



## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT THE YOUTH & COMMUNITY CENTRE 2021 AT 7:30pm ON MONDAY 20<sup>th</sup> SEPTEMBER 2021

**PRESENT:** Councillors: Paul Harding (Chairman), Phil Baird (Vice-Chairman), Paul Blatchford, Steve Davies, Kevin Gibbons & Maggie McCarthy.

**IN ATTENDANCE:** Mrs Liz Shayler (Clerk)  
**WARD COUNCILLOR:** None  
**AVON & SOMERSET POLICE:** None  
**MEMBERS OF THE PUBLIC:** 2

Cllr Harding welcomed everybody.

**Before the meeting was convened, 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 11/08/2021 to 19/09/2021.

Calls from Parish = 59 with the following selection of crimes reported: 6 abandoned 999 calls, 2 antisocial behaviour, 4 concern for welfare, 1 covid breach, 3 criminal damage, 1 harassment, 7 suspicious activity, 1 theft, 2 threat and 12 traffic related.

The Police reported that there have been a number of rouge traders in the area, if you are contacted by anyone wanting to carry out any kind of work on your property please be vigilant, any work offered should be available on a written quote with a cooling off period, don't be frightened to turn cold callers away from your door, you can report incidents like this on 101, most importantly never hand over money, cheques or bank transfer until you are 100 % happy with work that is fully completed.

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

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

Cllr Haverson gave a brief outline on the following points

- Ravenswood Closed due to a problem with the roof
- Garden waste collection is due to be start restart the week beginning the 27<sup>th</sup> of September
- Local Plan briefing on maximising affordable housing
- The issue with Rolston Barns, the volume of HGVs, their impact on the local road infrastructure and possible solutions.
- Banwell bypass – Concerns about the strategic gap and the importance of meeting North Somerset's increase of biodiversity aims.

**The meeting was convened.**

### **112/21 To receive apologies for absence (agenda item 1)**

Apologies were received from Cllr Phil Adams.

### **113/21 To receive and consider an application to fill a casual vacancy by co-option from Kevin Gibbons (agenda item 2)**

**Resolved** – To co-opt Kevin Gibbons on to Banwell Parish Council.

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

Cllr Gibbons read and signed the Declaration of Acceptance of Office

**114/21 To receive members' declarations of interest on any agenda item (agenda item 3)**

No declarations of interest were received.

**115/21 To approve as a correct record, the minutes of the Parish Council Meeting on the 16<sup>th</sup> August 2021 (agenda item 4)**

**Resolved** – That the minutes of the Parish Council Meeting held on the 16<sup>th</sup> of August 2021 be approved as a correct record of the meeting with the following amendment to minute **088/21** The year in the resolution to be changed from 2021 to 2022.

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

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

**116/21 To note the following minutes (agenda item 5).**

**i) The Planning Committee held on the 6<sup>th</sup> of September 2021**

The minutes of the Planning Committee Meeting on the 6<sup>th</sup> of September 2021 were noted.

**ii) The Youth & Community Centre Committee held on the 6<sup>th</sup> of September 2021**

The minutes of the Youth & Community Centre Committee Meeting on the 6<sup>th</sup> September 2021 were noted.

**117/21 To note the training and events available and agree any attendance (agenda item 6)**

**i) 24<sup>th</sup> September SLCC Water Compliance and Legionella Control £50**

**Resolved** – To approve £50 for the Clerk to attend this webinar.

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

**ii) 4<sup>th</sup> October SLCC The Running of Markets £30**

**Resolved** – To approve £30 for the Clerk to attend this webinar.

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

**iii) 24<sup>th</sup> November ALCA Essential Councillor £40**

**Resolved** – To approve £40 for Cllr Gibbons to attend this webinar.

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

**iv) Various Breakthrough Communications Training £30**

The training was noted

**v) ALCA e-learning on nimble**

**Resolved** – To approve £14 for Cllr Gibbons to undertake Data Protection Essentials.

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

## 118/21 To receive the Officer report/Exchange of information (agenda item 7)

### i) **Tea & Tech / You can do I.T. projects**

Last week was the first tea and tech session. The feedback was excellent with a real desire from those attending for there to be more. There were a variety of people attending with various needs. The focus was on smart technology phones and tablets. It has been possible to organise two more dates for October the 26<sup>th</sup> and November 23<sup>rd</sup>. There will be no cost to the Parish Council as this is linked in with the WERN, Alive and St Monica's trust project on reducing the digital divide.

### ii) **North Somerset's Welcome Back Fund**

This fund is an extension to the Reopening High Streets Safely Fund (RHSSF) that was allocated to North Somerset Council back in June 2020. A maximum of £150,000 has been allocated to projects for town and parish councils. The Clerk and Communications officer have suggested a mini-Christmas Market and a Grand Spring Clean.

### iii) **Recreation Ground and Riverside Picnic Benches**

Instructions have now been issued for the following: the new toddler fencing, repairs to the wetpour and new picnic benches at the Recreation Ground and Riverside. The Clerk informed the Council that unfortunately she had been unable to source three quotes, only 2, for the wetpour as one company had declined to quote.

### iv) **Wolvershill Road Bench**

A local resident has completely refurbished the bench along Wolvershill Road adjacent to the entrance to Wolvershill Park. The clerk was asked to write and thank him.

### v) **Dog & Litter Bins**

The final dog bin has been replaced along with the litter bin at the entrance to West Street Car Park.

### vi) **Parish Magazine Article & E-Newsletter**

The publishing of the Parish Magazine has been delayed until October. However, the Parish Council's e-newsletter will be published later this week / beginning of next week.

### vii) **North Somerset Scrutiny Enquiry day**

North Somerset have asked the Parish Council to be involved with their Covid-19 Enquiry Day on Tuesday 19th October. Its purpose will be to hear evidence from organisations about the challenges, issues and opportunities encountered during the pandemic and how those experiences can help guide and inform future policies and practices. They have asked the Parish Council to be involved due to their initiatives; the creation of a local food bank & food club, walking buddies and the organisation of near-neighbour support networks for the collection and delivery of peoples shopping and prescriptions. The Clerk was asked to attend.

### viii) **Banwell & Winscombe Practise**

Unfortunately, the new Practise Manager has moved jobs and so they are currently having to recruit. The flu clinics are due to start this Saturday the 25<sup>th</sup> of September and will be supported by the Parish Councils vaccination volunteers.

### ix) **Golling Lane Bench**

The Clerk informed Council that a complaint had been received about the Golling Lane bench suggesting it should be removed. Given that it has been there for over 20 years then it was suggested that the resident complaining should contact 101 if antisocial behaviour was taking place.

## 119/21 To approve the following documents (agenda item 7)

### i) **Communications Policy**

**Resolved** – To approve the Communications Policy.

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

ii) **Communications Strategy**

**Resolved** – To approve the Communications Policy.

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

iii) **Remembrance Day Risk Assessment**

**Resolved** – To approve the Remembrance Day Risk Assessment

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

**120/21 To approve the following expenditure (agenda item ).**

- i) £234 for the Annual ROSPA Play equipment inspections at the Recreation Ground & Riverside Play Area

**Resolved** – To approve £234 for the Annual ROSPA Play equipment inspections.

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

**121/21 To discuss who will undertake the following annual inspections (agenda item 10).**

- i) Benches - Cllr Baird
- ii) Dog bins - Cllr Harding
- iii) Flagpole - Cllr Blatchford
- iv) Grit bins - Cllr Gibbons
- v) Litter bins - Cllr Manley
- vi) Memorial Stones - Cllr McCarthy
- vii) Bus Shelters - Cllr Blatchford

**Resolved** – To agree that the Councillors above will undertake the annual inspections specified.

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

**122/21 To note the following North Somerset Consultations (agenda item 11).**

i) **Digital Strategy**

The digital strategy was noted and Councillors were asked to complete it individually.

ii) **Local list of Planning Application Requirements**

The Local list of Planning Application Requirements was noted and Councillors were asked to get any comments to Councillor Manley by the 24th September for discussion at the next Planning Committee meeting.

iii) **Housing Strategy 2022 to 2027**

The Housing Strategy was noted and Councillors were asked to get any comments to Councillor Manley by the 24th September for discussion at the next Planning Committee meeting.

**123/21 To note the first draft of the 2022/23 budget (agenda item 12).**

The first draft of the 2022/23 budget was noted.

**124/21 To authorise Septembers bills for payment (agenda item 13)**

**Resolved:** To authorise Septembers bills for payment of £17954.92 Cllr Harding and Cllr McCarthy to authorise the BACs payments for September.

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

**125/21 To note the Parish Council’s end of August bank balances and bank reconciliation (agenda item 14)**

The Parish Council’s end of August’s bank balances and bank reconciliation were noted.

