Water responsibility)	Boundary – Fencing / Wall Flower Planters Clean and Tidy	③ Generally Good. Bollards need painting and one is loose.	AM
Village Car Park Millennium Stone 1 and paved area.	Boundary – Fencing / Wall Structure Flower bed / planters Clean and Tidy	① Good	PM
Banwell P.C. Centenary stone Riverside Green	Structure Clean and Tidy Tree	① Good	AM
VE Day Centenary Stone, Riverside Green	Structure Clean and Tidy Vegetation	① Good. <del>Needs</del> <del>the</del> <del>tidying.</del>	AM
D-Day remembrance area Golling Lane	Boundary – Fencing Structure Clean and Tidy Vegetation / Trees	① Good. Area needs vegetation tidying.	AM
Gate to Churchyard, East Street	Structure	② Good. Will need painting in next few years	AM
Welcome to Banwell sign, East Street	Structure Clean and Tidy Vegetation	④ Sign good BUT post nearest road is badly corroded and needs attention	AM
Welcome to Banwell sign, Castle Hill	Structure Clean and Tidy Vegetation	① Good	PM
Welcome to Banwell sign, Knightcott Road	Structure Clean and Tidy Vegetation	① Good. No an anarchist 'A' has been painted on the back.	PM
Welcome to Banwell sign, Wolvershill Road	Structure Clean and Tidy Vegetation	① Good. Note a Bilbie Grange sign has been attached and then vandalised	PM

1 = Good
2 = Fair
3 = Some attention needed
4 = Work Required
5 = Dangerous needs immediate removal

**G.B. SPORT & LEISURE UK LTD**  
Unit 7 Oakwood Business Park  
Oldmixon Crescent  
Weston-super-Mare, BS24 9AY  
Tel: 01934 628620 Fax: 01934 612178  
E-mail: [sales@gbsportandleisure.co.uk](mailto:sales@gbsportandleisure.co.uk)  
Internet: [www.gbsportandleisure.co.uk](http://www.gbsportandleisure.co.uk)

## Operational Playground Inspection

---

**Client:** Banwell Parish Council  
**Inspector:** Colin Lewis  
**RPII Inspector No:** OPO536  
**Date:** 13/2/19      **Time:** 12.15  
**Site Address:** Multi Use Games Court.  
Westfield Road Recreation Ground BS29 6BS

### Notes:

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It is recommended that all items are checked visually on a regular basis by a suitably competent person,

**Low Risk:** Require monitoring on a regular basis and in the event of deterioration or exceptional circumstances such as vandalism should be repaired as soon as possible

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**BS EN 1176** Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

**BS EN 1176** Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, including ancillary items).

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliance within the inspection will still refer to BS EN 1176.

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

**BS EN 15312** Multi use sports equipment

**BS EN 14974** Wheeled sports equipment

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**BS EN 16899** Parkour equipment (plus RPII/API guidance notes)

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The inspector will access all standing surfaces as necessary on the equipment and assess all parts up to 2.5m above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on-site ladders may not be used to access the equipment.

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).

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**Asset:** Multi Use Games Court

**Manufacturer:** Sutcliffe Play

**Safer Surfacing:** n/a

**Findings:** At time of inspection there were 6 no post caps missing.  
The rubber capping to top of rebound panels is opening up between the 2 sections.  
The rebound mesh is coming away from its rubber edge behind the goal



**Recommended Action:** Replace all missing caps. Monitor wear to rebound panel capping's. Repair rebound panel behind goal

**Risk Assessment:** Low

## Maintenance Matters:





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**Internet: [www.gbsportandleisure.co.uk](http://www.gbsportandleisure.co.uk)**

## Operational Playground Inspection

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**Client:** Banwell Parish Council  
**Inspector:** Colin Lewis  
**RPII Inspector No:** OPO536  
**Date:** 28/2/19      **Time:** 12.10  
**Site Address:** Recreation Ground  
Westfield Rd, Banwell BS29 6BS

**Notes:**

The inspection is of a non-dismantling nature carried out from ground level, and as such cannot make comment on any concealed parts such as hidden fixings or bearings, nor does the report comment on the condition of timbers or steel components below finished surface level. However due to training, experience and product knowledge we are able to make comment on certain items such as swing bearings, carousel bearings, swing head casting fixings and some other fixings. We will also make recommendations in certain instances where we feel an internal inspection should be carried out to check the condition of any concealed component that is felt to be suspect and requires further investigation.

