



## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT 7:30pm ON MONDAY 16<sup>th</sup> MARCH 2020 AT BANWELL YOUTH & COMMUNITY CENTRE

<b>PRESENT:</b>	Councillors: Paul Blatchford (Chairman), Phil Adams, Phil Baird, Karen Bennett, Steve Davies, Paul Harding (Vice-Chairman), Nick Manley, Maggie McCarthy, Dawn Parry & John Wormald.
<b>IN ATTENDANCE:</b>	Mrs Liz Shayler (Clerk)
<b>WARD COUNCILLOR:</b>	None
<b>AVON &amp; SOMERSET POLICE:</b>	None
<b>MEMBERS OF THE PUBLIC:</b>	None

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

**Before the meeting was reconvened Members of the public were invited to speak.**

### **Members of the public**

No issues were raised.

### **Community Beat Manager's report**

The following report was received for the period 17/02/2020 to 16/03/2020. Calls from Parish = 46 with the following selection of crimes reported: 3 abandoned 999 call, 3 antisocial behavior, 2 burglary, 1 fraud, 7 suspicious activity, 3 theft and 5 traffic related.

It is hoped that this is a time for communities to come together. With the Corona virus spreading, all emergency services will be stretched, with some services already understaffed due to sickness and self-isolation. The public are asked to think before calling 101, 111 or 999, is it urgent or can it wait! As always, the police will continue to prioritise those jobs which are urgent and in progress. Normal services remain but this may change. The public are asked to look out for vulnerable and elderly people within the community at this uncertain time.

The team can be contacted via the Avon and Somerset Constabulary website or Twitter @ASPWSM.

### **Ward Councillor's report**

No Ward Councillor was present, and no report was received.

### **The meeting was convened**

#### **051/20 To receive apologies for absence (agenda item 1)**

Apologies were received from District Cllr Harley.

#### **052/20 To receive and consider an application to fill a casual vacancy by co-option from John Wormald (agenda item 2)**

**Resolved:** To co-opt John Wormald on to Banwell Parish Council

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

Cllr Wormald read and signed the Declaration of Acceptance of Office

#### **053/20 To receive members' declarations of interest on any agenda item (agenda item 3)**

No declarations of interest were received.

**054/20 To approve as a correct record, the minutes of the Parish Council Meeting on the 17th February 2020 (agenda item 4)**

**Resolved** – That the minutes of the Parish Council Meeting held on the 17<sup>th</sup> February 2020 be approved as a correct record of the meeting.

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

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

**055/20 To receive a short presentation from Mike Painter and Jillian Burnell with an update on the National Grid works (agenda item 5)**

Due to the Coronavirus National Grid have cancelled any appearances for the foreseeable future.

**056/20 To note the minutes of the Planning Committee minutes from the 2<sup>nd</sup> March 2020 (agenda item 6)**

The minutes of the Planning Committee Meeting were noted.

**057/20 To note the minutes of the Employment Committee meeting from the 2<sup>nd</sup> March 2020 (agenda item 7)**

The minutes of the Employment Committee Meeting were noted.

**058/20 As recommended by the Employment Committee to agree the employment of an administration assistant for 20 hours a month at pay scale LC1 (agenda item 8)**

**Resolved** – To agree the employment of an administration assistant for 20 hours a month at pay scale within LC1

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

**059/20 To agree the Administration Assistant application pack (agenda item 9)**

**Resolved** – To agree, the Administration Assistant application pack

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

**060/20 As recommended by the Employment Committee to agree a spinal point increase to the Clerks Salary and a possible 2% suggested increase from the National Joint Council (agenda item 10)**

**Resolved** – To agree a spinal point increase to the Clerks Salary and a possible 2% suggested increase from the National Joint Council (agenda item 10)