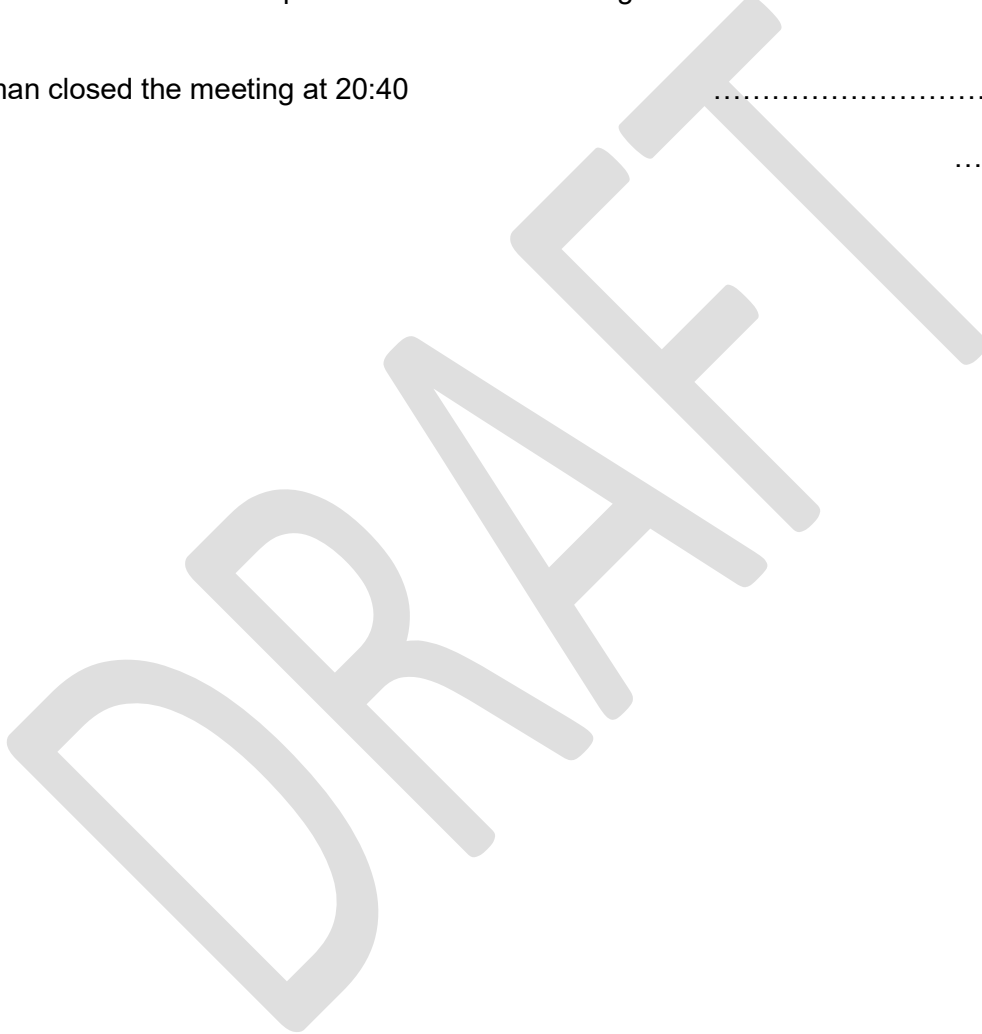
**126/21 Dates of the next meetings (agenda item 15)**

4th October 2021 7pm Planning Committee at the Youth & Community Centre (YCC)  
18th October 2021 – 7:30pm Parish Council Meeting at the YCC

The Chairman closed the meeting at 20:40

.....Chairman

.....Date



**Bills for Payment - 17th August until the 14th September 2021**  
**Banwell Parish Council**

| Method              | Payee                | Details   | Net Amount        | VAT              | Gross Amount      | Comments | Minute agreed        | Power              |
|---------------------|----------------------|---|-------------------|------------------|-------------------|----------|----------------------|--------------------|
| <b>Already Paid</b> |                      |   |                   |                  |                   |          |                      |                    |
| BACS                | WSM Road Markings    | White lines for YCC   | £1,180.00         | £236.00          | <b>£1,416.00</b>  |          | 083/21 (i)           | The Parish Council |
| BACS                | PPL/PRS              | YCC music licence   | £453.41           | £90.68           | <b>£544.09</b>    |          | 083/21 (iii)         |                    |
| BACS                | Audio Visual Direct  | 50% payment for work  | £2,393.50         | £478.70          | <b>£2,872.20</b>  |          | YC 08/21 & 09/21     |                    |
| DD                  | Mainstream           | Phone and Broadband (DD 15.09.21)   | £6.52             | £1.31            | <b>£7.83</b>      |          | 075/21               |                    |
| <b>To Pay</b>       |                      |   |                   |                  |                   |          |                      |                    |
| DD                  | E-ON                 | YCC power (21.09.21)  | £53.81            | £2.69            | <b>£56.50</b>     |          | 075/21               |                    |
| DD                  | E-ON                 | Streetlight Power (DD 24.09.21)   | £155.43           | £7.77            | <b>£163.20</b>    |          | 075/21               |                    |
| BACS                | J K Gardening        | Grass cutting @ Rec Ground & Knightcott Bank  | £141.75           |                  | <b>£141.75</b>    |          | 075/21               |                    |
| BACS                | J K Gardening        | Grass cutting @ Riverside   | £70.87            |                  | <b>£70.87</b>     |          | 075/21               |                    |
| BACS                | J K Gardening        | Grass cutting @ YCC   | £70.88            |                  | <b>£70.88</b>     |          | 075/21               |                    |
| BACS                | J K Gardening        | Grass cutting @ Banwell Cemetery  | £162.50           |                  | <b>£162.50</b>    |          | 075/21               |                    |
| BACS                | J K Gardening        | Village orderly   | £392.50           |                  | <b>£392.50</b>    |          | 075/21               |                    |
| BACS                | J K Gardening        | Additional Grasscutting (High Street, Knightcott Garage, the Castle, Wolverhill Rd & Pk | £165.00           |                  | <b>£165.00</b>    |          | 075/21               |                    |
| BACS                | J K Gardening        | Strimming around flowers box  | £30.00            |                  | <b>£30.00</b>     |          | 075/21               |                    |
| BACS                | J K Gardening        | Moss treatment at YCC   | £30.00            |                  | <b>£30.00</b>     |          | H & S                |                    |
| BACS                | Ambience Landscape   | Dog Bin emptying  | £433.33           | £86.67           | <b>£520.00</b>    |          | 075/21               |                    |
| BACS                | Insight Cleaning     | YCC Cleaning  | £128.00           |                  | <b>£128.00</b>    |          | 075/21               |                    |
| BACS                | YMCA                 | Youth Club Summer Holiday Provision   | £600.00           |                  | <b>£600.00</b>    |          | 083/21 (vi)          |                    |
| BACS                | Audio Visual Direct  | Final payment for work  | £2,393.50         | £478.70          | <b>£2,872.20</b>  |          | YC 08/21 & 09/21     |                    |
| BACS                | Webglu               | Quarterly Website / email charge  | £179.90           | £35.98           | <b>£215.88</b>    |          | 075/21               |                    |
| BACS                | SLCC                 | Training Course & National Conference (Clerk)   | £130.00           | £26.00           | <b>£156.00</b>    |          | 102/21 (iv & vi)     |                    |
| BACS                | SLCC                 | Training Course x 2   | £80.00            | £16.00           | <b>£96.00</b>     |          | Agenda item          |                    |
| BACS                | GB Sport             | Move goal posts   | £360.00           | £72.00           | <b>£432.00</b>    |          | 083/21 (viii)        |                    |
| BACS                | Councillor Expenses  | ILCA Course   | £120.00           | £124.00          | <b>£144.00</b>    |          | 081/21 (iii)         |                    |
| BACS                | Weston Rail Services | Streetlight replacements  | £5,360.00         | £1,072.00        | <b>£6,432.00</b>  |          | 083/21 (i)           |                    |
| BACS                | Weston Rail Services | Quarterly Maintenance   | £875.00           | £175.00          | <b>£1,050.00</b>  |          | 075/21               |                    |
| BACS                | Harness IT           | Fire Risk Assessment  | £112.50           |                  | <b>£112.50</b>    |          | H & S                |                    |
| BACS                | Scribe               | Cemetery Package Annual Subscription  | £375.00           | £75.00           | <b>£450.00</b>    |          | 194/20               |                    |
| BACS                | Nibra                | YCC signage   | £119.02           | £23.80           | <b>£142.82</b>    |          | 005/21               |                    |
| BACS                | DS Securities        | New batteries for Fire Alarm  | £70.00            | £14.00           | <b>£84.00</b>     |          | H & S                |                    |
| DD                  | Loyds Bank PLC       | Multipay charge & costs (zoom, tamtorque clips, dog bin & microphone)                   | £271.36           | £53.68           | <b>£325.04</b>    |          | 075/21               |                    |
| BACS                | Officer expenses     | Overtime & ASDA for summer food club parcels  | £248.50           |                  | <b>£248.50</b>    |          | Contractual & 105/21 |                    |
| SO                  | Officer Salaries     | Officer Salaries (SO 26.09.21)  | £2,094.81         |                  | <b>£2,094.81</b>  |          | 075/21               |                    |
| DD                  | Nest                 | Pension contributions (DD 26.09.21)   | £154.86           |                  | <b>£154.86</b>    |          | 075/21               |                    |
| DD                  | Unity Trust          | Bank Charges  | £29.55            |                  | <b>£29.55</b>     |          | 075/21               |                    |
| DD                  | North Somerset       | Waste Collection (01.10.21)   | £9.50             |                  | <b>£9.50</b>      |          | 075/21               |                    |
| BACS                | HMRC                 | PAYE and NI for Sept (12.10.21)   | £593.76           |                  | <b>£593.76</b>    |          | 075/21               |                    |
| <b>Totals</b>       |                      |   | <b>£15,802.09</b> | <b>£2,252.83</b> | <b>£17,954.92</b> |          |                      |                    |



# BANWELL PARISH COUNCIL

## MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7pm ON MONDAY 20<sup>th</sup> SEPTEMBER 2021

**Present:** Cllrs Phil Baird, Paul Blatchford & Paul Harding

**In attendance:** Liz Shayler (Clerk).

**10/21 To receive and accept apologies for absence (agenda item 1).**

No apologies were received.