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**Asset:** Entrance Gates from Road and Roadside fencing

**Manufacturer:** Gates -Steelway

**Safer Surfacing:** n/a

**Findings:** Galvanised bow top fencing is satisfactory. Entrance gate near to Nursery footpath is not fully self-closing. This gate is also catching on the ground slightly.



**Recommended Action:** Lubricate hinges and springs regularly .Fit nylon washers to hinges. Gates should close within a target speed of 4-8 seconds .

**Risk Assessment:** Low

*Inspectors note: Signs fitted to gates can often affect the closing speeds during windy weather as they can act like a sail. Consider relocating signs to adjacent fence*

**Asset:** Signage

**Manufacturer:**

**Safer Surfacing:** n/a

**Findings:** Satisfactory



**Recommended Action:** No action required at time of inspection

**Risk Assessment:** Low

**Asset:** Timber fence and combination gate to toddler area. **Manufacturer:** Steelway gate

**Safer Surfacing:** n/a

**Findings:** There is minor damage to mesh on fencing. Gate spring bar securing pin is proud (incorrect pin)



**Recommended Action:** Remove excess threads to sign bolts (min 8mm of exposed thread) Fit correct pin to gate .And repair mesh to fence. Relocate signs to adjacent fence

**Risk Assessment:** Low

**Asset:** Toddler area seating x2

**Manufacturer:**

**Safer Surfacing:** n/a

**Findings:** Satisfactory



**Recommended Action:** No action required at time of inspection

**Risk Assessment:** Low

**Asset:** Slide Climber

**Manufacturer:** Sutcliffe DZW 276

**Safer Surfacing:** Grass matting

**Findings:** Padlock and chain attached to climbing pole. Square deck panel to unit is slightly warped. Grassmats have sunk into ground reducing impact absorbency



**Recommended Action:** Remove padlock and chain. Monitor surfacing in hot dry conditions due to mats sinking there will be limited impact absorbency

**Risk Assessment:** Low.

**Asset:** Spring Rider

**Manufacturer:** Sutcliffe Inclusive

**Safer Surfacing:** Grass matting

**Findings:** Grassmats have sunk reducing impact absorbency. U bolts to spring are rusting.



**Recommended Action:** Monitor rust to spring rocker u bolts and replace as required.

**Risk Assessment:** Low

**Asset:** 1 bay 2 toddler seat swing

**Manufacturer:** Sutcliffe SWB062

**Safer Surfacing:** Grass matting.

**Findings:** Grassmats have sunk into grass reducing impact absorbency.



**Recommended Action:** Monitor

**Risk Assessment:** Low

**Asset:** Double bench seat

**Manufacturer:**

**Safer Surfacing:** n/a

**Findings:** Slat damaged to bench.



**Recommended Action:** Repair or replace slat.

**Risk Assessment:** Low

**Asset:** Bench seat

**Manufacturer:**

**Safer Surfacing:** n/a

**Findings:** Soil erosion and trip point to front of bench



**Recommended Action:** Reinstate soil to front of bench.

**Risk Assessment:** Low

**Asset:** Basket Swing

**Manufacturer:** Sutcliffe SNS080

**Safer Surfacing:** Grassmats

**Findings:** Grassmats have sunk into surface reducing impact absorbency



**Recommended Action:** Monitor

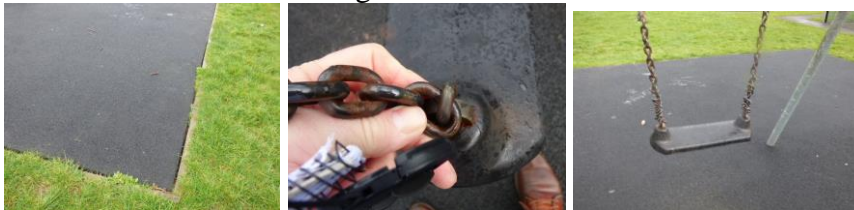
**Risk Assessment:** Low

**Asset:** 2 bay 4 junior seat swing

**Manufacturer:** Sutcliffe SWB 084

**Safer Surfacing:** Black wet pour

**Findings:** Chains are notching and were twisted up at time of inspection. There are gaps to edge of the safer surface due to shrinkage.



