



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT 7:30pm ON MONDAY 15th JULY 2019 AT BANWELL CHILDRENS CENTRE

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

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

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

i) **Members of the public**

No members of the public were present .

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

The following report from the police was received for the period 17/06/2019 to 14/07/2019
Calls from the Parish received = 46

Selection of crimes reported includes: 2 abandoned 999 calls, 6 burglary & attempted, 3 harassment, 3 suspicious activity, 1 theft and 11 traffic related.

There has been an increase in commercial burglary over the past few months and, if business owners need advice on keeping their business safe, there is a crime prevention officer that can offer a site visit. For more details contact 101 and ask for the local crime reduction officer. The local beat team are also available to offer home security advice and property marking.

The next Beat Surgery is at Banwell Garden Centre coffee shop on Saturday 27th July 2019 3pm until 4pm. Alternatively the team can be contacted via the Avon and Somerset Constabulary website or Twitter @ASPWSM.

iii) **Ward Councillor's report**

No Ward Councillor was present and no report had been received.

The meeting was convened

144/19 To receive apologies for absence (agenda item 1)

Apologies were received from Cllr Parry and District Councillor Ann Harley.

145/19 To receive members' declarations of interest on any agenda item (agenda item 2)

Cllr McCarthy and Cllr Davies declared an interest in agenda item 10i due to being the Secretary and Assistant Treasurer respectively of the Archaeology Society.

146/19 To approve as a correct record, the minutes of the Parish Council Meeting held on 17th June 2019 (agenda item 3).

Resolved – That the minutes of the Parish Council Meeting held on 17th June 2019 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (Unanimous).

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

147/19 To receive a short presentation from Ben Stevens of Gigaclear with an update on their rollout plans and progress for the delivery of the ultrafast fibre broadband network in Banwell (agenda item 4).

Ben Stevens gave a brief presentation updating the Council on Gigaclear's delay to their rollout plans and delivery of the ultrafast fibre broadband network in Banwell. The aim is for all work in Banwell to be completed by Jan 2020. Councillors were concerned about the impact of the road closures on the village and asked that disruption is minimised. The Council was reassured that this will be taken into account.

148/19 To note the following sets of minutes (agenda item 5)

(i) Cemetery and Memorials Working Party on the 25th June 2019

The notes from the Cemetery and Memorial Working Party were noted

(ii) Youth and Community Centre Committee on the 17th June

The minutes of the Youth & Community Centre Committee Meeting were noted.

(iii) Youth and Community Centre Committee on the 1st July 2019

The minutes of the Youth & Community Centre Committee Meeting were noted

(iv) Planning Committee minutes from the 1st July 2019

The minutes of the Planning Committee Meeting were noted.

149/19 To agree the cost of £760 (excluding VAT) for the remedial work required for the Cemetery Memorial Stones identified in the annual safety check (agenda item 6).

Resolved – To agree the cost of up to £760 (excluding VAT) for the remedial work required for the Cemetery Memorial Stones identified in the annual safety check and for the Clerk to attempt to contact the families concerned for reimbursement.

The resolution was correctly proposed and seconded (unanimous).

150/19 To agree a LPG Gas contract for the Youth and Community Centre (agenda item 7)

Resolved – To sign a LPG Contract with Calor for the Youth and Community Centre

The resolution was correctly proposed and seconded (unanimous).

151/19 To receive the Clerk's Report/Exchange of information: (agenda item 8).

(i) Lights – the Clerk reported that eleven of the old streetlights along High Street had been replaced with the new LED lights, the remaining five would be replaced during the next few weeks.

- (ii) **Multi-Agency Consortium (MAC)** – the Clerk and the Chairman had met various organisations who wanted to work together to benefit the community. Whilst it was a very broad remit at the present time, the next agenda would focus on intergenerational activities for example a repair café. Any Councillors wishing to be involved to let the Clerk know.
- (iii) **Riverside** – the Clerk reported that Bristol Water seemed to have now accepted that there may be a leak from one of their pipes and are working to remedy the problem,
- (iv) **YCC snagging list** - the Clerk reported that North Somerset had been back and had waterproofed the porch on the outside, had repaired the glass and put in vents to help prevent condensation. Councillors were asked to consider what they would like to do with the Porch and that it would be an agenda item at the next YCC Committee meeting.
- (v) **Dog Bins** – the Clerk reported that there had been several complaints recently about non collections along High Street for the whole of June and two weeks for Eastermead Lane. The contractor had been informed but had only offered a £5 discount which had been queried by the Clerk. She has also spoken to other local Councils having issues with the same contractor but was aware of one local council that is using another contractor and was asked to seek details about them.

152/19 To review and approve the following documents (agenda item 9);

- (i) **Expenses – Travel and Subsistence Policy**

Resolved – To approve the Travel and Subsistence Policy

The resolution was correctly proposed and seconded (unanimous).

- (ii) **Press and Media Policy**

Resolved – To approve the Press and Media Policy and amend paragraph 7 to include discussion with the Committee Chairman.

The resolution was correctly proposed and seconded (unanimous).

- (iii) **Records Management & Document Retention Policy**

Resolved – To approve the Records Management & Document Retention Policy but to delete 'be expected to' in the second paragraph of 'Retention Schedule'. Under 'Planning Papers' to change 'should' to 'will' and change 'County and District Councils' to 'District Council'.

The resolution was correctly proposed and seconded (unanimous).

153/18 To consider the following grant requests (agenda item 10)

- (i) **Banwell Archaeology Society**

Resolved: To agree a donation of £400 to Banwell Archaeology Society for four blue plaques to commemorate a link between a location and a famous person, event, or former building on the site, to serve as a historical marker.

The resolution was correctly proposed and seconded (6 in favour with 2 abstentions)

- (ii) **1st Banwell Scouts**

Resolved: To ask the Scouts to make an application once the building work has been started and costs for the kitchen are known.