**11/21 To appoint a Chairman of the Employment Committee for 2021-22 (agenda Item 2)**

**Resolved –** To appoint Cllr Blatchford as Chairman.

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

**12/21 To appoint a Vice Chairman of the Employment Committee for 2021-22 (agenda item 3)**

**Resolved –** To appoint Cllr McCarthy as Vice Chairman.

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

**13/21 To receive members' declarations of interest on any agenda item (agenda item 4)**

No member's declarations of interest were received.

**14/21 To approve as a correct record the Employment Committee meeting minutes from the 16<sup>th</sup> March 2021 (agenda item 5).**

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

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

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

**15/21 To note the Communications, Marketing and Grant Funding Officer's appraisal targets (agenda item 6).**

The Communications, Marketing and Grant Funding Officer's appraisal targets were noted (see attached).

**16/21 To discuss permanently increasing the Communications, Marketing and Grants Officer hours from 8 to 10 to take effect from April 1st 2022 (agenda item 8)**

**Resolved –** To permanently increase the Communications, Marketing and Grant Funding Officer's contracted hours per week from eight to ten.

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

**17/21 To undertake the evaluation of the Clerks Salary for the 2022 / 2023 budget (agenda item 6).**

The Committee discussed how the Clerk's role had outgrown LC2 mid-range. They discussed the role in relation to LC2 above substantive and LC3 below substantive.

**Resolved** – That the role of the Clerk should now be considered within the LC2 above substantive range (point scale 29 – 32).

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

**Resolved** – To increase the Clerks salary by one spinal point to LCP point scale 30 from the 1<sup>st</sup> October 2021 with a view to increasing this to 31 during the 2022/23 budget.

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

**18/21 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item 8 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. (agenda item 4)**

**Resolved** – That the press and public be excluded from the meeting.

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

**19/21 To undertake the Clerk's six-monthly appraisal (agenda item 5)**

The Clerk was thanked for going above and beyond her role in organising the Council's various initiatives. Concern was raised about the Clerks unused holiday entitlement.

The Chairman undertook the appraisal which resulted in a satisfactory outcome, identifying key work targets see attached.

**20/21 To agree the date of the next meeting (agenda item 9)**

7<sup>th</sup> March 2022

The Chairman closed the meeting at 19:20

.....Chairman

.....Date

**BANWELL PARISH COUNCIL**  
**SECTION 3: ACTION PLAN FOR Daisy May Finniear, March 2021**

**NAME:** Daisy May Finniear

**JOB TITLE:** Communications, Marketing & Grant Funding Officer

**DATE OF INTERVIEW:** 13<sup>th</sup> September 2021

**NAME OF APPRAISER:** Liz Shayler

**1. KEY WORK TARGETS FOR NEXT SIX MONTHS**

**Council**

1. Production of E-newsletter – already underway. Complete 2nd and evaluate.
2. Building relationships in the business community
3. Event support – Winter Wonderland & Christmas Market
4. Apply for grant funding from a variety of sources to support council projects and initiatives

**2. NEW RESPONSIBILITIES (if any)**

To minute and action the first Climate Emergency working party agenda.

**3. ADDITIONAL ACTION POINTS (if any)**

None

**4. TRAINING AND DEVELOPMENT NEEDS**

| <b><u>NEEDS</u></b>                             | <b><u>OBJECTIVE(S)</u></b> |
|---|----------------------------|
| Putting on Covid safe events.                   | To meet target             |
| Any relevant additional Grant funding training. | To meet target             |

**5. ADDITIONAL COMMENTS**

Daisy has been a real asset to the Council. She is a bright and engaging member of the team with a willingness to complete tasks set. There have been very positive comments from the Councillors about the ‘Get to know your Council’ communications campaign along with the regular Facebook posts covering a wide range of subjects.

Daisy is pleased with how everything is going and the way in which she and the Clerk work together, how the Clerk supports her with her role and the involvement of the Councillors by submitting their videos. She is also really pleased with the very positive feedback from Breakthrough Communications who have said in their training sessions that Banwell exhibits best practise in the way in which we communicate through Facebook.

**REVIEW DATE:** March 2021

**CLERK’S SIGNATURE** ..... **DATE** .....

**EMPLOYEE’S SIGNATURE** ..... **DATE** .....

**Issue a copy of whole appraisal to the employee and employment file. Issue a copy of Section 3 to the Employment Committee. Set the next review date, depending on the information above.**

**BANWELL PARISH COUNCIL**

**ACTION PLAN FOR CLERK September 2021 to March 2022**

**NAME:** Liz Shayler

**JOB TITLE:** Clerk and responsible financial officer to Banwell Parish Council

**DATE OF INTERVIEW:** 15<sup>th</sup> March 2021

**NAME OF EMPLOYMENT COMMITTEE CHAIRMAN:** Cllr Blatchford

**1. KEY WORK TARGETS FOR NEXT YEAR**

To grow the use of the YCC including hosting a seasonal event like a Christmas Market.  
To implement the 'You can Do I.T.' project using 'Tea and Tech' to gather info about what residents want.  
To support new Councillors to understand their role and become involved in the work of the Parish Council

**2. NEW RESPONSIBILITIES (if any)**

Hosting a Christmas Market

**3. ADDITIONAL ACTION POINTS (if any)**

To support the Communications Officer in sourcing and applying for funding for sustainability measures for the YCC.

**4. TRAINING AND DEVELOPMENT NEEDS**

**NEEDS**

**OBJECTIVE(S)**

First Aid Training  
Manual Handling Training  
The running of Markets

To meet H & S objectives on Risk Assessment  
To meet H & S objectives on Risk Assessment  
To support target set

**5. ADDITIONAL COMMENTS**

The Clerk was thanked for going above and beyond her role in organising the Council's response to the Covid 19 pandemic. In particular, the vaccination clinics and various initiatives supporting vulnerable families in the Parish.

**REVIEW DATE:** March 2021

**CHAIRMAN'S SIGNATURE** ..... **DATE** .....

**EMPLOYEE'S SIGNATURE** ..... **DATE** .....

**Issue a copy to the employee and set the next review date, depending on the information above.**



# Banwell Parish Council

Banwell Youth & Community Centre

West Street, Banwell. BS29 6DB

Telephone: (02134) 820442

Email: [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk)

**MEETING:** Cemetery and Memorials Working Group.

**DATE & TIME:** Monday, 27<sup>th</sup> September 2021 at 7pm.

**LOCATION:** Banwell Cemetery, St Andrews Church, Church Street, Banwell.

**PRESENT:** Parish Councillors, Paul Blatchford, Paul Harding & Maggie McCarthy: plus co-opted member John Keate (Cemetery Orderly) and Liz Shayler (Clerk).

**Before the meeting began it was agreed that Cllr Blatchford would chair the working party**

## NOTES

### 01/21 To receive apologies for absence (agenda item 1)

Apologies were received from Cllr Harding

### 02/21 To receive members' declarations of interest on any agenda item (agenda item 2)

John Keate as Cemetery Orderly declared an interest in all matter of expenditure.

### 03/21 To approve the notes from the last Cemetery Working Party on October 17<sup>th</sup> 2019

### 04/21 Matters for Information / Clerks Report (agenda item 4)

- i. **Vandalism** - The Clerk informed the Working Party of the seemingly targeted vandalism of one of the plaques on the benches in the cemetery.
- ii. **Burial of archaeological remains** – the Clerk was asked to find out whether this was still going to occur.
- iii. **Cemetery signs** – a sign 'fragile roof' had been purchased for the Cemetery shed and the Clerk was asked to investigate changing the sign at the front entrance to include the remembrance garden.
- iv. **Annual cemetery and memorials safety check** - Given the weather John Keate had undertaken the annual check earlier in the day. He was thanked for completing it. The Clerk was asked to obtain quote to have the stones checked and repaired.

### 05/21 To review and recommend approval for the following documents (agenda item 5)

- i) Interment Application Form
- ii) Memorial Application Form
- iii) Cemetery Regulations
- iv) Bench Application Form
- v) Memorial Inspection Risk Assessment
- vi) Transfer of Grave ownership

**Resolved** – The forms above were reviewed and recommended for approval with an alteration of payment to BACs only.

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

**06/21 To suggest any work needed on the paths, trees, garden and the compost area in the Cemetery (agenda item 6)**

**Compost Bins** - it was felt that the compost bins were coming to the end of their life. A green bin had been sourced and would be emptied regularly and the compost bin removed when appropriate.

**Moss** – The Cemetery Orderly will spray the moss on the path in the coming month.

**Trees** – the Clerk informed the working party that the trees would be checked in the spring this year so that they are checked in different seasons.

**Remembrance Garden** – The Clerk was asked to contact the person maintaining the Memorial Garden to see if they require any funding for either this or next financial year. The Cemetery Orderly will source some soil to help cover the scattered remains.