**Recommended Action:** The chains were untwisted by inspector. Monitor wear to chains and gaps to surface edge

**Risk Assessment:** Low

**Asset:** Football Goals x 2

**Manufacturer:**

**Safer Surfacing:** n/a

**Findings:** Frames are rusting and 1 no goal is loose in ground



**Recommended Action:** Rub down and repaint frames and secure loose goal

**Risk Assessment:** Low

**Asset:** Junior Climber

**Manufacturer:** Sutcliffe Activzone

**Safer Surfacing:** Wet Pour

**Findings:** 8 no Damaged /missing rubber bolt cover /grips .Minor movement to monkey bar grip bearing. Wet pour is satisfactory but there are old grass cuttings on surface which are decaying and will make surface slippery



**Recommended Action:** Replace missing or damaged caps .Tighten bearing fixing bolt to trapeze handle. Keep surface clear of grass cuttings.

**Risk Assessment:** Low

**Asset:** Litter Bins x 2

**Manufacturer:**

**Safer Surfacing:** n/a

**Findings:** Satisfactory



**Recommended Action:** No action required at time of inspection

**Risk Assessment:** Low

**Notes:** Timber Equipment

Timber deteriorates mostly when buried or is in contact with the ground. In addition when into a grass or grassmat type surface, there can often be damage from strimmer's, evident by cuts in to the posts. This damage affects the effectiveness of the treatment of the timbers and can increase the rate of decay substantially.

Where holes are drilled into timbers for the fixing of bolts to secure items these should be capped to prevent water ingress that can encourage decay from the inside of timber. Any missing caps should be replaced.

Wood is a natural material and cracking is natural. Normally these will have no appreciable effect on the strength of the material. They should however not exceed 10mm wide (in which case they could potentially be a "finger trap" as defined by EN 1176) or be in places where water can remain and soak into the wood. Cracks normally appear due to a differential rate of drying out of wet wood.

Equipment which is installed only a few days after pressure treatment and in hot summer conditions will invariably split and crack badly very quickly.

It is important that all timber structures are checked regularly for signs of decay and replaced as required. It is difficult to determine visually the extent of decay to timber or steel items below ground level .Whilst we take every care to check for decay below surface level, whilst minimising disturbance to the surrounding surface, this is inherently less effective than an above ground examination. Where concerns are raised it is recommended that the surface is removed and the structures thoroughly checked below ground level.

Structures such as aerial cableways and swings can be subject to high stress forces which can cause sudden failure to timbers that may be weak due to decay at or below ground level.

Further testing of timber equipment is available using specialist equipment. For further information please contact our sales department.

**Maintenance Matters:**





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## Operational Playground Inspection

---

**Client:** Banwell Parish Council  
**Inspector:** Colin Lewis  
**RPII Inspector No:** OPO536  
**Date:** 28/2/19      **Time:** 11.24  
**Site Address:** Riverside Banwell BS29 6EE

### Notes:

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**Asset:** Signage

**Manufacturer:**

**Safer Surfacing:**

**Findings:** There are no clearly visible signs stating ownership details of site

**Recommended Action:** Fit sign providing site ownership details

**Risk Assessment:** Low

**Asset:** Fencing

**Manufacturer:** Unknown

**Safer Surfacing:** n/a

**Findings:** Some posts are rotting at ground level and are loose in ground. Horizontal timbers to fence are decaying and a couple have snapped.



**Recommended Action:** Repair or replace all rotten posts.

**Risk Assessment:** Low.

**Asset:** Gates

**Manufacturer:** Unknown

**Safer Surfacing:** N/A

**Findings:** The entrance gate from Riverside is sticking open. Vehicle gate into main area is satisfactory. Vehicle gate into play area is not locked shut. And self-closing gate is sticking open.



**Recommended Action:** The self-closing gates are not closing as they are catching on ground or vegetation around gate when fully open. Adjust hinges on post to raise height of gates to prevent catching on ground and keep clear of overgrowing vegetation.