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

**061/20 To receive the Clerk's report/Exchange of information (agenda item 11)**

- (i) **Sustainability Hub Visit** – Cllr Baird, Bennett, McCarthy and the Clerk attended they found it to be very helpful with good advice which was freely given. The Clerk is due to have the lighting report and a further visit is booked in for advice on insulation.
- (ii) **Land Registration** – the Clerk reported that the Jubilee Pump, War Memorial, Riverside, Quarry and verge at the top of Castle Hill had all now been officially registered.
- (iii) **Work to Memorials** – The Clerk reported that all work to the unsafe Cemetery memorials had been completed

- (iv) **Recreation Ground works** – The accessible swing had been put in and the MUGA panel replaced. Unfortunately, the Zipline has been delayed due to the inclement weather. Once the Recreation Ground has had the opportunity to dry out then it will be finished.
- (v) **Mini-bus society** – Will be suspending all their services from Friday. However, they are proposing to use the minibuses to offer a home delivery service for essentials. They are having a meeting on Wednesday to discuss the logistics. This will then be advertised to the coffee & chat group and the Clerk will put it on Facebook / website.

**062/20 To discuss what support the Parish Council can give in relation to the current Covid-19 outbreak (agenda item 12).**

The Council discussed a variety of actions which could be considered. It was felt important to pass on any information received. The clerk has created a dedicated page on the website which will direct members of the public to all relevant information including any local information / support groups. It was noted that not everyone had access to the internet.

**Resolved:** That the Council is fully prepared to help finance initiatives during the Covid-19 outbreak.

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

**063/20 To note the training and events available and agree any attendance (agenda item 13)**

- (i) **28th March 2020 – Being a Good Councillor, 9:45am - 12:30. Long Ashton £60**

The Council felt it was likely, given the circumstances, that this would be cancelled.

- (ii) **Thurs 2nd April – Chairmanship Skills 7pm – 9pm Saltford £60**

The Council felt it was likely, given the circumstances, that this would be cancelled.

- (iii) **18th or 20th April – ALCA Climate Emergency Day, £15**

The Council felt it was likely given the circumstances that this would be cancelled.

- (iv) **Tues 23rd June - SLCC Building Resilience £30 Weston-super-Mare**

**Resolved:** That if this goes ahead the Clerk attend this training session

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

- (v) **Wed 25th Nov SLCC Regional Training Conference Bristol £75**

**Resolved:** That if this goes ahead the Clerk attend this training session plus two Councillors (to be decided nearer the time).

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

**064/20 To approve the following items of expenditure (agenda item 14)**

- (i) **£195 for the annual ALCA subscription**

The Clerk reported the above price was a typo and that it should be £536.92

**Resolved:** To agree the payment of £536.92 to ALCA for the annual subscription.

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

**(ii) £385 for the annual Scribe subscription**

**Resolved:** To agree the payment of £385 for the annual Scribe subscription

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

**(iii) Up to £96 for an insert in the Parish Magazine**

**Resolved:** To agree the payment of up to £96 for an insert in the Parish Magazine.

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

**065/20 To discuss and agree a way forward concerning the purchase of electronic devices for new councillors (agenda item 15)**

**Resolved:** That the Clerk investigate the functionality of Chrome notebooks instead of Laptops and investigate the viability of lease agreements.

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

**066/20 To review and approve the following documents: (agenda item 16)**

**(i) Asset Register**

**Resolved:** To approve the Asset Register.

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

**(ii) Scheme of Delegation**

**Resolved:** To approve the Scheme of Delegation to include 'in the event of a local / national emergency'.

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

**067/20 To discuss and agree who will formulate a response to the 'Your Neighbourhood Consultation' (agenda item 17).**

**Resolved:** That all Councillors to complete the consultation individually.

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

**068/20 To discuss and agree who will formulate a response to the North Somerset Local Plan: Pre-commencement Document (agenda item 18).**

**Resolved:** That the North Somerset Local Plan: Pre-commencement Document is noted.

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

**069/20 To note the interim internal audit report March 2020 (agenda item 19)**

It was noted that the Interim Internal Audit had no actions. The Clerk was thanked for her hard work.