**07/21 To note the Cemetery and Memorials Budget and income and to agree a suggested budget for 2022/23 (agenda item 7)**

The budget was noted

**08/21 Date of next meeting (agenda item 8)**

TBD May 2022 Banwell Cemetery

The Chairman closed the meeting at 19:20

.....Chairman

.....Date



## Minutes of the meeting of the Planning Committee held at Banwell Youth & Community Centre, 7pm on Monday 4<sup>th</sup> October 2021.

**PRESENT:** Councillors Nick Manley (Chairman) Phil Baird, Paul Blatchford (Vice Chairman), Steve Davies, Paul Harding and Dawn Parry.

**IN ATTENDANCE:** Mrs Liz Shayler (Clerk) & 1 member of the public.

### **50/21 To receive apologies for absence (agenda item 1)**

No apologies were received.

### **51/21 To receive declarations of interest (agenda Item 2)**

No interests were declared.

### **52/21 To approve as a correct record the minutes of the Planning Committee Meeting held on the 6<sup>th</sup> of September 2021 (agenda item 3)**

**Resolved** – That the minutes of the Planning Committee Meeting held on the 6<sup>th</sup> September 2021 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.

### **53/21 To note and comment upon planning applications (agenda item 4).**

(i) **21/P/2576/AGA - Land Between Puxton Park, Cowslip Lane and The Laurels, West Rolstone Road Banwell.**

Application to determine if prior approval is required for a proposed formation of track for agricultural use.

**Standing Orders were suspended to allow the applicant to speak.**

The applicant spoke in support of the application explaining the use of Laurels as a farm and the route which included the protection of current hedgerows.

Balls Barn Lane was discussed as an alternative, but the applicant felt it was unsuitable due to potential complaints from local residents and the volume of walkers / horses using this route.

**Standing Orders were reinstated**

The planning committee noted this application.

(ii) **21/P/2600/AOC - Court Farm Moor Road, Banwell, North Somerset BS29 6ET.**

Discharge of condition No. 4 (Flood Warning Evacuation Plan) on application.

This application was noted.

(iii) **21/P/2668/EA2 - Land to the North of A371 and A368, Banwell.**

Request for formal scoping opinion for the ecological requirements of an Environmental Statement to be submitted with a planning application for the construction of proposed Banwell Bypass.

This application was noted.

**54/21 To note planning decisions – (agenda item 5)**

- (i) **21/P/1570/AOC Land At Former Western Trade Centre Knightcott Road Banwell.**  
Discharge of condition No. 4 boundary treatments on application on application 20/P/0600/MMA  
**Approved (Discharge Condition) (RDC)**
- (ii) **21/P/1882/FUH Lambourne Cottage Dark Lane Banwell North Somerset BS29 6BP**  
Demolition of existing garages and proposed erection of a replacement double garage and home office above with 2no Dormers to the front elevation and external staircase to the side elevation.  
**APPROVED**
- (iii) **21/P/1989/EA3 Land To The North Of A371 And A368 Banwell.**  
Request for formal screening and scoping opinions as to whether proposed development is Environmental Impact Assessment development and the requirements of an Environmental Statement if required to be submitted with a planning application; construction of proposed Banwell Bypass. **EIA REQUIRED & SCOPING ISSUED**
- (iv) **21/P/2032/FUH Pennyard House East Street Banwell North Somerset BS29 6BW.**  
Erection of a front porch/extension and a single storey side extension. **APPROVED**

**55/21 To discuss the following North Somerset Consultations & agree a response (agenda item 6)**

- (i) **Local list of Planning Application Requirements**

The Planning Committee noted the Local List of Requirements.

- (ii) **Housing Strategy 2022 to 2027**

**Resolved:** To support the Housing Strategy 2022 to 2027.

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

**56/21 Date of the next meeting (agenda item 10)**

Planning Committee Meeting 1<sup>st</sup> November 2021 7pm at Banwell Youth & Community Centre

The Chairman closed the meeting at 19:20

.....Chairman

.....Date

# **Forthcoming Breakthrough Communications Training held in partnership with ALCA**

## **Courses designed for Councillors**

### **Data Protection for Councillors**

Whether you are an experienced Councillor or have only recently been elected, it is vital that you understand how data protection fits with your role as an elected member. With legislation and case law evolving, this interactive session will provide you with an opportunity to make sure you are getting the essentials right and ensure you are meeting your legal obligations as a Councillor.

### **Get in front of the camera: how to build your confidence and engage with your community with video and Facebook Live**

Video is one of the most effective digital communication mediums, yet even the most experienced Councillors can be a little camera shy! We help you build the confidence needed to succeed with video, whether it's for live virtual meetings or pre-recorded videos, and help you discover the power of 'Facebook Live' for truly effective engagement with your local community.

### **Social Media Skills for Councillors**

Social media offers Parish and Town Councillors as individually-elected members a fantastic opportunity to engage and communicate with their residents. Building up two-way conversations through the power of digital platforms has never been easier, but it can be tricky to get started and to know where to focus your time and effort as an individual Councillor. We walk you through the essential ways to get the most out of key social media platforms as a local Councillor, and provide top tips to engage with your residents.

### **Public Speaking Skills for Councillors**

Public speaking can be daunting, even for experienced Councillors. With the advent of virtual meetings, it's more important that Councillors feel confident to effectively communicate with residents at public or virtual events. Our experts will guide you through techniques and strategies to help you speak in public with flair, confidence and authenticity.

## **Courses designed for Council Officers**

- 1. Beyond Facebook: how councils can make use of Instagram, Twitter and other emerging social media platforms**
- 2. Data Protection for Clerks and Officers**
- 3. How to engage with young people in your community**
- 4. Strategies to identify and recruit new local councillors**
- 5. Managing difficult people and conversations**
- 6. Emotional resilience skills for council officers**
- 7. Embracing equality, diversity and inclusion in your council**
- 8. Communicating through a Crisis**
- 9. How to prepare for TV and radio interviews**
- 10. Writing effective press releases to get local coverage**
- 11. Getting started with local media**

**E-Learning Module Content Information - Nimble generic modules: Cost: £14/delegate**

### **Equality, Diversity & Inclusion Essentials**

The course boosts understanding of the equality and diversity legislation, and its hand-picked examples demonstrate the benefits that come from promoting equality and diversity in the workplace. This module has a short assessment at the end to check understanding.

### **Modern Slavery Essentials**

This course looks at the extent of modern slavery in the UK; how to spot the signs of a victim; what to watch out for as an employer and how to report concerns to ensure vulnerable people are identified and supported. This module has a short assessment at the end to check understanding.

### **Display Screen Equipment (DSE) Workstation Assessment**

This course, which includes extensive information and fundamentals on posture, as well as a practical manual on making adjustments to the workstation, was designed in cooperation with leading expert Rachel Stevens from Optimum Performance Training Ltd. Rachel has over 30 years' experience of providing posture training, DSE workstation assessments and musculoskeletal advice. This module has a short assessment at the end to check understanding.

### **Customer Service Essentials**

This interactive Customer Service Essentials course has been designed to help all those in customer handling roles, hone their skills in customer service excellence. This module has a short assessment at the end to check understanding.

### **Team Leadership Essentials**

This highly interactive course helps your employees effectively lead teams towards a shared goal, by developing their leadership skills and using different leadership styles dependent on the situation. This module has a short assessment at the end to check understanding.

### **Stress Management Essentials**

Most people experience stress from time to time, and this isn't necessarily bad; stress is a natural response, but prolonged periods of stress can be harmful. There are many ways in which employees can reduce or avoid stress, and if experiencing stress already, there are approaches to follow to manage stress effectively. This highly interactive course helps employees prevent, reduce, and manage their stress levels, by providing a wide range of tools to deal with stress. This module has a short assessment at the end to check understanding.

### **Time Management Essentials**

this course explores the principles and practicalities of effective time management; providing techniques and coping mechanisms to make you more productive and efficient at work, and by default, everyday life! This module has a short assessment at the end to check understanding.

## **Personal Safety Essentials**

Throughout the course there are tips and strategies to be more safety conscious, to help employees minimise their vulnerability and enable them to avoid situations and environments that might place them at greater risk. This module has a short assessment at the end to check understanding.

## **Freedom of Information Essentials**

This highly interactive course effectively demonstrates the provisions of the Freedom of Information (FOI) act using engaging case studies throughout. Both publishing information and requests for information are explained and discussed in-depth with examples and detailed case studies. This module has a short assessment at the end to check understanding.

## **Fire Safety Essentials**

This course aims to change the way you think about fire. It will help you to recognise and reduce fire hazards in your workplace and will explain what you need to do in the unlikely event of a fire. The overall risk of a fire occurring is significantly lowered by having knowledgeable staff, making fire safety training a must in every workplace. This module has a short assessment at the end to check understanding.

## **Health and Safety Essentials**

Throughout the course there are tips and strategies to be more safety conscious, to help employees minimise their vulnerability and enable them to avoid situations and environments that might place them at greater risk. This module has a short assessment at the end to check understanding.

## **Data Protection Essentials (GDPR)**

Description: You need to know about, and comply with, current data protection regulations – the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 – to avoid serious legal consequences for you and your employer. This course will help you understand the aims and provisions of the UK's data protection legislation and offers essential, practical advice on how to make yourself compliant. This module has a short assessment at the end to check understanding.

## **Home Working Essentials**

This course will provide some tips and advice on how to become an effective home worker. You'll receive guidance on setting up your workspace, staying safe and secure, communicating remotely, and maintaining productivity while away from the office. This module includes practical guidance and advice to help you work productively in your home-office environment.