**Risk Assessment:** Low

*Note ensure when gates are adjusted that there is a minimum of 12mm gap to both the opening and closing sides of the gates to prevent finger trap .*

*Target closing speed of a self-closing gate is 4-8 seconds*

**Asset:** Benches x2

**Manufacturer:** Marmax

**Safer Surfacing:** n/a

**Findings:** Satisfactory



**Recommended Action:** No action required at time of inspection

**Risk Assessment:** Low

**Asset:** Bench

**Manufacturer:** Possibly Handmade Places

**Safer Surfacing:** n/a

**Findings:** Bench is not secure and the top of bench was very slippery at time of inspection



**Recommended Action:** Secure bench and clean top

**Risk Assessment:** Low

**Asset:** General fenced in grass area

**Manufacturer:**

**Safer Surfacing:** n/a

**Findings:** There are various large stones and remains of grass matting from where old equipment has been removed. These are creating trip hazards for children running and playing about in this area.



**Recommended Action:** Clear area of as much debris as possible and import top soil turf or seed to cover and level this area.

**Risk Assessment:** Med

**Asset:** Steel Bench Seat

**Manufacturer:**

**Safer Surfacing:** n/a

**Findings:** Satisfactory



**Recommended Action:** No action required at time of inspection

**Risk Assessment:** Low

**Asset:** Picnic Bench

**Manufacturer:**

**Safer Surfacing:** Installed onto a narrow wet pour pad

**Findings:** Bench itself is satisfactory but there is a lot of heavy moss on surface under and to the sides the bench .



**Recommended Action:** Remove moss from surface and treat surface with a suitable moss inhibitor /killer

**Risk Assessment:** Low

**Asset:** Litter and Dog Bins

**Manufacturer:**

**Safer Surfacing:** n/a

**Findings:** The one litter bin mounted to fence has a lot of brambles around it making it difficult to users to access the bin.



**Recommended Action:** Remove brambles from around litter bin

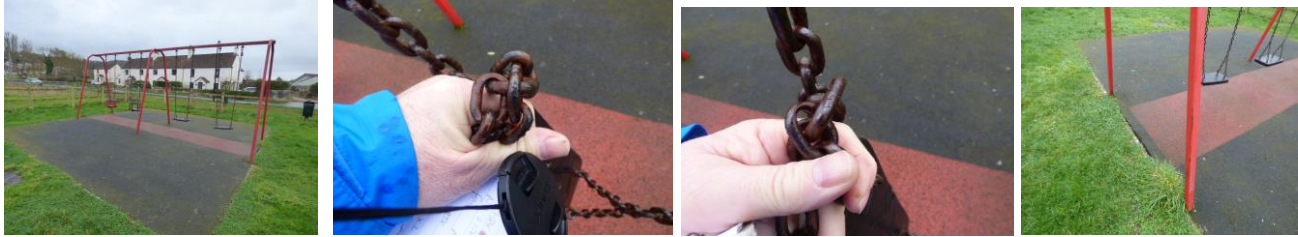
**Risk Assessment:** Low

**Asset:** Swing frame  
PC Papers 18.03.19

**Manufacturer:** Supplied by GB Sport

**Safer Surfacing:** Wet Pour

**Findings:** There are minor gaps to safer surface edging. Moss is forming on the surface. The chains to the junior seats are worn and the cradle seat chains are notching. Oilite bushes to swing hangers are worn.



**Recommended Action:** Replace chains to junior seats. Monitor wear to cradle swing seats .Replace oilite bushes.

Clean surface of moss

**Risk Assessment:** Low.

*Note: Swing chains and shackles should be replaced when worn to 40% wear*

**Asset:** Entrance Stile

**Manufacturer:**

**Safer Surfacing:** N/A

**Findings:** The stile itself is satisfactory .However a no dog's sign has been fitted to the main upright post .The sign is installed in such a way that it could become a potential hazard to users trying to grip the post in that they could easily grip the sign as opposed to intended post.



**Recommended Action:** Relocate sign to adjoining fence

**Risk Assessment:** Low.

**Notes: Timber Equipment**  
PC Papers 18.03.19

Timber deteriorates mostly when buried or is in contact with the ground. In addition when into a grass or grassmat type surface, there can often be damage from strimmer's, evident by cuts in to the posts. This damage affects the effectiveness of the treatment of the timbers and can increase the rate of decay substantially.

Where holes are drilled into timbers for the fixing of bolts to secure items these should be capped to prevent water ingress that can encourage decay from the inside of timber. Any missing caps should be replaced.