**070/20 To resolve that the Parish Council is satisfied that the existing internal audit process is satisfactory and meets all the statutory requirements (agenda item 20)**

**Resolved:** That the Parish Council is satisfied that the existing internal audit process is satisfactory and meets all the statutory requirements

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

**071/20 To authorise bills for payment (agenda item 21)**

**Resolved:** To authorise bills for payment of £16127.88 Cllr Harding and Cllr Baird to authorise the BACs payments.

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

**072/20 To note the Parish Council's end of February's net position, bank balances and bank reconciliation (agenda item 22)**

The Parish Council's end of February's net position, bank balances and bank reconciliation were noted.

**073/20 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the following agenda item 24 by reason of the confidential nature of the items of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (agenda item 23).**

**Resolved:** To exclude the press and public from the meeting during consideration of the following agenda item 24 by reason of the confidential nature of the item of business to be transacted,

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

**074/20 To discuss the Solicitors response and agree the draft lease between Banwell Parish Council and The Scouting Association (agenda item 24)**

The email from the Solicitor was noted

**Resolved:** That the draft lease be submitted to the Scouting Association.

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

**075/20 Dates of the next meetings – (agenda item 25)**

6<sup>th</sup> April Planning Committee Meeting, 7:30pm, Banwell Youth & Community Centre  
20<sup>th</sup> April Parish Assembly, 7:30pm, Banwell Youth & Community Centre  
27<sup>th</sup> April Parish Council Meeting, 7:30pm, Banwell Youth & Community Centre

The Chairman closed the meeting at 20:45

.....Chairman

.....Date

**Bills for Payment - 19th February to the 16th March 2020**  
**Banwell Parish Council**

Method	Payee	Details	Net Amount	VAT	Gross Amount	Minute agreed	Power
	<b>Already Paid</b>						The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019
CHQ	1st Banwell Scouts	Grant	£1,750		<b>£1,750</b>	036/20	
CHQ	Minibus Society	Grant	£632		<b>£632</b>	037/20	
DD	Mainstream	Phone and Broadband (DD 14.02.20)	£3.55	£0.71	<b>£4.26</b>	118/19	
DD	E-ON	Streetlight Power (DD 15.02.20)	£137.53	£6.88	<b>£144.41</b>	118/19	
	<b>To Pay</b>						
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		<b>£141.75</b>		
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		<b>£70.87</b>		
BACS	J K Gardening	Grass cutting @ YCC	£70.88		<b>£70.88</b>		
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		<b>£162.50</b>		
BACS	J K Gardening	Village orderly	£392.50		<b>£392.50</b>		
BACS	J K Gardening	Cemetery paths	<b>Total £893.50</b>		<b>£55.00</b>		
BACS	FOS UK	Dog Bin emptying	£339.00		<b>£339.00</b>	177/19	
BACS	Insight Cleaning	YCC Cleaning includes extra & carpet cleaning equipment	£340.99		<b>£340.99</b>	39/19	
BACS	GB Sport	Swing Chain replacement	£44.00	£8.80	<b>£52.80</b>	035/20 (ii)	
BACS	GB Sport	Accessible swing	£619.00	£123.80	<b>£742.80</b>	240/19 (ii)	
BACS	GB Sport	Operational inspections	<b>Total £915.60</b>		<b>£120.00</b>	136/19 (i)	
BACS	DS Securities	Annual CCTV Maintenance Charge	£145.00	£29.00	<b>£174.00</b>	035/20 (i)	
BACS	DS Securities	Fire Alarm button protectors	<b>Total £210</b>		<b>£36.00</b>	H & S	
BACS	Webglu	Quarterly Web Charge	£60.00	£12.00	<b>£72.00</b>	151/17	
BACS	Bridget Bowen	Internal Audit	£200.00		<b>£200.00</b>	240/19	
BACS	YMCA Dulverton	Youth Club Sept 19 - Feb 20	£2,520.00		<b>£2,520.00</b>		
BACS	ALCA	Annual subscription	£536.92		<b>£536.92</b>		
BACS	Adams Memorials	Memorial repairs	£875.00	£175.00	<b>£1,050.00</b>	149/19	
BACS	Weston Rail Services	Replacement LED lights	£2,625.00	£525.00	<b>£3,150.00</b>	243/18	
BACS	North Somerset	Works to footpaths	£363.50		<b>£363.50</b>	035/20 (iii)	
DD	E-ON	YCC power (DD 17.03.20)	£169.84	£33.97	<b>£203.81</b>	YCC 20/20	
BACS	E. Shayler	Overtime & Expenses (screwdriver bits)	£160.10	£7.70	<b>£167.80</b>	H & S	
SO	E. Shayler	Clerk's Salary (SO 26.02.20)	£1,526.54		<b>£1,526.54</b>	118/19	
DD	Calor	LPG top up (DD 28.03.20)	£352.80	£17.64	<b>£370.44</b>	150/19	
DD	Nest	Pension contributions (DD 30.03.20)	£148.03		<b>£148.03</b>	118/19	
		<b>Sub Total</b>	<b>£14,572.30</b>	<b>£966.50</b>	<b>£15,538.80</b>		
<b>To be paid in next financial year 2020/21</b>							
DD	NS Council	Waste Collection (DD 01.04.20)	£14.50		<b>£14.50</b>	118/19	
BACS	HMRC	PAYE and NI for Sept (12.04.20)	£574.58		<b>£574.58</b>	118/19	
		<b>Totals</b>	<b>£15,161.38</b>	<b>£966.50</b>	<b>£16,127.88</b>		



## MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD REMOTELY AT 7pm ON MONDAY 6<sup>th</sup> APRIL 2020

**PRESENT:** Councillors Paul Blatchford (Chairman), Phil Baird, Paul Harding, Nick Manley & Dawn Parry

**IN ATTENDANCE:** Mrs Liz Shayler (Clerk) & Cllrs Maggie McCarthy & John Wormald

**The Meeting was convened**

**19/20 To receive apologies for absence (agenda item 1)**

No apologies were received

**20/20 To receive declarations of interest (agenda Item 2)**

Cllr Parry declared an interest in 5(ii) as the property is adjacent to her. Cllr Blatchford declared an interest in 5(iii) as the property is on Church Street.

**21/20 To approve as a correct record the minutes of the Planning Committee Meeting held on the 2<sup>th</sup> March 2020 (agenda item 3).**

**Resolved** – That the minutes of the Planning Committee Meeting held on the 2<sup>nd</sup> March 2020 be approved as a correct record of the meeting.

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

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

**22/20 To discuss and agree a response to North Somerset Councils (parts of footpaths AX3/1 and AX3/21, Lower Rhodyate Farm, The Rhodyate, Banwell) Public Path Diversion Order No. 3 2020 (agenda item 4).**

**Resolved** – That the Parish Council feel that this is not an appropriate diversion for the following reasons;

- No justification to a change to this ancient route
- The route was felt to be longer and more complicated

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

**23/20 To note and comment upon planning applications (agenda item 4)**

**(i) 19/P/3148/OUT - 28 Queens Road Banwell BS29 6BB.**

Outline application for the demolition of side extensions of existing dwelling and the erection of a 2-bedroom dwelling to the side (all matters reserved for subsequent approval).

**Resolved** – To continue to object to this application as there still remains a concern that;

- There is a creation of an access onto High Street (which it is believed does not exist as currently there is no dropped kerb).
- It has an inappropriate car parking scheme leading to displacement of vehicles that currently park there for both local residents and carers.
- Destruction of the wall which will disturb the street scene.

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

(ii) **20/P/0560/FUH - The Coach House, Cooks Lane, Banwell. BS29 6DS.**

Demolition of existing timber garden house. New timber framed home work unit within front garden.

**Resolved** – To not object to this application

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

**Cllr Blatchford handed the meeting over to Cllr Manley**

(iii) **20/P/0569/FUH - 30 Church Street, Banwell. BS29 6EA.**

Retrospective application for the erection of a first-floor rear dormer with replacement windows.