## **Information Security Essentials**

This highly interactive course helps you become more aware of your role in information security. It prepares you to do your part and leaves you with best practice tips to ensure information is kept secure. This module includes a range of learning activities to help you develop your understanding of information security.

## **Anti-money Laundering Essentials**

Have you ever thought about the journey your cash might have taken to get to you? Would you have any idea if it had been used in a crime? This course aims to increase awareness of money laundering and includes a range of learning activities to help you develop your understanding of money laundering and how to prevent it.

### **Anti-bribery Essentials**

The Bribery Act 2010 is among the strictest legislation internationally on bribery. It is now possible to charge organisations if it is found they failed to prevent bribery, and to charge individuals who are found guilty of bribing or being bribed. Knowing exactly what is and isn't accepted under the Act enables employees to act within the confines of the law.

This course explains the Bribery Act, including the four offences covered by it, and uses case studies to give learners more insight. This course can form an integral part of an organisation's defence against the crime of failing to prevent bribery. This course helps you understand the Bribery Act and shows you how the provisions of this UK legislation function.

### **Manual Handling Essentials**

Many of us move and lift loads in our daily work, often without giving much thought to the potential consequences. Yet, workplace injuries to the back, shoulders and neck are common with millions of working days lost to musculoskeletal disorders every year. When we lift and move loads during our daily working life, it's vital that we know how to prevent injury – by actively reducing risks, a better awareness of posture, and using effective manual handling technique. This e-learning module includes a range of learning activities to help you develop your understanding of manual handling.

### **Cyber User Awareness**

New – description to follow

## Clerks Report

### Window Wanderland

We had 32 sign ups which included both churches and the village hall with another 5 apologies of people who are away this year but hope to do it next year.

### Mini-Christmas Market

Parish Council mini-Christmas Market on December 4<sup>th</sup>. £5400 of North Somerset's Welcome Back Fund has been applied for.

The Market is to include local businesses and organisations setting up stalls to promote their products or services in time for the Christmas gift giving season. The stalls will be set up on tables both within the Youth & Community Centre and outside within gazebos to increase capacity for stall holders and provide extra space for Covid compliancy. Banwell businesses will not be charged to have a stall. This event is to follow on from our #buyinbanwell" campaign which promoted buying local during the COVID-19 pandemic in 2020.

Alongside the Christmas market stalls, we are working with the local church at this event who are planning a Santa's Grotto. This will take place in the top office. The Grotto (run by the Church) will include a Father Christmas who will be collecting presents which will then be distributed, at a later date, to disadvantaged families. We will also be supporting the "reverse advent" which is an event where food bank donations are collected in the run up to Christmas Eve where they are then distributed to disadvantaged families.

### Recreation Ground & Riverside

The wet pour is pencilled in for the 3rd week of October but the delivery on the fencing and picnic tables will not be until the end of October.

### Banwell Bypass

It has been announced that Route 2 of the three northern route options has been approved as the preferred route corridor for the Banwell bypass. This is an indicative route and will be refined and optimised through subsequent detailed design. The design consultants are also developing possible features that can be built into the scheme that can help enhance the local area and mitigate potential for negative impacts.

There will be another working group in November with further public consultation in early 2022.

## **To discuss the funding of another Christmas Lunch and / or Christmas Food Club for pupil premium families.**

Current budget from community contributions **£883.88**

### Christmas Lunch

Approximately £2.50 per person (last year 60 meals for £150) widen to include secondary pupils (some were included last year but only those with siblings attending Banwell School). Also, to include those who traditionally receive a food parcel from the Church.

### Christmas Food Club

3/4 pre-recorded fun sessions to go out the first week of the Christmas Holiday between the 20<sup>th</sup> & 23<sup>rd</sup>. Easter Food Club (approx. £200) Summer Food Club (approx. £175)

**MEETING:** Community Jubilee Working Party

**DATE & TIME:** Monday 11<sup>th</sup> October 2021 at 7pm.

**LOCATION:** Banwell Youth & Community Centre and virtually via zoom

**PRESENT:** John & Laura Batt, Phil Baird (virtually), Paul Harding, Anthea Maton, Maggie McCarthy, Penny Mottram, Wally Rice, Steve Parkinson, Liz Shayler (PC Clerk) Russ Shayler (virtually) and Peter Shipton.

### Notes

Everyone was welcomed to the first meeting of a Community Jubilee Working Party. No one group is co-ordinating due to lack of manpower. It is hoped that groups / individuals will take responsibility for particular events with other groups / organisations supporting and ensuring there isn't a clash.

Various events were discussed for the weekend of Thursday the 2<sup>nd</sup> – Sunday the 5<sup>th</sup> June.

One event has already been agreed on Saturday June 4<sup>th</sup> which is the Parish Council's annual 'Community Picnic'. The British Legion are also investigating a ticketed hog roast event at the Castle.

After discussion it was felt that the events suggested could possibly fall onto the following days.

#### **2<sup>nd</sup> Thursday**

British Legion – ticketed hog roast event at the Castle tying in with the Beacon lighting at 9:15pm

#### **3<sup>rd</sup> Friday**

Possible B.A.D event

#### **4<sup>th</sup> Saturday**

Parish Council 'Community Picnic – Saturday June 4<sup>th</sup> paired with prize giving (decorated house, possible school art class competition), fun races and carnival games (donation needed for between £20 and £50). Possible presentation / collection of Jubilee memorabilia

Possible B.A.D event

#### **5<sup>th</sup> Sunday**

Possible outside service – joint venture St Andrews / Methodists to include tree planting  
Jubilee walking quiz / treasure hunt / Pebble Trail

Running over the entire weekend could be a decorated house trail (with a red, white and blue theme). The PC Clerk felt that the Window Wanderland software could be utilised to support the production of a map. It was felt important to decorate the village using bunting and the use of streetlights was discussed along with perhaps lighting up the Church tower.

The PC Clerk to contact the Scouts, Football Club, Court Farm and both Banwell pubs to see if they were planning on organising any events.

Those attended the meeting would go back to their various clubs, societies and organisations to investigate whether they were planning an event or whether they wished to run any of the events suggested. This to be reported back at the next meeting.

**Date of next meeting – 22<sup>nd</sup> November 2021, 7pm** Banwell Youth & Community Centre and virtually via zoom

## **To discuss the Queens Platinum Jubilee and agree a way forward**

### **'A tree for the Jubilee' sponsored by Banwell Garden Centre**

Unfortunately, it has been suggested by Wessex Water that the YCC would not be appropriate for planting trees. However, the Recreation Ground / Riverside Green are options for consideration.

### **The Community Picnic**

It was suggested by the Community Jubilee working party that perhaps this could be twinned with a School Art Competition. The village carnival games were suggested but a fee of between £20 - £50 for maintenance would be required.

### **Decorate your house for the Jubilee**

At the Community Jubilee working party It was suggested that perhaps a competition could be run over the entire weekend for residents to decorate their houses. The Clerk suggested that the Window Wanderland software could be utilised to support the production of a map.

### **Jubilee memorabilia**





Unfortunately, not a great deal of memorabilia has come out but maybe this is something that could be considered for the 2022/2023 budget.

| Seat                      | Type of bench             | Condition | Area | Comments  | Date     |
|---------------------------|---------------------------|-----------|------|---|----------|
| Car Park West St.         | Metal                     | 1         | 1    | OK  | 10/10/21 |
| School West st.           | Metal body / wooden slats | 4         | 1    | Woodwork requires preservative metal work needs painting          | 10/10/21 |
| Memorial West St.         | Metal body / wooden slats | 3         | 1    | Woodwork requires preservative Paint dull rusting in places       | 10/10/21 |
| Castle Hill               | Metal body / wooden slats | 4         | 2    | Woodwork requires preservative metal work requires paint          | 10/10/21 |
| Bow bridge, Riverside     | Metal body / wooden slats | 3         | 4    | Over grown by hedge. Woodwork requires preservative               | 10/10/21 |
| Riverside green 1         | Metal                     | 1         | 1    | OK  | 10/10/21 |
| Riverside green 2         | Plastic                   | 1         | 1    | OK  | 10/10/21 |
| Riverside green 3         | Plastic                   | 1         | 1    | OK  | 10/10/21 |
| Riverside green 4         | Plastic picnic bench      | 1         | 1    | OK  | 10/10/21 |
| Gollings Lane             | Metal body / wooden slats | 4         | 3    | Woodwork requires preservative signs of graffiti.                 | 10/10/21 |
| Wolvershill Park          | Metal body / wooden slats | 1         | 2    | OK  | 10/10/21 |
| Knightcott Gardens        | Wooden                    | 4         | 1    | Woodwork requires preservative                                    | 10/10/21 |
| Knightcott Motors         | Wooden                    | 4         | 2    | Woodwork requires preservative metalwork requires paint           | 10/10/21 |
| Recreation Ground 1       | Metal body / wooden slats | 4         | 1    | Woodwork has Missing & rotting slats/ needs repair & preservative | 10/10/21 |
| Recreation Ground 2       | Metal body / wooden slats | 4         | 2    | Wood Work requires preservative/ grass overgrowing base           | 10/10/21 |
| Rec Picnic Bench 1        | Plastic                   | 1         | 1    | OK  | 10/10/21 |
| Rec Picnic Bench 2        | Plastic                   | 1         | 1    | OK  | 10/10/21 |
| Rec Picnic Bench 3        | Plastic                   |           | 2    | Destroyed by fire   | 10/10/21 |
| Rec. toddler area 1       | Metal with back           | 1         | 1    | OK  | 10/10/21 |
| Rec. toddler area 2       | Metal seat                | 1         | 1    | OK  | 10/10/21 |
| Rec toddler area Picnic 3 | Plastic                   | 2         | 1    | Some signs of burning and stress (bending) to table               | 10/10/21 |
| Rec toddler area Picnic 4 | Plastic                   | 1         | 1    | OK  | 10/10/21 |
| The Quarry                | Half tree trunk – Solid   |           |      | Not found   | 10/10/21 |
| Eastermead Lane           | Half tree trunk – Solid   | 4         | 4    | Wood Work requires preservative/Overgrown                         | 10/10/21 |
| The Cemetery 1 Hebden     | Wooden                    | 4         | 4    | Wood Work requires preservative/ Bench out of place               | 10/10/21 |
| The Cemetery 2 Molton     | Wooden                    | 4         | 1    | Wood Work requires preservative                                   |          |
| The Cemetery 3 Catholic   | Wooden                    | 4         | 1    | Wood Work requires preservative                                   | 10/10/21 |
| The Cemetery 4 Cremations | Plastic                   | 1         | 1    | OK  | 10/10/21 |
| The Cemetery 5            | Wooden                    | 4         | 1    | Wood Work requires preservative                                   | 10/10/21 |
| St Andrews 1              | Wood/Metal                | 2         | 2    | Metal work Fair Woodwork preservative required in 2022            | 10/10/21 |
| St Andrews 2              | Wooden                    | 4         | 2    | Needs Preservative  | 10/10/21 |
|                           |                           |           |      |   |          |