Wood is a natural material and cracking is natural. Normally these will have no appreciable effect on the strength of the material. They should however not exceed 10mm wide (in which case they could potentially be a "finger trap" as defined by EN 1176) or be in places where water can remain and soak into the wood. Cracks normally appear due to a differential rate of drying out of wet wood. Equipment which is installed only a few days after pressure treatment and in hot summer conditions will invariably split and crack badly very quickly.

It is important that all timber structures are checked regularly for signs of decay and replaced as required. It is difficult to determine visually the extent of decay to timber or steel items below ground level. Whilst we take every care to check for decay below surface level, whilst minimising disturbance to the surrounding surface, this is inherently less effective than an above ground examination. Where concerns are raised it is recommended that the surface is removed and the structures thoroughly checked below ground level.

Structures such as aerial cableways and swings can be subject to high stress forces which can cause sudden failure to timbers that may be weak due to decay at or below ground level.

Further testing of timber equipment is available using specialist equipment. For further information please contact our sales department.

## Maintenance Matters:





Please click images below to view our online brochures.



Final Page

Registered office: Freshford House, Redcliffe Way, Bristol, BS1 6NL  
VAT REG. No. 634 5525 40      Company reg 7524601

# Additional equipment at the Recreation Ground

Want to find out about our plans to improve the play equipment in the Recreation Ground?

Want to share your views on those plans?

North Somerset Council will be giving Banwell Parish Council Section 106 developer contribution of £19,000 from the Taylors Field Development (currently known as Bilbie Grange). The Section 106 money must be used to increase capacity of play equipment on the Recreation Ground at Westfield Road. The Parish Council is proposing to increase the amount of play equipment and improve existing equipment. Unfortunately, it cannot be used for Riverside Play Area which the Parish Council will be looking at after the water-logged area has been resolved.



Previous ideas for the Recreation Ground have included; a zipline, seesaw, merry go round, teen shelter, climbing wall, picnic tables and path all the way around the field. Other suggestions include, outside ping pong table, play cabin, outdoor fitness equipment.

Banwell Recreation Ground Trustees would welcome your views and comments about potential new equipment. Please complete the short survey below and return it to Banwell Children's Centre before the 8<sup>th</sup> April. Alternatively, the survey can be completed online. Go to [www.banwellparishcouncil.org.uk](http://www.banwellparishcouncil.org.uk) and just follow the link on the News tab.

Your personal details will remain confidential and will not be retained after the consultation. The consultation will end at 12 o'clock on **Monday 8th April 2019**

Your household; please tell us who lives in your home

- Children under 5 years
- Children aged 5 to 10
- Children aged 10 to 15
- Aged 15 to 18
- No children
- Grandchildren or friends visit often



Do you use the play area?

- Regularly
- Occasionally
- No



If no, please tell us more

- We don't use play areas
- We prefer to use other play areas
- It isn't appropriate for the age of our children
- Not applicable
- Other



What age group should any additional equipment be suitable for?

## PC Papers 18.03.19

- Pre-school children (under 5)
- Primary school children (5 – 11)
- Secondary school children (12 – 16)
- Other (16 +)

Which road do you live in?

Please use this space to make any other comments and suggestions about the suggested equipment or current equipment on the Recreation Ground that you think are relevant.

Additional Play Equipment Consultation – Saturday, 6<sup>th</sup> April

*Want to find out about our plans to add to the play equipment in the Recreation Ground due to a Section 106 contribution?*

*Want to share your views on those plans?*

Then come along to Banwell Children’s Centre at the bottom of West Street Car Park **Saturday, 6<sup>th</sup> April**, between **10am and 1pm**.

You can view examples of additional play equipment, ask questions of the Parish Council and provide feedback.

We hope to see you there...

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We hope to see you there...



# **BANWELL PARISH COUNCIL**

## **RECREATION GROUND ADDITIONAL EQUIPMENT PUBLIC CONSULTATION**

**AN OPPORTUNITY FOR YOU TO VIEW  
EXAMPLES OF ADDITIONAL  
EQUIPMENT, ASK QUESTIONS AND  
MAKE SUGGESTIONS**

on

**SATURDAY, 6<sup>TH</sup> APRIL 2019**

**Drop in between 10 am and 1pm**

at

**BANWELL CHILDRENS CENTRE,  
At the bottom of West Street Car Park  
(Refreshments are available)**

# Join the Great British Spring Clean

Be part of the pick

Saturday 6<sup>rd</sup> April 2019  
10am until Midday

Banwell Childrens Centre,  
at the end of West Street Carpark

Refreshment reward

22 MARCH -  
23 APRIL 2019

Register your support [keepbritaintidy.org](http://keepbritaintidy.org)  
**#GBSpringClean**