The resolution was correctly proposed and seconded (Unanimous)

(iii) **Banwell Potigny Twinning Association**

Resolved: To agree a donation of £500 to Banwell Potigny Twinning Association 'to provide quality entertaining' for their French visitors in 2020.

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

154/19 To discuss the quarterly operational play inspection reports and agree a way forward (agenda item 11)

(i) **Riverside bench and picnic tables**

Any Cllrs who have time, to contact the Clerk for the equipment to wash the benches.

(ii) **Movement of Recreation Ground and Riverside signs**

The signs to be moved from the gates to the adjacent fence.

(iii) **Recreation Ground wooden benches**

Resolved – Cllr Hale to visit Riverside and to repair the damaged bench if possible. Any Cllrs who have time, to contact the Clerk for the equipment to varnish the benches.

The resolution was correctly proposed and seconded (unanimous).

(iv) **Recreation Ground goal posts**

Any Cllrs who have time, to contact the Clerk for the equipment to paint the goal posts as it had already been purchased alternatively perhaps the Football Club could be contacted to see if they could undertake the work.

155/19 To discuss the end of South West Ambulance services defib contract and agree a way forward (agenda item 12).

Resolved – To purchase a new Heartsafe defibrillator from AED and end the present contract with the Ambulance Service.

The resolution was correctly proposed and seconded (unanimous).

156/19 To consider the erection of a fence on the Knightcott verge where the memorial bench is situated (agenda item 13).

Resolved – To agree, in principle, to the erection of a low fence. The Clerk to write to Knightcott Motors to inform them and obtain quotes for the next meeting.

The resolution was correctly proposed and seconded (unanimous).

157/19 To discuss the High Street verge grass cutting and agree a way forward (agenda item 13).

Resolved – To agree that the verge along High Street would be included in the present grass cutting contract for 4 cuts a year with two of these being paid for by North Somerset.

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

158/19 To note the training and events available and agree any attendance (agenda item 14).

(i) **20th Sept 2019 Management of Memorials at Somerset & West Taunton Council £135**

Resolved: That just the Clerk attend this training

The resolution was correctly proposed and seconded (2 in favour 6 against).

Resolved: That the Clerk and Cllr McCarthy attend this training.

The resolution was correctly proposed and seconded (6 in favour 2 against).

(ii) **3rd Oct, 17th Oct, 31st Oct & 14th Nov Planning demystified webinars x 4 £120**

Resolved: Cllr Baird to attend these webinars

The resolution was correctly proposed and seconded (unanimous).

159/19 To authorise bills for payment (agenda item 16)

Resolved: To authorise bills for payment of £14142.49 Cllr Harding and Cllr Baird to authorise the BACs payments. With a payment to Greenways for £380.

The resolution was correctly proposed and seconded (unanimous)

160/19 To consider the appointment of Bridget Bowen as the internal auditor for the financial year 2019/2020 (agenda item 17).

Resolved – that Bridget Bowen be appointed as the internal auditor for the financial year 2019/20.

The resolution was correctly proposed and seconded (unanimous).

161/19 To note the Parish Council's end of June's net position bank balances and bank reconciliation (agenda item 18).

The net position, bank balances and bank reconciliation for the end of June were noted.

162/19 Dates of the next meetings – (agenda item 21)

Monday 5th August 2019 Planning Committee Meeting, 7pm, Banwell Children's Centre
Monday 19th August 2019 Parish Council Meeting, 7:30pm, Banwell Children's Centre

The Chairman closed the meeting at 21:10

.....Chairman

.....Date

Bills for Payment - 18th June to the 16th July 2019
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Minute agreed	Power
	Already Paid						
BACS	Unity Trust Bank	Service Chart	£18		£18		
DD	Mainstream	Phone and Broadband (DD 14.07.19)	£115.54	£23.10	£138.64	118/19	The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019
DD	E-ON	Streetlight Power (DD 15.07.19)	£182.53	£36.51	£219.04	118/19	
BACS	J K Gardening	Grass cutting @ Rec Ground	£141.75		£141.75		
BACS	J K Gardening	Grass cutting @ Riverside, Children's Centre, K'cott Bank	£141.75		£141.75		
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50		
BACS	J K Gardening	Village Orderly duties	£392.50		£392.50		
BACS	J K Gardening	Riverside remedial work	£150.00		£150.00	060/19iv	
BACS	J K Gardening	Flower beds	£60.00		£60.00	149/17ii	
BACS	J K Gardening	Grass verge Wolverhill	£20.00		£20.00	149/17 iii	
BACS	J K Gardening	Castle Hill verge	£25.00		£25.00	135/19iii	
BACS	Greenways	Dog bin emptying	£380.00		£380.00	159/19	
BACS	Kirsty's Kleaners	YCC Cleaners	£132.00		£132.00	057/19	
BACS	GB Sport & Leisure	Operational inspections	£150.00	£30.00	£180.00	030/19	
BACS	GB Sport & Leisure	Councillor Play equipment inspection training	£100.00	£20.00	£120.00	136/19i	
BACS	EDF Energy	Electricity at the YCC	£385.57	£19.28	£404.85		
BACS	Banwell Parish News	Classified Add	£36.00		£36.00	16/17	
BACS	Weston Rail Services	Replacement LED lighting	£5,250.00	£1,050.00	£6,300.00	243/18	
BACS	Winscombe Parish Council	Councillor Training	£100.00	£20.00	£120.00		
BACS	AED Locator	Defibrillator	£1,185.00	£237.00	£1,422.00	155/19	
5369	Banwell Archaeology Society	Grant for Blue Plaques	£400.00		£400.00	153/19 (i)	
5370	Banwell Potigny Twinning Assoc.	Grant for French visitors in 2020	£500.00		£500.00	153/19 (iii)	
BACS	E. Shayler	Overtime & Expenses (microsoft licences, land registry ID, & planning permission fee)	£391.48	£36.66	£428.14	132/19	
SO	E. Shayler	Clerk's Salary (SO 26.07.19)	£1,526.54		£1,526.54	118/19	
DD	Nest	Pension contributions (DD 30.07.19)	£143.59		£143.59	118/19	
DD	NS Council	Waste Collection (DD 01.08.19)	£12.87		£12.87	118/19	
BACS	HMRC	PAYE and NI for April (12.08.19)	£545.32		£545.32		
DD	ICO	Data Protection	£40.00		£40.00	118/19	
		Totals	£12,669.94	£1,472.55	£14,142.49		



MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD AT 7pm ON MONDAY 5th AUGUST 2019 AT BANWELL YOUTH AND COMMUNITY CENTRE

PRESENT:	Councillors Phil Hale (Chairman), Phil Baird, Paul Blatchford (Vice Chairman), Steve Davies, Paul Harding and Nick Manley.
IN ATTENDANCE:	Mrs Liz Shayler (Clerk).
WARD COUNCILLORS:	Cllr Harley
PRESS:	None
MEMBERS OF THE PUBLIC:	17

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

- (i) A number of residents spoke in objection to application 18/P/4735/OUT with particular concerns about the following;
 - The proposed s route for the disposal of surface water on the east side of Wolverhill Road
 - Localised flooding
 - Maintenance of the attenuation ponds and ecological corridors
 - The impact on bats
 - Highways safety in relation to the access onto the road.
 - Doctors' surgery oversubscribed
 - The disposal of sewage
- (ii) The planning agent spoke in support of application 19/P/1411/FUL and gave further background information on the reuse of the disused buildings, the visibility splay onto Wolverhill Road and the applicant's proposal not to pursue the residential caravan element of the application .
- (iii) The planning agent spoke in support of application 19/P/1675/FUL and to clarify the extent of the red lined area and the addition of tree and hedge screening for the site as had been suggested by the Parish Council when the original application had been considered earlier in the year.

The meeting was convened

016/19 To receive apologies for absence (agenda item 1)

Apologies were received from Cllr Dawn Parry

017/19 To receive declarations of interest (agenda Item 2)

No declarations were made.

018/19 To approve as a correct record the minutes of the Planning Committee Meeting held on the 1st July 2019 (agenda item 3).

Resolved – That the minutes of the Planning Committee Meeting held on the 1st July 2019 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous).

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

019/19 To discuss and agree a response to North Somerset Council Draft Shopfront Design Guide (agenda item 4).

Resolved – To note the North Somerset's Council Draft Shopfront Design Guide and for Cllr Hale to pass on comments to the Clerk for submission to NSC.

The resolution was correctly proposed and seconded (unanimous)

020/19 To note and comment upon planning applications (agenda item 5)

- (i) **18/P/4735/OUT**- Land West of Wolvershill Road, North of Wolvershill Park and Knightcott Park. Outline planning application for the erection of up to 62no. dwellings (including 19 no. affordable housing units (30%)), along with the provision of informal public open space and associated works. Access from Wolvershill Road for approval with appearance, landscaping, layout and scale reserved for subsequent approval.

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

- The development is outside the settlement boundary
- It will exacerbate the traffic problems already present in the village
- Highways safety concerns in relation to the access onto Wolvershill Road
- The traffic survey is inaccurate as, for instance, there is no Post Office and no bus on a Sunday during the winter and the accumulative effect in Banwell of traffic from other current and future developments has not been fully taken into account.
- Insufficient sewer capacity
- Surface water management and disposal problems
- Cramped design and insufficient car parking
- Loss of privacy for the neighbours
- It creates unsustainable pressure on the School and Doctor services
- Erosion of the green space between the historic centre of the village and the potential bypass.
- Adverse effect on visual amenity and wildlife
- Maintenance of ecological corridors

The resolution was correctly proposed and seconded (unanimous)

- (ii) **19/P/0429/FUL** - Land at Orchard Close Banwell. Proposed removal of ruin and erection of three-bedroom bungalow and garage.

Resolved – To object to this application for the following reasons;

- Adequacy of parking spaces.
- Outside the settlement boundary and within the Conservation Area.
- Overdevelopment including raising the roofline potentially causing lack of privacy for neighbours.
- Narrow access with no planning for bin storage or collection.
- Known sewerage capacity problems in the immediate area.
- Damage to heritage assets.

The resolution was correctly proposed and seconded (unanimous)

- (iii) **19/P/1357/MMA** - Land South of Churchland Way, Wolvershill Road, Banwell. Minor material amendment to application 17/P/5586/RM (reserved matters application for access, appearance, landscaping, layout and scale for the erection of 223 dwellings with associated access, roads, footways, parking, drainage and landscaping pursuant to outline planning permission 12/P/1266/OT2) to change house types PB35G, PT42 and PC41 with house types NB31-7, NT41-7 and NC40 and replace house type 2BWCH on plots 70 & 71 only with house type 1470 WC on approved plans.

Resolved – To note this application

The resolution was correctly proposed and seconded (unanimous)

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- (iv) **19/P/1411/FUL** - Gobbles Farm Wolverhill Road Banwell. Retrospective application for: change of use of 3 no. agricultural buildings to storage (Use Class B8); and 1 no. building to Gym (Use Class D2 (Assembly and Leisure)); External storage, container storage and HGV parking. Retention of storage building (Use Class B8) and stationing of mobile home. Proposed erection of replacement storage building (Use Class B8); extension to existing storage building; construction of farm track and widening of existing access onto Wolverhill Road.

Resolved – Whilst the Parish Council would normally support the diversification of farm buildings, they do not support this application for the following reasons;

- The visibility at the access is not good enough given that many heavy goods vehicles will be slowly entering and leaving the site on a busy country road near a bend and in a dip in the road.
- There are no reasons given for the need for a residential caravan which would be residential development outside the settlement boundary

The resolution was correctly proposed and seconded (5 in favour and 1 against)

- (v) **19/P/1578/FUH** - 43 High Street Banwell BS29 6AF. Proposed single storey flat roof rear elevation extension & front elevation timber window replacements.