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

- There is not enough information provided regarding the substantial changes this property has already undergone to be able to properly assess the impact these changes will have / have had on the street scene in the Conservation Area
- Concern that it would encourage the use of plastic in the Conservation Area
- Concern for the privacy for those using the Cemetery due to the dormer window.

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

**Cllr Blatchford returned to the meeting**

(iv) **20/P/0649/LDP - 28 Riverside, Banwell. BS29 6EE**

Certificate of Lawful Development for the proposed siting of a caravan.

**Resolved:** It is clear from Google Earth that there was no evidence of the caravan in 2009 and no further evidence has been submitted. Given its location it was felt that this had been deliberately hidden and that it would be an inappropriate location for a residential property of any sort given, that there are already two residential properties on this piece of land and insufficient parking for those.

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

(v) **20/P/0671/FUH - 1 High Street, Banwell. BS29 6AA.**

Replacement windows to front and side elevation. (Retrospective).

**Resolved** – To object to this application as it does not respect the Conservation Area and therefore is out of out of keeping in the street scene

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

(vi) **20/P/0672/CQA - Land off Havage Drove, Box Bush Lane, Rolstone. BS24 6UA.**

Prior approval for change of use from agricultural building and land to 1no. dwelling within use class C3, plus associated operational development comprising the replacement and installation of doors and windows; replacement of roof covering; cladding and render to external walls.

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

- On the flood plain
- Outside of settlement boundary
- Extremely small footprint for a residential property.

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

**24/20 To note planning decisions – (agenda item 5)**

- (i) **19/P/2583/EA1 - Land East of Junction 21 Of M5 Haybow Hewish.**  
Request for a formal screening opinion as to whether an Environmental Impact Assessment is required. **WITHDRAWN**
- (ii) **19/P/2643/FUL - Ivy House Farm, Wolvershill Road, Banwell. BS29 6LB.**  
The construction of a single storey wooden garage structure to house an incinerator for Pet Cremation. **APPROVED**
- (iii) **20/P/0137/FUL - Eversleigh House East Street Banwell BS29 6BW.**  
Change of use from garage/studio to residential annexe. **APPROVED**

**25/20 Date of the next meeting (agenda item 6)**

Planning Meeting 4<sup>th</sup> May 2020 7pm remotely <https://us04web.zoom.us/j/279564797>

The Chairman closed the meeting at 20:00

.....Chairman

.....Date

**BANWELL PARISH COUNCIL - GRANT APPLICATION FORM**

Name of organisation	Vision North Somerset
Name on bank account (for cheque payments)	Vision North Somerset
Registered Charity/Charity Number	Yes 1165364
Contact name and position with the group	Michele Blake Voluntary Service Co-ordinator
Contact name's home address	Vision North Somerset, 3 Neva Road, Weston Super Mare BS23 1YD
Contact name's telephone number and email address.	01934 419393 volunteers@visionns.org.uk
Purpose for which the grant would be used and who will benefit from it (in particular in reference to Banwell residents).	The grant will support our Finding Solutions project to help local blind and partially sighted people to connect with their community. A team of trained volunteers will provide home based, one to one tuition to people with sight loss who are wanting to learn digital skills to enable them to access the internet, online banking, use email and social media or learn about Adaptive equipment like Smart bulbs, Smart plugs, Alexa and voice controlled products that will improve their quality of life. Our project will benefit 1,467 people in North Somerset including 13 residents living in Banwell.
Describe the evidence you have obtained that shows a need for the grant.	For the past 5 years we have been working on our Digital Service and our records show there is increasing evidence that more people are wanting to take up learning about IT and Adaptive equipment to promote independence and inclusion to improve the wellbeing of people with sight loss. Our Finding Solutions project will enable us to train more volunteers to visit people at home to demonstrate equipment and help keep people connected with family, friends and their community.
Grant amount being requested including a breakdown of costs.	The total cost of Finding Solutions is £997. Volunteer Training - £150 Volunteer expenses and mileage - £547 Equipment - £340 We would like to request support of £350
Number of members in the Group	New project with 6 volunteers and Project leader
Total spent by the group in the year <small>(Any figures should be for the last financial year of the organisation).</small>	New project starting April 2020
Total received by the group in the year	New project