Keep Britain Tidy is a registered Charity No. 1071737

Brought to you by



In partnership with



Headline sponsor



Supported by players of



Awarded funds from



Banwell Parish Clerk - Record of hours worked							
Date	Day	In	Out	In	Out	Breaks	Notes
Credit hours carried forward						<b>10:30</b>	
25.02.19	Mon	07:45	14:00	16:00	16:30	6:45	
26.02.19	Tues	07:45	12:00	13:45	20:15	10:45	
27.02.19	Weds	07:45	16:00			7:45 00:30	
28.02.19	Thurs	10:00	11:00	13:15	16:00	3:45	
01.03.19	Fri					0:00	SLCC Branch Meeting
Total hours worked during week						<b>29:00</b>	
Credit hours carried forward						0:30	10hrs claimed as overtime
04.03.19	Mon	08:00	12:30	13:15	15:45	7:00	
05.03.19	Tues	07:30	17:00			8:30 01:00	
06.03.19	Weds	09:15	15:00			5:15 00:30	
07.03.19	Thurs	08:15	16:00			7:15 00:30	
08.03.19	Fri	09:15	13:30	14:30	15:45	5:30	Webinar am Castle Hill & cleaner meeting pm
09.03.19	Sat	06:30	08:45	13:30	17:30	6:15	Consultation documents & agenda
Total hours worked during week						<b>39:45</b>	
Credit hours carried forward						16:15	
11.03.19	Mon	07:45	12:45	14:30	17:00	7:30	
12.03.19	Tues	07:00	18:30			10:30 01:00	pm CCTV meeting
13.03.19	Weds	09:00	15:00			5:30 00:30	2 x meeting cleaners
14.03.19	Thurs	13:00	16:00			3:00	
15.03.19	Fri	09:00	13:00			4:00	Internal Auditor
Total hours worked during week						<b>30:30</b>	
Credit hours carried forward						0:00	
18.03.19	Mon	09:00	15:00	18:00	22:00	9:30 00:30	
19.03.19	Tues	09:00	16:00			6:00 01:00	
20.03.19	Weds	09:00	15:45			6:15 00:30	
21.03.19	Thurs	11:00	12:00	13:00	16:00	4:00	Church meeting
22.03.19	Fri					0:00	
Total hours worked during week						<b>25:45</b>	
Credit hours carried forward						0:00	
25.03.19	Mon	09:00	15:00			5:30 00:30	
26.03.19	Tues	09:00	15:00			5:30 00:30	Move to Childrens Centre
27.03.19	Weds	09:00	15:45			6:15 00:30	
28.03.19	Thurs	09:00	16:00	19:00	20:30	8:00 00:30	
29.03.19	Fri					0:00	
Total hours worked during week						<b>25:15</b>	
Total Credit Hours						0:00	
Hours claimed as Overtime							
Credit Hours carried forward						<b>0:00</b>	

Leave Balance b/f (hrs)	90.5
Less Leave taken	0
Leave Balance c/f	90.5

Overtime record	Hours
Normal business	0
Highways WP	0
Cemetery work	0
<b>Total</b>	<b>0</b>