Resolved – To support this application

The resolution was correctly proposed and seconded (unanimous)

- (vi) **19/P/1588/FUL** – Cedar Haven, Haybow, Hewish, Banwell. BS24 6RB. Siting of a static home and erection of a new day room.

Resolved – To not support this application unless a condition is placed on any resultant planning permission to require that the proposed development is to be removed within two months of the death of the existing occupier of Cedar Haven who it is intended will be cared for by the occupants of the proposed development.

The resolution was correctly proposed and seconded (5 in favour with 1 against)

- (vii) **19/P/1608/FUL** - Winthill House Winthill Banwell BS29 6NN. Conversion and extension of existing garage and storage loft to holiday let.

Resolved – To note this application but request that it is brought to the attention of the Area of Outstanding Natural Beauty Authority and that if North Somerset Council is minded to approve the application then a condition that the proposed development does not become a separate dwelling is included on the planning permission.

The resolution was correctly proposed and seconded (unanimous)

- (viii) **19/P/1610/FUL** - Banwell Recreation Field Westfield Road Banwell. Application to add additional play equipment & trees to Banwell Recreation Ground which includes, a zipline, concrete table tennis, net climber, picnic tables, twelve trees and possibly an additional piece of toddler equipment (seesaw) for the toddler play area.

This application was noted

- (ix) **19/P/1675/FUL** - Stonebridge Farm Wolverhill Road Banwell BS29 6DR. Extension to caravan storage area.

Resolved – To support this application

The resolution was correctly proposed and seconded (unanimous)

- (x) **19/P/1773/EA1** - Photovoltaic Installation at Bowerhouse, Riverside, Banwell. Request for a formal screening opinion as to whether an Environmental Impact Assessment is required to be submitted for the installation of 37,880 no. 330Wp photovoltaic (PV) units onto Galvanised steel framework tables, supported on Galvanised steel pile foundations, as a 12 MW extension to the existing Solar Farm.

This application was noted

021/19 To note planning decisions – (agenda item 6)

- (i) **19/P/0408/FUL** - Land South of Silver Moor Lane Banwell. Prior notification for the proposed connecting track for use of access approved under 19/P/0408/FUL. **PRIOR APPROVAL NOT REQUIRED**
- (ii) **19/P/0937/FUH** - 42 Knightcott Road, Banwell. BS29 6HF Proposed replacement porch and pitch roof over existing garage, new porch, proposed pitched roof over existing front dormer. **APPROVED**
- (iii) **19/P/1400/TEN** - Land at Fox Hollow Box Bush Lane Rolstone Banwell. BS24 6UA. Notification, under Regulation 5 of the Electronic Communications Code Regulations, for the proposed installation of fixed-line broadband apparatus, 1 x 9m Wooden Pole (7.20m above ground). **NO OBJECTION**
- (iv) **19/P/1518/AGA** - Land South of Silver Moor Lane Banwell. Prior notification for the proposed connecting track for use of access approved under 19/P/0408/FUL. **PLANNING APPLICATION NOT REQUIRED**
- (v) **19/P/1397/CQA** - Barn at Silver Moor Lane Banwell. Prior approval for change of use from agricultural building and land to 1no dwelling within use class C3, plus associated operational development comprising installation of replacement walls with new doors and windows. **WITHDRAWN**
- (vi) **19/P/1495/LDE** - Western Trade Centre Knightcott Road Banwell. Certificate of lawfulness for existing use of the land as open storage (Use class B8). **APPROVED**

022/19 Date of the next meeting (agenda item 7)

19th August – Parish Council Meeting, 7:30pm Banwell Children’s Centre
 2nd September – Planning Committee Meeting, 7pm Banwell Children’s Centre

The Chairman closed the meeting at 20:10

.....Chairman

.....Date



BANWELL PARISH COUNCIL ACCEPTABLE USE POLICY

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

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

Computer Access Control – Individual's Responsibility

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

Individuals must not:

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

Internet and email Conditions of Use

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

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

Individuals must not:

- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which Banwell Parish Council considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to Banwell Parish Council, alter any information about it, or express any opinion about Banwell Parish Council, unless they are specifically authorised to do this.
- Send unprotected sensitive or confidential information externally.
- Make official commitments through the internet or email on behalf of Banwell Parish Council unless authorised to do so.

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- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval.
- Connect Banwell Parish Council devices to the internet using non-standard connections.

Banwell Parish Office Clear Desk and Clear Screen Policy

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

- Personal or confidential business information must be protected using security features provided by the Council.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care must be taken to not leave confidential material on printers or photocopiers.
- All sensitive business-related printed matter must be disposed of securely using for example a shredder.
- Councillors should ensure information is stored securely and the disposal of confidential material should be by either returning to the Clerk or disposing securely.

Working Off-site

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

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

Mobile Storage Devices

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

Software

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

Viruses

Before receiving a Parish Council Computer, the Clerk will ensure that software and a virus checker has been downloaded.

It is important to keep virus software up-to-date and on an annual basis the Clerk will ensure that virus software is up-to-date on all Parish Council computers. Any downloaded or copied files must be virus checked first. If a virus is suspected the Clerk is to be contacted immediately.

Material must not be downloaded if it is suspected that it may contain a virus. All files should be downloaded using a PC with virus checking software installed.

Actions upon Termination of Contract / Resignation

All Banwell Parish Council equipment and data, for example laptops, USB memory devices and CDs/DVDs, must be returned to Banwell Parish Council at termination of contract/ resignation and all printed data or information must be either returned to the Clerk or destroyed.