Who has also been approached for funding for this project.	We will be approaching local Town and Parish Councils in North Somerset
Main income sources – please itemise  (A summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited).	New project with Vision North Somerset
Current bank balance (please state date)	£4,212.97 20 <sup>th</sup> February 2020
Special/other considerations	

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

Signature..... Date...24.02.2020.....  
(Electronic submissions can use electronic signatures)

This form should be submitted to the Parish Council either by email: [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk) or to the Parish Office, Banwell Youth and Community Centre, West Street, Banwell. BS29 6DB.

# Annual Internal Audit Report 2019/20

BANWELL PARISH COUNCIL  
ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		✓	
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable 

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

17/12/19    3/3/20    5/4/20

Name of person who carried out the internal audit

Bridget.C.Bowen FCA

Signature of person who carried out the internal audit

*Bridget Bowen*

Date

5/4/20

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**INTERNAL AUDITOR'S ANNUAL REPORT**

Year ended 31 March 2020

Banwell Parish Council

**Control objective**

**Explanations for No's or Not Covered above**

F	The Council does not hold any petty cash
K	The Council did not certify itself as exempt last year
L	The Notice that was published has been seen and was correct and remains on the Council's website. However, following attendance at a course, the Clerk amended the Notice a few days after it was posted to make it accessible. The date it was amended is shortly after the commencement of the inspection period. The webmaster notes the date the Notice was last amended, not when it was first posted. I am unable to confirm that it was published before the start of the inspection period. I am able to confirm that the date of the announcement at least one day before the first day of the inspection period, the inspection period was 30 consecutive working days and included the first 10 working days of July.

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
Authority web address

AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2019/20 for

Banwell Parish Council  
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	151073	185919	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	88897	88896	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	34432	42989	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	21063	27592	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	67420	103618	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	185919	186594	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	185919	186594	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	653700	670533	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*OW Shyles*  
SIGNATURE REQUIRED

07-04-20 DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Explanation of variances – pro forma

Barwell Parish Council  
North Somerset

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	151,073	185,919				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	88,897	88,896	-1	0.00%	NO		
3 Total Other Receipts	34,432	42,989	8,557	24.85%	YES		Receipts have increased by £8,557. Whilst we received a Section 106 developer contribution of £19,892 in the financial year 2019/20 we did not receive the following which had been received in the financial year 2018/19; YCC income of £2500 & YCC stipend of £8651 from North Somerset. These combined equal an increase in receipts of £8741.
4 Staff Costs	21,063	27,592	6,529	31.00%	YES		Staff costs have increased by £6,529 for two reasons. Firstly, an increase of the monthly salary from £1,570.54 to £1,924.35 (due to a spinal point increase and an increase of 4 hrs a week) resulting in an annual increase of £5307.15. Secondly the Parish Council took over the running of the Youth & Community Centre from North Somerset which resulted in annual overtime amounting to £1,548. These combined equal an increase in expenditure of £6855.15
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	67,420	103,618	36,198	53.69%	YES		Other expenditure has increased in Box 6 from 2018/19 by £36,198 this is due to the streetlights delayed from 2018/19 and carried out in 2019/20 of £10,500 and an increase of expenditure in the following areas: The Recreation Ground with the purchase of play equipment for £20,363 (with a section 106 developers contribution). The purchase and planting of 19 memorial trees for £3,492 (in remembrance of the 19 Parishioners who died in World War 1). The Parish Council took over the running of the Youth & Community Centre from the 1st April 2019 and had a new, more secure door entry system put in (£2298). These combined equal an increase in expenditure of £36,653.
7 Balances Carried Forward	185,919	186,594			YES	<b>VARIANCE EXPLANATION NOT REQUIRED</b> <b>EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES</b>	Earmarked reserves include the following; £90,097 for a cemetery extension, £6,000 for Youth Club, £3,700 for election expenses
8 Total Cash and Short Term Investments	185,919	186,593				<b>VARIANCE EXPLANATION NOT REQUIRED</b>	
9 Total Fixed Assets plus Other Long Term Investments and	653,700	667,964	14,264	2.18%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