**Bills for Payment - 19th February to the 18th March 2019**  
**Banwell Parish Council**

Method	Payee	Details	Net Amount	VAT	Gross Amount		Minute agreed	Power
	<b>Already Paid</b>							
BACS	Somerset Playing Fields Association	Annual Subscription	£15.00		£15.00			PHA 1875 s164
DD	Mainstream	Phone and Broadband (DD 14.03.19)	£3.80	£0.76	<b>£4.56</b>			LGA 1972 s111
DD	E-ON	Streetlight Power (DD 16.03.19)	£167.57	£33.51	<b>£201.08</b>			PCA 1957, s3 & HA 1980 S301
BACS	J K Gardening	Grass cutting @ Rec Ground	£141.75		<b>£141.75</b>			PHA 1875 s164
BACS	J K Gardening	Grass cutting @ Riverside, Children's Centre, K'cott Bank	£141.75		<b>£141.75</b>			PHA 1875 s164
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		<b>£162.50</b>			LGA 1972 s214 (2) & (6)
BACS	J K Gardening	Village Orderly duties <b>Total £838.50</b>	£392.50		<b>£392.50</b>			LGA 1972 s112
BACS	Youthworkz	Youth Club staffing costs (£420 - £15 subs) + Programme costs (£6.50)	£411.50		<b>£411.50</b>			LG (MP) Act 1976 S19 (1e) & (1f)
BACS	Greenways	Dog bin emptying	£235.38		<b>£235.38</b>		283/19	EPA 1990 s5 subsection 86 (13)
BACS	GB Sport	Clerk Training and	£250.00	£50.00	<b>£300.00</b>			LGA 1972 s111
BACS	GB Sport	Operational Inspection	£100.00	£20.00	<b>£120.00</b>			PHA 1875 s164
BACS	Panda Telecom Ltd	Streetlighting Contract	£875	£175	<b>£1,050</b>			PCA 1957, s3 & HA 1980 S301
BACS	Webglu	Managed web service	£60	£12	<b>£72</b>			LGA 1972 s111
BACS	ALCA	Annual Subscription	£519.24		<b>£519.24</b>			LGA 1972 s111
BACS	Banwell Village Hall	Office Hire	£740		<b>£740</b>			LGA 1972 s111
BACS	Adams Memorials	Final phase of memorials	£580		<b>£580</b>			LGA 1972 s214 (2) & (6)
BACS	CAB	Outreach payment	£3,738		<b>£3,738</b>			Section 137 (9)
BACS	Glasdon	Cemetery Bench	£700.00	£85	<b>£785</b>	Awaiting invoice	c 06/19	LGA 1972 s214 (2) & (6)
BACS	ICCM	Annual Subscription	£90.00		<b>£90.00</b>	Awaiting invoice	c 07/19	LGA 1972 s214 (2) & (6)
BACS	Barchams	10% order	£370.00		<b>£370.00</b>	Awaiting agenda item		LGA 1972 s111
BACS	E. Shayler	Overtime Payment 10 hrs and expenses	£140.71	£8.33	<b>£149.04</b>			LGA 1972 s111
SO	E. Shayler	Clerk's Salary (SO 26.03.19)	£1,312.23		<b>£1,312.23</b>			LGA 1972 s112
DD	Nest	pension contributions (DD 28.03.19)	£75.75		<b>£75.75</b>			LGA 1972 s112
DD	Unity	Bank Charges (31.03.19)	£23.85		<b>£23.85</b>			LGA 1972 s111
BACS	HMRC	PAYE and NI for March (12.04.19)	£409.64		<b>£409.64</b>			LGA 1972 s112
		<b>Totals</b>	<b>£11,641.17</b>	<b>£384.60</b>	<b>£12,025.77</b>			
Transfer	NATWEST	Transfer environmental fees to current account	£360.00		<b>£360.00</b>	Awaiting agenda item	Agenda item	

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

**Cost Centre Name**

<b>Cemetery and Memorials</b>		<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</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	1,787.50	162.50
102	Paths / Trees / Garden	0.00	0.00	0.00	350.00	60.00	290.00
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	3,092.00	908.00
105	Environmental Fee	0.00	0.00	0.00	0.00	360.00	-360.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>6,580.00</b>	<b>£5,299.50</b>	<b>1,280.50</b>

<b>Cemetery Income</b>		<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
908	Cemetery Income	0.00	2,500.00	6,820.00	0.00	0.00	4,320.00
		<b>£0.00</b>	<b>2,500.00</b>	<b>£6,820.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>4,320.00</b>

<b>Clerk and Administration</b>		<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</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	20,500.00	18,789.25	1,710.75
302	Clerk's Pension	0.00	0.00	0.00	400.00	774.02	-374.02
303	Phone / Internet	0.00	0.00	0.00	500.00	448.89	51.11
304	Office rent	0.00	0.00	0.00	2,830.00	2,145.00	685.00
305	Hall Hire	0.00	0.00	0.00	270.00	510.00	-240.00
306	Office equipment / Stationary / We	0.00	0.00	25.00	4,500.00	3,308.87	1,216.13
307	Advertising	0.00	0.00	0.00	300.00	132.00	168.00
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	246.00	454.00
310	Audit Fees	0.00	0.00	0.00	900.00	693.75	206.25
311	Legal Costs inc Land registration	0.00	0.00	0.00	200.00	69.85	130.15
312	Training Clerk	0.00	0.00	0.00	400.00	628.80	-228.80
313	Training Councillors	0.00	0.00	0.00	600.00	563.80	36.20
314	Inspections / Risk Assessments	0.00	0.00	0.00	300.00	217.00	83.00
315	Grants and Donations	3,000.00	0.00	200.00	2,500.00	5,789.07	-89.07
316	Chairmans Allowance	0.00	0.00	0.00	100.00	60.00	40.00
317	Bank Charges	0.00	0.00	0.00	0.00	40.80	-40.80
		<b>£3,000.00</b>	<b>0.00</b>	<b>£225.00</b>	<b>37,200.00</b>	<b>£37,039.97</b>	<b>3,385.03</b>