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

Monitoring and Filtering

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

- Any monitoring will be carried out in accordance with audited, controlled internal processes, the UK Data Protection Act 1998, the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice Interception of Communications) Regulations 2000 [and General Data Protection Regulations 2018](#)

This policy must be read in conjunction with:

- Computer Misuse Act 1990
- [Data Protection Act 1998](#)
- [General Data Protection Regulations 2018](#)

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



Banwell Parish Council

General Data Protection Regulation Policy [BPC1]

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

Banwell Parish Council recognises its responsibility to comply with the General Data Protection Regulations (2018). The act and regulations regulate the use of personal data: this does not have to be sensitive data, it can be as little as a name and address.

The Regulations apply to 'personal data' that is data relating to a living person who can be identified from that data. 'Processing data' means any operation performed on that personal data such as collection, recording or use.

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

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

Information Audit

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

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

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

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

Services relating to children – There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the Council requires consent from young people under 13, the Council will obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children age 13 plus, will be written in language that they will

understand. Whilst the Council does not directly collect information from children it will ensure that the Youth Club Commissioned service is aware of the relevant Data Protection issues that will need to be taken into consideration.

Sensitive data

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

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

Storage of data

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

How the data is used

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

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

Subject access requests

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

Data eradication request

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

If a request is received to delete information, then the Clerk will respond to this request within a month. The Clerk has the delegated authority from the Council to delete information.

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

Data Protection Officer

At present the Parish Council do not employ a Data Protection Officer (DPO)

Data breaches

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

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

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

Privacy Notices

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

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

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

Main actions arising from this policy are:

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

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

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

Your National Conference Agenda

Wednesday 2nd October

Your Council, Your Responsibility

Time	Session				
09.30 - 11.00	Delegate Registration				
10.00 - 10.30	Meeting of First Time Delegates A session dedicated to delegates attending their first National Conference. This informal welcome and briefing from officers helps you settle in to enjoy your first conference.				
11.00 - 11.30	Conference Opening & Awards Ceremony President Sarah Jeffries PSLCC				
11.35 - 12.35	John Sergeant, BBC's former Chief Political Correspondent & Strictly Come Dancing Star John will be setting the scene for conference by using his unique insight to reflect upon recent seismic political and democratic changes, occasioned in the main by Brexit, what this means for the national body politic and the potential impact upon local government generally and parish and community councils in particular.				
12.35 - 13.30	Lunch with your Principal Sponsor, Came & Company Local Council Insurance and your exhibitors				
13.30 - 14.30	The joint taskforce: Delivering culture change in town and parish councils Join Deborah Evans, Chief Executive of Lawyers in Local Government to hear how the SLCC, LLG and ADSO have joined forces to tackle the problem of bullying and harassment in town and parish councils. Deborah will update you regarding plans for a new Code of conduct, Sanctions, and tools for managing poor behaviour to improve the quality of decision making.				
14.40 - 15.40	<table border="1"> <tr> <td style="background-color: #FFD700;">Take the Platform, Becky Walsh, Public Speaking Expert Hold the attention of your audience with public speaking expert Becky Walsh</td> <td style="background-color: #A9A9A9;">It could happen to you – Insurance claims and how to avoid them! In this interactive session, Ross Bullard and Ed Huston of Came & Company Local Council Insurance will discuss examples of recent claims that have been made by their local council clients and guide you through what to do in the event of a claim and, more importantly, how to prevent them occurring in the first place!</td> <td style="background-color: #00BFFF;">Your Role as Charity Trustee's, Roger Taylor, Wellers Hedley's Solicitors Understand your responsibilities as a Charity Trustee</td> <td style="background-color: #FF0000;">Put your questions to an advisor in a dedicated one-to-one session</td> </tr> </table>	Take the Platform, Becky Walsh, Public Speaking Expert Hold the attention of your audience with public speaking expert Becky Walsh	It could happen to you – Insurance claims and how to avoid them! In this interactive session, Ross Bullard and Ed Huston of Came & Company Local Council Insurance will discuss examples of recent claims that have been made by their local council clients and guide you through what to do in the event of a claim and, more importantly, how to prevent them occurring in the first place!	Your Role as Charity Trustee's, Roger Taylor, Wellers Hedley's Solicitors Understand your responsibilities as a Charity Trustee	Put your questions to an advisor in a dedicated one-to-one session
Take the Platform, Becky Walsh, Public Speaking Expert Hold the attention of your audience with public speaking expert Becky Walsh	It could happen to you – Insurance claims and how to avoid them! In this interactive session, Ross Bullard and Ed Huston of Came & Company Local Council Insurance will discuss examples of recent claims that have been made by their local council clients and guide you through what to do in the event of a claim and, more importantly, how to prevent them occurring in the first place!	Your Role as Charity Trustee's, Roger Taylor, Wellers Hedley's Solicitors Understand your responsibilities as a Charity Trustee	Put your questions to an advisor in a dedicated one-to-one session		
15.40 - 16.10	Refreshments with your Principal Sponsor, Came & Company Local Council Insurance and your exhibitors				
16.10 - 16.40	Update on your SLCC, Rob Smith, SLCC Chief Executive				
16.45 - 17.30	Newquay's Devolution Journey, Andy Curtis, CEO Newquay Town Council This session provides an insight into how, in the face of government funding cuts, a small political Town Council transformed from nothing more than a lobby group into a Super Council that now delivers wide-ranging and growing services.				
19.00 - 19.30	Came & Company Local Council Insurance Reception				
19.30	Casual Networking Dinner				