|                     |                       |  |                     |                               |  |
|---------------------|-----------------------|--|---------------------|-------------------------------|--|
| <b>Seat scoring</b> | 1 = Good              |  | <b>Area Scoring</b> | 1 = Neat & Tidy               |  |
|                     | 2 = Fair              |  |                     | 2 = Fair                      |  |
|                     | 3 = Some attention    |  |                     | 3 = Requires clean up         |  |
|                     | 4 = Work Required     |  |                     | 4 = Overgrown                 |  |
|                     | 5 = Dangerous removal |  |                     | 5 = Unusable / poor condition |  |

Date: 09/10/21

Inspection by: Cllr Harding

| Dog Bin Number | Location                   | Condition  | Comments |
|----------------|----------------------------|--|----------|
| 1              | High St/North Rd junction  |    | Fair     |
| 2              | High St/Hill Path junction |    | Fair     |
| 3              | Eastermead Lane            |   | Fair     |
| 4              | Church St by Cart Wash     |  | New      |

|    |  |  |      |
|----|--|--|------|
| 5  | Riverside Green                                |     | Fair |
| 6  | Riverside Green by pumping station             |    | Fair |
| 7  | Godding Lane – Riverside end                   |    | Fair |
| 8  | Godding Lane – Wolverhill Road end             |   | Fair |
| 9  | Path between Knightcott Park/Wolverhill Park   |  | Fair |
| 10 | Knightcott Road behind bus stop at The Paddock |  | Fair |






|    |                                       |  |      |
|----|---------------------------------------|--|------|
| 11 | Westfield Road opp. village hall.     |    | Good |
| 12 | Westfield Road south side by alleyway |    | Fair |
| 13 | Queens Road                           |    | Fair |
| 14 | High St near kennels                  |   | New  |
| 15 | Knightcott Gardens                    |  | Fair |
| 16 | Knightcott Road (south side)          |  | New  |

|    |   |   |      |
|----|---|---|------|
| 17 | Footpath from West St to Littlefields Rd (top end)    |    | Fair |
| 18 | Footpath from West St to Littlefields Rd (bottom end) |   | Fair |
| 19 | Hillend   |   | Fair |
| 20 | West St car park                                      |  | Fair |

General comments: All had liners. All had been recently emptied. Bags secured within bins.

Date: 10/10/21

Inspection by: Nick Manley

| Location             | Score | Comments   |
|----------------------|-------|--|
| Recreation Ground 1  | 3     |  <p>Whilst it remains functional, aesthetically this bin could do with replacing. Right hand support is bent, and lid is now sloping as a result.</p> |
| Recreation Ground 2  | 3     |  <p>Similar to above, bin remains functional, but rust is appearing. May need replacing to improve aesthetics.</p>                                    |
| West Street Car-Park | 1     |  <p>New bin - no issues.</p>   |
| Riverside 1          | 1     |  <p>Good condition, no issues with bin.</p>   |
| Riverside 2          | 1     |  <p>Good condition, no issues with bin.</p>   |

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

Date: 27/9/2021

Inspection by: PAUL BLATCHFORD

| Flag Pole Number      | Location           | Score | Comments |
|-----------------------|--------------------|-------|----------|
| Left of the Memorial  | Ground Mount bases | 1     |          |
|                       | Concrete footings  | 1     |          |
|                       | Pole               | 1     |          |
|                       | Pulley's           | 1     |          |
| Right of the Memorial | Ground Mount bases | 1     |          |
|                       | Concrete footings  | 1     |          |
|                       | Pole               | 1     |          |
|                       | Pulley's           | 1     |          |

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

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

Date 27/9/2021 Time 2.30 ish

Inspection by Paul Blatchford

|   | Location of Bus Shelter  | Condition | Comments                               |
|---|--|-----------|--|
| 1 | A370 (between the entrances to Silvermoor Rd and West Rolstone Rd) BPC | 1         | Brambles/Ivy should be removed next yr |
| 2 | A371 Elborough Hill (opposite Banwell Road) NS                         | 1         |  |
| 3 | Knightcott Road (Opposite Summer Lane) BPC                             | 1         | Bramble has got under roof             |
| 4 | Knightcott Road (Opposite Well Lane BPC                                | 1         | Ivy etc needs clearing                 |
| 5 | Knightcott Road (By Knightcott Motors) BPC                             | 1         | Brambles to be removed next yr         |
| 6 | Knightcott Road (By Westfield Road) (BPC)                              | 1         | Plants growing on roof                 |
| 7 | Knightcott Road (Opposite Westfield Road) NS                           | 1         |  |
| 8 | West Street (in front of the school) NS                                | 1         |  |

**Condition scoring** 1 = Good 2 = Fair 3 = Some attention needed 4 = Work Required 5 = Dangerous needs immediately rectified

Inspection by Maggie McCarthy

Date 12/10/21

| Memorials   | Items  | Comments   |
|---|--|--|
| War Memorial  | Boundary - Fencing / Wall ✓ (2)<br>Structure ✓ (3)<br>Clean and Tidy (2)<br>Hedges Overgrown ✓ (3) | Railings need cleaning / re-painting?<br>needs clean / + letter <del>re-filled</del><br>needs Sweeping out.<br>needs cutting back. |
| Village Pump  | Boundary Wall ✓<br>Structure ✓<br>Gate Padlock / Well Cover ✓ (1)<br>Clean and Tidy ✓              | all okay.  |
| Cart Wash Area (Bristol Water responsibility)       | Boundary - Fencing / Wall ✓ (2)<br>Flower Planters (1) ✓<br>Clean and Tidy (2) ✓                   | NB 1 bollard has been knocked over by a vehicle !!<br>Need some Sweeping up<br>+ Pulling out dead weeds.                           |
| Village Car Park Millennium Stone 1 and paved area. | Boundary - Fencing / Wall ✓<br>Structure ✓<br>Flower bed / planters ✓ (1)<br>Clean and Tidy ✓      | All good.  |
| Banwell P.C. Centenary stone Riverside Green        | Structure ✓<br>Clean and Tidy ✓ (1)<br>Tree ✓  | all okay   |
| VE Day Centenary Stone, Riverside Green             | Structure ✓<br>Clean and Tidy ✓ (1)<br>Vegetation ✓  | all okay.  |
| D-Day remembrance area Golling Lane                 | Boundary - Fencing ✓ (2)<br>Structure ✓ (2)<br>Clean and Tidy ✓ (2)<br>Vegetation / Trees ✓ (2)    | Barbed wire H+S issue<br>Green Lichen on Stone<br>okay needs some TLC.   |
| Gate to Churchyard, East Street                     | Structure ✓ (2)  | Needs repainting<br>(Perhaps before same time as war memorial).  |
| Welcome to Banwell sign, East Street                | Structure ✓<br>Clean and Tidy ✓ (1)<br>Vegetation ✓  | All good.  |
| Welcome to Banwell sign, Castle Hill                | Structure ✓ (1)<br>Clean and Tidy ✓ (1)<br>Vegetation ✓ (1)  | All good.  |
| Welcome to Banwell sign, Knightcott Road            | Structure ✓ (1)<br>Clean and Tidy ✓ (1)<br>Vegetation ✓ (1)  | All good.  |
| Welcome to Banwell sign, Wolvershill Road           | Structure ✓ (1)<br>Clean and Tidy (1)<br>Vegetation (1)  | All good   |

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



## POLICY FOR THE MANAGEMENT OF THE LEGIONELLA RISKS

In recognition of its duty under the:  
Health and Safety at Work etc Act 1974 (HASWA)  
Management of Health and Safety at Work Regulations 1999 (MHSWR)  
Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Banwell Parish Council undertakes to:

- Identify and assess the risk of legionella infection to its employees, contractors and visitors arising from the manner in which the water systems over which the Council has control are operated, managed or designed
- At all times comply with the Health and Safety Executive's Approved Code of Practice and Guidance Document L8, Legionnaires disease: The Control of Legionella Bacteria in Water Systems (ACOP)

The day to day responsibility for the implementation of this Policy at the Youth & Community Centre (YCC) is the Parish Clerk who will:

- Ensure that adequate resources are available for the formulation, monitoring and recording of appropriate procedures which comply with the ACOP
- Ensure suitable arrangements are in place to identify and manage all water systems managed by the Council and assess them for the potential risk of legionella infection
- Ensure that adequate resources are available to address any needs identified in the risk assessments and that the risk assessments are acted upon
- Review the risk assessments and remedial measures implemented annually
- Ensure that the established procedures are brought to the attention all persons affected by them

All employees shall in undertaking their activities comply with this Policy and perform their duties in accordance with any information, instruction and training received

### UNDERSTANDING LEGIONNAIRES' DISEASE

Legionellosis is the term used for infections caused by Legionella Pneumophila and other bacteria from the family Legionellaceae. Legionnaires' disease is a pneumonia that principally affects those who are susceptible due to age (over 50), illness, immunosuppression, smoking, lack of fitness etc and may be fatal. Legionellae can also cause less serious illnesses which can affect all people

Infection is attributed to inhaling Legionella bacteria, in water droplets or aerosol which are small enough to penetrate deeply into the lung. Symptoms include muscle strain and headache followed by fever and chills. Infection with Legionella bacteria can be fatal in approximately 12% of Legionnaires' disease each year in the UK

Legionella bacteria are widespread in natural sources of water. They may enter manmade systems where, under favourable conditions, they can multiply. Legionella bacteria can survive under a wide variety of environmental conditions and have been found in water at temperatures between 6°C and 60°C. Water temperatures in the range of 20°C to 45°C seem to favour growth. The organisms do not appear to multiply below 20°C and will not survive above 60°C. They can remain dormant in cool water and multiply only when water temperatures reach a suitable level

Legionella bacteria also requires a supply of nutrients to multiply. The presence of sludge, scale, sediment, algae and biofilm play an important role in harbouring and providing favourable conditions in which the Legionella bacteria may grow

If water droplets are created and dispersed into the atmosphere from systems containing Legionella bacteria, then people in the vicinity may be at risk. A number of factors are required to create a risk of Legionellosis:

- The presence of Legionella bacteria
- Conditions suitable for the proliferation of those bacteria
- A means of creating and disseminating an aerosol
- The presence of susceptible individuals

Conditions of favouring proliferation of Legionella re:

- Moisture
- Temperature between 20°C and 45°C
- Presence of nutrients and biofilm

The elimination of as many of these conditions as possible forms the basis for control of the risk. The prevention of risk requires elimination of the possibility of exposure to water spray

## **LEGISLATION AND GUIDANCE**

In implementing this Policy Banwell Parish Council will use as a general source of practical help the following listed documents and their subsequent amendments:

- HSE Approved Code of Practice L8 (rev): The Control of Legionella Bacteria in Water Systems (ACOP)
- BS 6700:1997 Specification for Design, Installation, Testing and Maintenance of Services supplying water for domestic use within buildings and their curtilages
- The Control of Substances Hazardous to Health Regulations 2002
- The Water Supply (Water Fittings) Regulations 1999, Statutory Instrument
- The Health and Safety at Work etc Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

## **MANAGING THE RISK: CONTROL REGIME**

Banwell Parish Council will, where appropriate, adopt the following control measures:

- Controlling the release of water spray
- A temperature regime where:
  - Hot water is stored at temperatures above 60°C and distributed above 50°C.
  - Cold Water is stored at temperatures below 20°C
- Avoidance of water stagnation by:
  - Utilising mains pressure systems
  - Utilising pumped secondary returns
  - Utilising un-vented water heaters and calorifiers
  - Removal of dead ends
  - Avoidance of the use of materials that harbour bacteria and other micro-organisms
  - Maintenance of the cleanliness of water systems and the water in it, where necessary, cleaning and disinfection shall only be carried out by specialist UKAS contractors.

Use of Type 1 biocide treatment techniques; the application of low concentrations of chlorine or chlorine dioxide to a level allowed by drinking water standards to not only kill off Legionella and other bacteria but also the biofilm

- Thermal disinfection following YCC shutdowns and holiday periods of over one week's duration by raising the temperature of the distribution system to 60°C for more than one hour and running each outlet for five minutes working back from the most remote outlet to the calorifier. Cold outlets shall be run with the respective hot outlet
- Flushing of all WCs with lids closed following YCC shutdowns and holiday periods of over one week's duration

- Routine sampling and microbiological monitoring of hot and cold water systems is not necessary since systems are supplied with potable water. However, microbiological investigation shall be carried out when taste or odour problem are reported and when an outbreak is suspected or has been identified

Analysis of water samples shall be undertaken by a laboratory accredited by the United Kingdom Accreditation Service (UKAS)

### **RISK ASSESSMENTS**

The Clerk shall arrange for annual risk assessments to be carried out on water systems for the YCC. The water services risk assessment will be carried out according to the provisions of the ACOP and shall identify all water related systems which could potentially create a risk to health

### **MONITORING**

The Clerk shall put in place water temperature monitoring, cleaning, disinfection and certification routines on water systems for the YCC. In order to comply with the ACOP regular monitoring, recording and review shall take place

### **ACTION IN THE EVENT OF AN OUTBREAK**

Legionnaires' disease is not notifiable under public health legislation in England Wales. An outbreak is defined as two or more confirmed cases of Legionellosis occurring in the same locality within a six-month period

The Health and Safety Executive (HSE) or the Local Authority Environmental Health Officer (EHO) may be involved in the investigation of outbreaks their aim being to pursue compliance with health and safety legislation

The Local Authority or EHO may make a site visit in their search for the source of the outbreak. The Responsible person shall cooperate fully with the outbreak investigation team who may make the following requests:

- Shut down system capable of generating and disseminating airborne water droplets and keep them shut down until sampling and remedial cleaning is complete
- Provide water samples from system before emergency disinfection is undertaken. Where necessary, chemical and thermal disinfection shall be carried out in accordance with the ACOP
- Make operational records available for scrutiny

Final clearance from the outbreak investigation team may be required to restart the water system

### **PERIODIC AUDIT AND REVIEW**

When the Legionella Control Regime is fully implemented, periodic audits shall be conducted to confirm that the objectives are being achieved and to review any change in the control regime or systems that need to be made

Parish Clerk shall annually consider:

- The efficiency of the Control Regime
- The adequacy of available resources
- The risk assessment
- The remedial actions
- The water temperature monitoring
- Training requirements
- New legislation
- The upkeep of the site log
- If necessary, the cleaning, disinfection and certification routines
- The completion of remedial works and remedial action sheets

**Bills for Payment - 21st September until 12th October 2021**  
**Banwell Parish Council**

| Method              | Payee                 | Details  | Net Amount       | VAT            | Gross Amount     | Comments | Minute agreed | Power              |  |
|---------------------|-----------------------|--|------------------|----------------|------------------|----------|---------------|--------------------|--|
| <b>Already Paid</b> |                       |  |                  |                |                  |          |               |                    |  |
| DD                  | Mainstream            | Phone and Broadband (DD 15.10.21)                            | £125.23          | £25.05         | <b>£150.28</b>   |          | 075/21        | The Parish Council |  |
| <b>To Pay</b>       |                       |  |                  |                |                  |          |               |                    |  |
| DD                  | E-ON                  | YCC power (19.10.21)   | £62.89           | £3.14          | <b>£66.03</b>    |          | 075/21        |                    |  |
| DD                  | E-ON                  | Streetlight Power (DD 24.10.21)                              | £155.43          | £7.77          | <b>£163.20</b>   |          | 075/21        |                    |  |
| BACS                | J K Gardening         | Grass cutting @ Rec Ground & Knightcott Bank                 | £141.75          |                | <b>£141.75</b>   |          | 075/21        |                    |  |
| BACS                | J K Gardening         | Grass cutting @ Riverside                                    | £70.87           |                | <b>£70.87</b>    |          | 075/21        |                    |  |
| BACS                | J K Gardening         | Grass cutting @ YCC  | £70.88           |                | <b>£70.88</b>    |          | 075/21        |                    |  |
| BACS                | J K Gardening         | Grass cutting @ Banwell Cemetery                             | £162.50          |                | <b>£162.50</b>   |          | 075/21        |                    |  |
| BACS                | J K Gardening         | Village orderly  | £392.50          |                | <b>£392.50</b>   |          | 075/21        |                    |  |
| BACS                | J K Gardening         | Environmental fee (Harding)                                  | £40.00           |                | <b>£40.00</b>    |          | Cemetery Fee  |                    |  |
| BACS                | J K Gardening         | YCC Brambles   | £20.00           |                | <b>£20.00</b>    |          | H & S         |                    |  |
| BACS                | J K Gardening         | Church Street Footpath                                       | £20.00           |                | <b>£20.00</b>    |          | H & S         |                    |  |
| BACS                | Ambience Landscape    | Dog Bin emptying   | £433.33          | £86.67         | <b>£520.00</b>   |          | 075/21        |                    |  |
| BACS                | Insight Cleaning      | YCC Cleaning   | £216.00          |                | <b>£216.00</b>   |          | 075/21        |                    |  |
| BACS                | YMCA                  | Programme costs  | £480.00          |                | <b>£480.00</b>   |          | 075/21        |                    |  |
| BACS                | Complete Weed Control | 2nd Biannual spray   | £364.00          | £72.80         | <b>£436.80</b>   |          | 024/21        |                    |  |
| BACS                | ALCA                  | Training Course x 2  | £60.00           |                | <b>£60.00</b>    |          | 7/21 & 81/21  |                    |  |
| DD                  | Loyds Bank PLC        | Multipay charge & costs (zoom, cartridges, binliners & HDMI) | £296.75          | £51.74         | <b>£348.49</b>   |          | 075/21        |                    |  |
| BACS                | Officer expenses      | Overtime   | £87.72           |                | <b>£87.72</b>    |          | Contractual   |                    |  |
| SO                  | Officer Salaries      | Officer Salaries (SO 26.10.21)                               | £2,130.00        |                | <b>£2,130.00</b> |          | 075/21        |                    |  |
| DD                  | Nest                  | Pension contributions (DD 26.10.21)                          | £158.70          |                | <b>£158.70</b>   |          | 075/21        |                    |  |
| DD                  | North Somerset        | Waste Collection (01.10.21)                                  | £9.50            |                | <b>£9.50</b>     |          | 075/21        |                    |  |
| BACS                | Cathedral Leasing     | Hygiene Waste Disposal (05.11.21)                            | £129.99          | £26.00         | <b>£155.99</b>   |          | 075/21        |                    |  |
| BACS                | HMRC                  | PAYE and NI for Sept (12.10.21)                              | £650.19          |                | <b>£650.19</b>   |          | 075/21        |                    |  |
| <b>Totals</b>       |                       |  | <b>£5,934.68</b> | <b>£237.21</b> | <b>£6,171.89</b> |          |               |                    |  |