<b>Environment</b>		<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</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	4,317.50	392.50
203	Env Hedge / Fence / Tree Work	0.00	0.00	0.00	450.00	413.33	36.67
204	Env Grass Cutting	0.00	0.00	0.00	1,800.00	1,599.25	200.75
205	Dog Bins	0.00	0.00	0.00	4,233.00	3,307.63	925.37
206	Env Maintenance Riverside / defib	0.00	0.00	0.00	2,000.00	1,321.75	678.25
207	Environmental Projects	0.00	0.00	215.00	6,000.00	1,335.00	4,880.00
208	Environmental Grant	4,420.52	7,149.52	0.00	11,570.04	1,210.00	7,631.04
		<b>£4,420.52</b>	<b>9,233.21</b>	<b>£2,298.69</b>	<b>32,410.92</b>	<b>£15,152.34</b>	<b>14,744.58</b>

<b>Highways</b>		<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</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	2,400.00	2,040.83	359.17
401	Street light Maintenance	0.00	0.00	0.00	2,000.00	2,085.30	-85.30
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	102.38	7,897.62
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>13,400.00</b>	<b>£4,228.51</b>	<b>9,171.49</b>

<b>Income</b>		<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
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	110.82	0.00	0.00	80.82

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

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

<b>Cost Centre Name</b>							
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
		<b>£0.00</b>	<b>93,556.91</b>	<b>£93,637.73</b>	<b>0.00</b>	<b>£0.00</b>	<b>80.82</b>

<b>Recreation Ground</b>			<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</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	1,800.00	1,559.25	240.75
602	Rec Maintenance	0.00	0.00	484.77	1,000.00	1,150.77	334.00
603	Rec Tree and Fence Work	0.00	0.00	0.00	900.00	911.67	-11.67
		<b>£0.00</b>	<b>0.00</b>	<b>£484.77</b>	<b>3,700.00</b>	<b>£3,621.69</b>	<b>563.08</b>

<b>Youth Club</b>			<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</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	6,547.54	5,052.46
501	YC Programme	0.00	0.00	0.00	2,000.00	1,245.95	754.05
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	190.50	0.00	0.00	-709.50
		<b>£4,422.40</b>	<b>900.00</b>	<b>£190.50</b>	<b>14,900.00</b>	<b>£7,793.49</b>	<b>10,819.41</b>

<b>NET TOTAL</b>		<b>£11,842.92</b>	<b>106,190.12</b>	<b>£103,656.69</b>	<b>108,190.92</b>	<b>£73,135.50</b>	<b>44,364.91</b>
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**Banwell Parish Council**

	<b>Bank Reconciliation at 08/03/2019</b>		
	Cash in Hand 01/04/2018		151,072.76
	<b>ADD</b>		
	Receipts 01/04/2018 - 08/03/2019		107,276.15
	<b>SUBTRACT</b>		
	Payments 01/04/2018 - 08/03/2019		76,005.59
<b>A</b>	<b>Cash in Hand 08/03/2019</b> (per Cash Book)		<b>182,343.32</b>
	Cash in hand per Bank Statements		
	Cash 28/02/2019	0.00	
	Current account (53357655) 28/02/2019	6,643.18	
	Reserve Account (59678674) 28/02/2019	87,346.25	
	Bonus saver account (81413459) 28/02/2019	44,486.58	
	Unity Trust Bank (20398572) 28/02/2019	44,009.38	
			<b>182,485.39</b>
	Less unrepresented cheques As attached		142.07
			182,343.32
	Plus unrepresented receipts As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>182,343.32</b>
	<b>A = B Checks out OK</b>		