Your National Conference Agenda

Thursday 3rd October

Your Council, Your Responsibility

Time	Session			
08.30 - 09.00	Registration & Refreshments			
09.00 - 10.00	Exciting session coming soon...			
10.00 - 10.40	Where's my Council? The Royal Society of Arts, Community Governance teaching team, ComGov Think Tank and Johnathan Bourne FSLCC, Royal Wootton Bassett Town Council A session to provoke vigorous debate about what local councils should be, the approaches for taking the sector forward and the central role of the clerk. This unmissable session has the potential to influence the strategic development of the sector, whatever the size of the individual council.			
10.40 - 11.10	Refreshments with your Principal Sponsor, Came & Company Local Council Insurance and your exhibitors			
11.10 - 12.30	Where's my Council? The Royal Society of Arts, Community Governance teaching team, ComGov Think Tank and Johnathan Bourne FSLCC, Royal Wootton Bassett Town Council			
12.30 - 13.30	Lunch with your Principal Sponsor, Came & Company Local Council Insurance and your exhibitors			
13.30 - 14.00	<table border="1"> <tr> <td>Jonathan Owen, CEO, National Association of Local Council Clerks (NALC)</td> <td>An interactive workshop for clerks in Wales, Lyn Cadwallader, CEO, One Voice Wales (OVW)</td> <td>Put your questions to an advisor in a dedicated one-to-one session</td> </tr> </table>	Jonathan Owen, CEO, National Association of Local Council Clerks (NALC)	An interactive workshop for clerks in Wales, Lyn Cadwallader, CEO, One Voice Wales (OVW)	Put your questions to an advisor in a dedicated one-to-one session
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14.00 - 15.00	<table border="1"> <tr> <td>Climate Change Emergency Declaration, Mike Child, Head of Science, Policy & Research, Friends of the Earth With many climate emergencies now declared across the country the question is, what to do next? Understand the practical steps your council can take. Mike has worked for Friends of the Earth for almost 30 years in a wide-range of roles, including leading the successful campaign for the Climate Change Act.</td> <td>Put your questions to an advisor in a dedicated one-to-one session</td> </tr> </table>	Climate Change Emergency Declaration, Mike Child, Head of Science, Policy & Research, Friends of the Earth With many climate emergencies now declared across the country the question is, what to do next? Understand the practical steps your council can take. Mike has worked for Friends of the Earth for almost 30 years in a wide-range of roles, including leading the successful campaign for the Climate Change Act.	Put your questions to an advisor in a dedicated one-to-one session	
Climate Change Emergency Declaration, Mike Child, Head of Science, Policy & Research, Friends of the Earth With many climate emergencies now declared across the country the question is, what to do next? Understand the practical steps your council can take. Mike has worked for Friends of the Earth for almost 30 years in a wide-range of roles, including leading the successful campaign for the Climate Change Act.	Put your questions to an advisor in a dedicated one-to-one session			
15.00 - 15.45	Being a Clerk – for Better or Worse! David Preston, previous Clerk to Oswestry Town Council David Preston retired this year after 44 years of association with Oswestry Town Council. What were the lessons learnt from the highs, the lows, the often amusing and the sometimes scary highlights of working with elected councillors and the public?			
15.45	Close of Conference			

Disclaimer: Whilst the SLCC tries to ensure all speakers present accurate and reliable information, the SLCC does not endorse, or approve, or certify all such information, nor does it guarantee the accuracy, completeness, efficacy, timeliness, or correct sequencing of such information. All presentations represent the opinions of the speaker and do not necessarily represent the position or the opinion of SLCC or its members. Reference by the speaker to any specific commercial product, process or service by trade name, trademark, service mark, manufacturer, and corporation or otherwise does not constitute or imply endorsement, recommendation, or favouring by SLCC.

REGIONAL TRAINING SEMINAR PROGRAMME

Time	Session
08.45am	Arrival & Registration Network with fellow clerks, exhibitors and your Regional Training Seminar Sponsor, Came & Company Local Council Insurance
09.30am	Start of your Training Seminar Your SLCC President, Sarah Jeffries PSLCC, welcomes members & guests and introduces your facilitator for the day.
09.40am	Website Accessibility Regulations & Current Policy Affecting Local Councils Rob Smith, SLCC Chief Executive / Clive Stilwell, LCC Associate Director
10.30am	Cyber Insurance – Do you need it & local issues of the day Came & Company Local Council Insurance
11.00am	Refreshments
11.45am	Introducing your Local Council Consultancy (LCC) Clive Stilwell, LCC Associate Director & Reg Williams, LCC Associate
12.00pm	Improve, Regenerate or Manage Change in your Community Andrew Maliphant, Clerk at Longhope Parish Council
1.00pm	Lunch with the exhibitors Your last chance to network with fellow clerks, exhibitors and Came & Company Local Council Insurance
1.45pm	Writing a Press Release: A Practical Workshop Ian Hembrow, Creative Bridge
2.45pm	Legal Headlines and your questions answered Wilkin Chapman LLP
3.30pm	Thinking Outside of the Box: A case study from your region
4.00pm	Conclusion of the day with your facilitator
4.10pm	Close of your Regional Training Seminar

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Agenda Item 14

Scale 1 fees

Value or amount	Apply by post	Apply using the portal or Business Gateway, for transfers or surrenders which affect the whole of a registered title	Apply using the portal or Business Gateway, for registration of all leases and transfers or surrenders which affect part of a registered title	Voluntary first registration (reduced fee)
0 to £80,000	£40	£20	£40	£30
£80,001 to £100,000	£80	£40	£80	£60
£100,001 to £200,000	£190	£95	£190	£140
£200,001 to £500,000	£270	£135	£270	£200
£500,001 to £1,000,000	£540	£270	£540	£400
£1,000,001 and over	£910	£455	£910	£680



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

5 August 2019

Banwell Village Hall
Banwell
Nr Weston-Super-Mare

Dear Liz,

Thank you for your enquiry. After a recent visit to the above premises, I propose the following for the CCTV at the Village Hall:

- To Replace 2 x HD Cameras at the Front of the Village Hall (Relocate Left hand camera for better coverage of playing fields) with 4MP IP IR (60m) Turret Dome, 2.8-12mm Motorized Lens,, WDR, IP67 Cameras
- To Run and Fit 1 x 4MP IP IR (60m) Turret Dome, 2.8-12mm Motorized Lens, WDR, IP67 Camera to be located between Cameras at the Front of Village Hall to cover Playing Field