**Bills for Payment - 19th August to 10th September 2019**  
**Banwell Parish Council**

Method	Payee	Details	Net Amount	VAT	Gross Amount		Minute agreed	Power
<b>Already Paid</b>								The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019
BACS	GB Sport & Leisure	Belle Bee seesaw	£1,880.84	£398.77	<b>£2,279.61</b>		230/19	
<b>To Pay</b>								
BACS	Complete Business	Card & Hand Towels	£37.50	£7.50	<b>£45.00</b>		H & S	
BACS	Liz Shayler	Covid-19 expenses including food bank purchases	£221.04	£9.10	<b>£230.14</b>		062/20	
BACS	C & L Minibus Society	Covid-19 Food Bank purchases	£187.77	£6.93	<b>£194.70</b>		062/20	
		<b>Totals</b>	<b>£2,327.15</b>	<b>£422.30</b>	<b>£2,749.45</b>			

**Bills for Payment - 1st April to the 27th April 2020**  
**Banwell Parish Council**

Method	Payee	Details	Net Amount	VAT	Gross Amount		Minute agreed	Power
	<b>Already Paid</b>							
DD	Mainstream	Phone and Broadband (DD 14.04.20)	£115.96	£23.19	<b>£139.15</b>		118/19	The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019
DD	E-ON	Streetlight Power (DD 17.04.20)	£147.01	£7.35	<b>£154.36</b>		118/19	
DD	E-ON	YCC power (DD 27.04.20)	£149.40	£7.47	<b>£156.87</b>		YCC 20/20	
SO	E. Shayler	Clerk's Salary (SO 26.04.20)	£1,526.54		<b>£1,526.54</b>		118/19	
DD	Calor	LPG top up (DD 27.04.20)	£379.20	£18.96	<b>£398.16</b>		150/19	
DD	Calor	Standing charge (DD 27.04.20)	£379.20	£18.96	<b>£398.16</b>		150/19	
		<b>Total £413.61</b>						
	<b>To Pay</b>							
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		<b>£141.75</b>			
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		<b>£70.87</b>			
BACS	J K Gardening	Grass cutting @ YCC	£70.88		<b>£70.88</b>			
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		<b>£162.50</b>			
BACS	J K Gardening	Village orderly	£392.50		<b>£392.50</b>			
BACS	FOS UK	Dog Bin emptying	£339.00		<b>£339.00</b>		177/19	
BACS	Insight Cleaning	YCC Cleaning includes extra & carpet cleaning equipment	£312.00		<b>£312.00</b>		39/19	
BACS	GB Sport	Zipline	£12,102.25	£2,420.45	<b>£14,522.70</b>		035/20 (ii)	
BACS	Bridget Bowen	Internal Audit	£75.00		<b>£75.00</b>		240/19	
BACS	Weston Rail Services	Quarterly charge	£875.00	£175.00	<b>£1,050.00</b>		243/18	
BACS	Triangle Lift Services	Annual maintenance	£225.50	£45.10	<b>£270.60</b>	Awaiting agenda item	H & S	
BACS	Churchill & Langford Minibus Society	Bookers food bank shop	£250.59	£4.59	<b>£255.18</b>		062/20	
BACS	North Somerset	Works to footpaths	£363.50		<b>£363.50</b>		035/20 (iii)	
BACS	E. Shayler	Overtime & Expenses (food bank shop & zoom)	£620.31	£9.91	<b>£630.22</b>		062/20	
DD	Nest	Pension contributions (DD 30.04.20)	£182.89		<b>£182.89</b>		118/19	
DD	NS Council	Waste Collection (DD 01.05.20)	£14.49		<b>£14.49</b>		On hold has been requested	118/19
DD	Cathedral Leasing LTD	Hygeine Services	£129.99	£26.00	<b>£155.99</b>			
BACS	HMRC	PAYE and NI for Sept (12.05.20)	£792.03		<b>£792.03</b>			118/19
		<b>Totals</b>	<b>£18,881.85</b>	<b>£2,730.98</b>	<b>£21,612.83</b>			
Transfer	Natwest	Environmental Fee from Cemetery Account to Current Account	£120.00		<b>£120.00</b>			