Total cost - £955.00+VAT

- Due to expansion of the CCTV System, you will need:
 - 1 x 16 Channel 8TB DVR, at a cost of - £895.00+VAT
 - 1 x 22 LED HD CCTV Monitor and HDMI Lead - £205.00+VAT
- To Utilise 2 x Cameras removed from Front of Village Hall and Run and Fit to the following locations:
 - Behind Bar – as general observation
 - Main Entrance Lobby Area

Total cost - £665.00+VAT

- To Run and Fit 1 x 4MP IP IR (60m) Turret Dome, 2.8-12mm Motorized Lens, WDR, IP67 Camera to be located in the Bar Area - £425.00+VAT (if carried out at the same time as re-installing the above cameras)

Please note: If we install any additional cameras, we will need to install 1 x 8amp Boxed Power Supply Unit, at a cost of - £85.00+VAT

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

Yours Sincerely,
Pete Coole
DS Securities Ltd



North Somerset have asked what the Parish Councils feeling are on a request they have received from a resident with mobility scooter who is unable to travel between Wolverhill Park and Knightcott Park.



Agenda Item 20

The resident would like to be able to put the White stretched H across his driveway entrance to stop people parking right up to my gate post, as it makes it really difficult for him and his wife, who is disabled to get out of their drive. The resident is prepared to pay for the markings to be painted.

Whilst the application has to go through North Somerset the request has to originate from the Parish Council (as requested by North Somerset Highways).



Bills for Payment - 15th July to the 12th August 2019
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount		Minute agreed	Power
DD	Mainstream	Phone and Broadband (DD 14.07.19)	£5.06	£1.01	£6.07		118/19	The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019
DD	E-ON	Streetlight Power (DD 15.07.19)	£188.61	£37.72	£226.33		118/19	
BACS	J K Gardening	Grass cutting @ Rec Ground	£141.75		£141.75			
BACS	J K Gardening	Grass cutting @ Riverside, Children's Centre, K'cott Bank	£141.75		£141.75			
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50			
BACS	J K Gardening	Village Orderly duties	£392.50		£392.50			
BACS	J K Gardening	Hedges at YCC	£70.00		£70.00		135/19i	
BACS	J K Gardening	Golling Lane	£150.00		£150.00		208/17	
BACS	J K Gardening	High Street Bank strim	£60.00		£60.00		157/19	
BACS	J K Gardening	50p underpayment from last month (see payment 99)	£0.50		£0.50			
BACS	Greenways	Dog bin emptying	£400.00		£400.00		283/19	
BACS	Kirsty's Kleaners	YCC Cleaners	£132.00		£132.00	awaiting invoice	057/19	
BACS	Calor	YCC Gas	£39.22	£1.96	£41.18		150/19	
BACS	SLCC	Operation London Bridge Webinar	£30.00	£6.00	£36.00		113/19 (iv)a	
BACS	ICCM	Memorial Inspection Workshop	£270.00	£54.00	£324.00		158/19 (i)	
BACS	Weston Rail Services	5 LED lights	£2,625.00	£525.00	£3,150.00		243/18	
BACS	PKP Building	Cemetery all coping stones	£576.00	£115.20	£691.20		H & S	
BACS	North Somerset	Election expenses	£45.00		£45.00	awaiting invoice		
BACS	Glasdon	Dog bins x2	£322.27	£64.46	£386.73		059/19 ii	
BACS	E. Shayler	Expenses (CCTV signs, toilet roll holders, diaries, shelf supports, magnets, PDF pro, backing paper & border roll)	£141.38	£14.67	£156.02			
SO	E. Shayler	Clerk's Salary (SO 26.08.19)	£1,526.54		£1,526.54		118/19	
DD	E-ON	YCC power (DD 26.08.19)	£87.05	£4.35	£91.40		YCC 20/20	
DD	Nest	Pension contibutions (DD 30.08.19)	£134.70		£134.70		118/19	
DD	NS Council	Waste Collection (DD 01.09.19)	£14.50		£14.50		118/19	
BACS	HMRC	PAYE and NI for April (12.09.19)	£516.07		£516.07			
		Totals	£8,172.40	£824.37	£8,996.74			

Banwell Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 31/07/2019		
	Cash in Hand 01/04/2019		185,918.17
	ADD		
	Receipts 01/04/2019 - 31/07/2019		53,968.11
	SUBTRACT		239,886.28
	Payments 01/04/2019 - 31/07/2019		40,650.76
A	Cash in Hand 31/07/2019 (per Cash Book)		199,235.52
	Cash in hand per Bank Statements		
	Cash 31/07/2019	0.00	
	Unity Trust Bank (20398572) 31/07/2019	50,709.71	
	Bonus saver account (81413459) 31/07/2019	44,523.89	
	Reserve Account (59678674) 31/07/2019	88,402.74	
	Current account (53357655) 31/07/2019	15,599.18	
			199,235.52
	Less unrepresented cheques As attached		0.00
			199,235.52
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		199,235.52
	A = B Checks out OK		

Banwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Cemetery and Memorials		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
101	Grass Cutting	0.00	0.00	0.00	1,950.00	650.00	1,300.00
102	Paths / Trees / Garden	0.00	0.00	0.00	350.00	0.00	350.00
103	Making up Graves	0.00	0.00	0.00	280.00	0.00	280.00
104	Cemetery / Memorial Maintenance	197.18	0.00	0.00	6,000.00	0.00	6,197.18
105	Environmental Fee	0.00	0.00	0.00	360.00	0.00	360.00
		£197.18	0.00	£0.00	8,940.00	£650.00	8,487.18

Cemetery Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
908	Cemetery Income	0.00	3,000.00	1,163.00	0.00	0.00	-1,837.00
		£0.00	3,000.00	£1,163.00	0.00	£0.00	-1,837.00

Childrens Centre		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
700	Repairs and Maintenance	0.00	0.00	1,000.00	2,946.00	1,186.10	2,759.90
701	CCTV	0.00	0.00	0.00	2,000.00	1,640.00	360.00
702	Electricity	0.00	0.00	0.00	1,035.52	385.57	649.95
703	Gas	0.00	0.00	0.00	2,630.99	634.79	1,996.20
704	Water	0.00	0.00	0.00	601.22	0.00	601.22
705	Waste Collection	0.00	0.00	0.00	147.00	38.61	108.39
706	Cleaning Supplies	0.00	0.00	0.00	2,818.00	695.73	2,122.27
707	Office equip inc website	120.00	0.00	0.00	3,000.00	616.76	2,503.24
708	Phone / internet	0.00	0.00	0.00	500.00	293.72	206.28
901	Childrens Centre Hire	0.00	100.00	200.00	0.00	0.00	100.00
		£120.00	100.00	£1,200.00	15,678.73	£5,491.28	11,407.45

Clerk and Administration		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
301	Salary & NI	0.00	0.00	0.00	22,500.00	9,848.57	12,651.43
302	Clerk's Pension	0.00	0.00	0.00	650.00	426.32	223.68
305	Hall Hire	0.00	0.00	0.00	64.00	0.00	64.00
307	Advertising	0.00	0.00	0.00	300.00	120.00	180.00
308	Insurance	0.00	0.00	0.00	2,122.87	2,185.06	-62.19
309	Subscriptions inc ALCA & SLCC	0.00	0.00	0.00	800.00	508.00	292.00
310	Audit Fees	0.00	0.00	0.00	1,000.00	50.00	950.00
311	Legal Costs inc Land registration	0.00	0.00	0.00	200.00	20.00	180.00
312	Training Clerk	0.00	0.00	0.00	400.00	180.00	220.00
313	Training Councillors	0.00	0.00	0.00	600.00	250.00	350.00
314	Inspections / Risk Assessments	0.00	0.00	0.00	155.00	202.50	-47.50
315	Grants and Donations	0.00	0.00	0.00	6,000.00	900.00	5,100.00
316	Chairmans Allowance	0.00	0.00	0.00	100.00	99.75	0.25
317	Bank Charges	0.00	0.00	0.00	100.00	18.00	82.00
		£0.00	0.00	£0.00	34,991.87	£14,808.20	20,183.67

Environment		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
201	Allotment	0.00	1,647.88	1,647.88	1,647.88	1,647.88	0.00
202	Village Orderly	0.00	435.81	0.00	4,710.00	1,569.50	2,704.69
203	Env Hedge / Fence / Tree Work	0.00	0.00	0.00	450.00	185.00	265.00
204	Env Grass Cutting	0.00	0.00	0.00	1,850.00	612.00	1,238.00
205	Dog Bins	0.00	0.00	0.00	4,080.00	1,407.68	2,672.32
206	Env Maintenance Riverside / defib	0.00	0.00	0.00	3,520.00	164.98	3,355.02
207	Environmental Projects	547.00	0.00	4,239.00	4,000.00	2,151.10	6,634.90
208	Environmental Grant	0.00	7,149.52	0.00	2,500.00	0.00	-4,649.52
		£547.00	9,233.21	£5,886.88	22,757.88	£7,738.14	12,220.41

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

Banwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Highways		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
400	Street Light Power	0.00	0.00	0.00	2,000.00	739.19	1,260.81
401	Street light Maintenance	0.00	0.00	0.00	3,500.00	0.00	3,500.00
402	Street Light Upgrade	5,300.00	0.00	0.00	5,300.00	5,250.00	5,350.00
403	Highways related projects	0.00	0.00	0.00	8,000.00	0.00	8,000.00
		£5,300.00	0.00	£0.00	18,800.00	£5,989.19	18,110.81

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
902	Misc Income	0.00	100.00	89.85	0.00	0.00	-10.15
903	Childrens Centre stipend	0.00	8,650.00	0.00	0.00	0.00	-8,650.00
904	Annual precept	0.00	88,896.00	44,448.00	0.00	0.00	-44,448.00
907	VAT	0.00	0.00	612.22	0.00	0.00	612.22
		£0.00	97,646.00	£45,150.07	0.00	£0.00	-52,495.93

Recreation Ground		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
601	Rec Grass Cutting	0.00	0.00	0.00	1,310.00	567.00	743.00
602	Rec Maintenance	250.40	0.00	0.00	2,000.00	390.40	1,860.00
603	Rec Tree and Fence Work	0.00	0.00	0.00	500.00	0.00	500.00
604	Rec Annual Inspections	0.00	0.00	0.00	310.00	100.00	210.00
909	Play Equipment	0.00	20,000.00	0.00	20,000.00	1,874.67	-1,874.67
		£250.40	20,000.00	£0.00	24,120.00	£2,932.07	1,438.33

Youth Club		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
500	YC Staffing	0.00	0.00	0.00	11,600.00	560.00	11,040.00
501	YC Programme	0.00	0.00	0.00	2,000.00	150.08	1,849.92
502	YC Extraordinary Activities	0.00	0.00	0.00	800.00	0.00	800.00
503	YC Computers	0.00	0.00	555.16	1,000.00	0.00	1,555.16
905	YC Subscriptions	0.00	400.00	13.00	0.00	0.00	-387.00
		£0.00	400.00	£568.16	15,400.00	£710.08	14,858.08

NET TOTAL	£6,414.58	130,379.21	£53,968.11	140,688.48	£38,318.96	32,373.00
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Agenda item 25

We think that it might be sensible to propose the following wording rather than your original suggestion:

The Youth and Community Centre: For use as the offices of Banwell Parish Council, and for the provision of services and activities for the benefit of the community. Such use to include renting of the building and land in furtherance of the provision of those services and activities provided that the rental income generated must not exceed the annual cost of running the building and associated land and must be used to pay such costs.

We would then ask you to provide us with annual accounts.