**Cemetery & Memorials**

Grass cutting	1,950
Paths / Trees & Garden	300
Making up graves	200
Cemetery / Memorial work contingency	5,000
<b>TOTAL</b>	<b>£7,450</b>

**YCC**

Repairs & Maintenance	£3,000
YCC upgrade	£18,000
CCTV	£2,000
Electricity	£1,000
Gas	£1,500
Water	£650.00
Waste Collection	£650
Cleaning & supplies	£2,500
<b>Subtotal for comparison</b>	
Office Equip inc software	£3,000
Phone internet	£600
Grass cutting	850
fence / hedge	280
<b>TOTAL</b>	<b>£34,030</b>

**Clerk and Administration**

Salary & NI	26,000
Clerk's Pension provision	650
Office Rental	0
Room hire	0
Advertising	300
Insurance	2123
Subscriptions	900
Audit fees	1000
Legal costs	500
Training Clerk	800
Training Cllrs	600
Risk Assessments	300
Chairman's Allowance	250
Grants and Donations	7000
Bank Charges	100
<b>TOTAL</b>	<b>£40,523</b>

**Environment**

Fence and Tree Work	£300
Village Orderly	£4,710
Dog Bins	£4,080
Grass Cutting	£850
Riverside & Defib	£2,500
Environmental projects	£3,000
Environmental Grant	£2,000
<b>TOTAL</b>	<b>£17,440</b>

**Highways**

Power	1,800
Maintenance	3500
Upgrades	7900
6 yr inspect	0
Highways related projects	1500
<b>TOTAL</b>	<b>£14,700</b>

**Recreation Ground**

Rec Grass Cutting	1,700
Rec Maintenance	2500

Rec Trees and Fence Work	150
Annual inspections	400
Play Equipment	0
<b>TOTAL</b>	<b>£4,750</b>

<b>Youth Club</b>	
Youth Club staffing	£10,000
Youth Club programme	£500
Computers - match funded	£1,000
Extraordinary activities inc Residential	£1,800
Subs	-£400
<b>TOTAL</b>	<b>£12,900</b>

<b>TOTAL EXPENDITURE</b>	<b>£124,343</b>
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### INCOME

Village Orderly Grant	435.81
Children's Centre Rent	1,300
Children's Centre Stipend	0
Misc income	200
Council Tax Support Grant	0
CIL	3000
Solar panel grant from New Solar Banwell	7149
<b>INCOME</b>	<b>£12,085</b>

Budget

<b>£112,258</b>
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<b>GENERAL RESERVES (ESTIMATED AT 31.04.20)</b>	<b>£90,000</b>
<b>CEMETERY EXTENSION RESERVE ON 31.04.20</b>	<b>£89,582</b>

**Agenda item 19**

**Regular payments to be made by direct debit or standing order – for 2020/21**

		Frequency
SO	Clerk basic salary	Monthly
DD	Pension – NEST	Monthly
DD	E-On – electricity streetlights	Monthly
DD	E-On – electricity YCC	Monthly
DD	Mainstream telephone lines x 2 at YCC	Monthly
DD	North Somerset – waste collection at YCC	Monthly
DD	Water-2-Business YCC	Quarterly
DD	Cathedral Hygiene YCC	Quarterly
DD	Unity Trust Bank Charges	Quarterly
DD	Information Commissioners Office - data protection	Annually
DD	TV Licence	Annually
VDD	Land Registry	When requested