## Banwell Parish Council

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

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

*Name and Role (Clerk/RFO etc)*

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

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

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

|          |   |            |           |                   |
|----------|---|------------|-----------|-------------------|
|          | <b>Bank Reconciliation at 30/09/2021</b>          |            |           |                   |
|          | Cash in Hand 01/04/2021                           |            |           | 171,991.58        |
|          | <b>ADD</b>  |            |           |                   |
|          | Receipts 01/04/2021 - 30/09/2021                  |            |           | 122,409.90        |
|          |   |            |           | 294,401.48        |
|          | <b>SUBTRACT</b>                                   |            |           |                   |
|          | Payments 01/04/2021 - 30/09/2021                  |            |           | 96,387.24         |
| <b>A</b> | <b>Cash in Hand 30/09/2021</b><br>(per Cash Book) |            |           | <b>198,014.24</b> |
|          | Cash in hand per Bank Statements                  |            |           |                   |
|          | Cash  | 30/09/2021 | 0.00      |                   |
|          | Unity Trust Bank (20398572)                       | 30/09/2021 | 57,131.50 |                   |
|          | PC Reserve Saver account (81413                   | 30/09/2021 | 44,603.85 |                   |
|          | Cemetery Reserve Account (59678                   | 30/09/2021 | 90,264.00 |                   |
|          | Natwest Current account (5335765                  | 30/09/2021 | 6,014.89  |                   |
|          |   |            |           | <b>198,014.24</b> |
|          | Less unrepresented payments                       |            |           |                   |
|          |   |            |           | 198,014.24        |
|          | Plus unrepresented receipts                       |            |           |                   |
| <b>B</b> | <b>Adjusted Bank Balance</b>                      |            |           | <b>198,014.24</b> |
|          | <b>A = B Checks out OK</b>                        |            |           |                   |

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

**Cost Centre Name**

| <b>Cemetery &amp; Memorials</b> |                            | <b>Bal. B/Fwd.</b> | <b>Receipts</b> |               | <b>Payments</b> |                  | <b>Current Balance</b> |
|---------------------------------|----------------------------|--------------------|-----------------|---------------|-----------------|------------------|------------------------|
| <b>Code</b>                     | <b>Title</b>               |                    | <b>Budget</b>   | <b>Actual</b> | <b>Budget</b>   | <b>Actual</b>    | <b>Budget</b>          |
| 101                             | Cem Grass Cutting          |                    |                 |               | 1,950.00        | 975.00           | 975.00                 |
| 102                             | Cem paths / trees / garder |                    |                 |               | 300.00          |                  | 300.00                 |
| 103                             | Cem making up graves       |                    |                 |               | 200.00          |                  | 200.00                 |
| 104                             | Cemetery / Memorial Main   |                    |                 |               | 5,000.00        | 6.00             | 4,994.00               |
| 105                             | Env Fee                    |                    |                 |               |                 | 120.00           | -120.00                |
| 106                             | Cemetery software          |                    |                 |               |                 | 375.00           | -375.00                |
|                                 |                            |                    |                 |               | <b>7,450.00</b> | <b>£1,476.00</b> | <b>5,974.00</b>        |

| <b>Cemetery Income</b> |                 | <b>Bal. B/Fwd.</b> | <b>Receipts</b> |                  | <b>Payments</b> |               | <b>Current Balance</b> |
|------------------------|-----------------|--------------------|-----------------|------------------|-----------------|---------------|------------------------|
| <b>Code</b>            | <b>Title</b>    |                    | <b>Budget</b>   | <b>Actual</b>    | <b>Budget</b>   | <b>Actual</b> | <b>Budget</b>          |
| 110                    | Cemetery Income | 87,269.55          | 3,000.00        | 2,990.00         |                 |               | 87,259.55              |
|                        |                 | <b>£87,269.55</b>  | <b>3,000.00</b> | <b>£2,990.00</b> |                 |               | <b>87,259.55</b>       |

| <b>Clerk &amp; Administration</b> |                          | <b>Bal. B/Fwd.</b> | <b>Receipts</b> |                | <b>Payments</b>  |                   | <b>Current Balance</b> |
|-----------------------------------|--------------------------|--------------------|-----------------|----------------|------------------|-------------------|------------------------|
| <b>Code</b>                       | <b>Title</b>             |                    | <b>Budget</b>   | <b>Actual</b>  | <b>Budget</b>    | <b>Actual</b>     | <b>Budget</b>          |
| 201                               | Salary & NI              |                    |                 |                | 31,000.00        | 16,433.36         | 14,566.64              |
| 202                               | Clerk pension            |                    |                 |                | 1,000.00         | 909.87            | 90.13                  |
| 203                               | Advertising              |                    |                 |                | 300.00           |                   | 300.00                 |
| 204                               | Insurance                |                    |                 |                | 2,471.00         | 1,933.12          | 537.88                 |
| 205                               | Subscriptions inc ALCA & |                    |                 |                | 1,200.00         | 664.66            | 535.34                 |
| 206                               | Audit Fee                |                    |                 |                | 900.00           | 650.00            | 250.00                 |
| 207                               | Legal Costs              |                    |                 |                | 600.00           |                   | 600.00                 |
| 208                               | Training Officers        |                    |                 |                | 700.00           | 240.00            | 460.00                 |
| 209                               | Training Councillor      |                    |                 |                | 600.00           | 120.00            | 480.00                 |
| 210                               | Grants & Donations       |                    |                 |                | 7,000.00         | 100.00            | 6,900.00               |
| 211                               | Chairmans Allowance      |                    |                 |                | 250.00           | 48.32             | 201.68                 |
| 212                               | Covid-19                 |                    |                 |                | 1,000.00         | 45.77             | 954.23                 |
| 213                               | Bank Charges             |                    |                 |                | 100.00           | 79.05             | 20.95                  |
| 214                               | Covid-19 food bank       | 814.56             |                 | 480.00         |                  | 410.68            | 883.88                 |
| 215                               | Risk Assessments         |                    |                 |                | 300.00           | 112.50            | 187.50                 |
|                                   |                          | <b>£814.56</b>     |                 | <b>£480.00</b> | <b>47,421.00</b> | <b>£21,747.33</b> | <b>26,968.23</b>       |

| <b>Environment</b> |                          | <b>Bal. B/Fwd.</b> | <b>Receipts</b>  |                  | <b>Payments</b>  |                  | <b>Current Balance</b> |
|--------------------|--------------------------|--------------------|------------------|------------------|------------------|------------------|------------------------|
| <b>Code</b>        | <b>Title</b>             |                    | <b>Budget</b>    | <b>Actual</b>    | <b>Budget</b>    | <b>Actual</b>    | <b>Budget</b>          |
| 301                | Allotment                |                    | 1,647.88         | 1,647.88         | 1,647.88         | 1,647.88         |                        |
| 302                | Env Grass Cutting        |                    |                  |                  | 1,450.00         | 815.22           | 634.78                 |
| 303                | Env Hedge / Fence / Tree |                    |                  | 30.00            | 300.00           | 110.00           | 220.00                 |
| 304                | Village Orderly          |                    | 435.81           | 435.81           | 4,710.00         | 2,355.00         | 2,355.00               |
| 305                | Dog Bins                 |                    |                  |                  | 4,080.00         | 2,383.32         | 1,696.68               |
| 306                | Env Maintenance / Inspec |                    |                  |                  | 1,400.00         | 185.00           | 1,215.00               |
| 307                | Env Projects             |                    |                  |                  | 4,000.00         | 944.55           | 3,055.45               |
| 308                | Env Grant                | 8,701.61           | 11,000.00        |                  | 2,000.00         |                  | -298.39                |
| 309                | Play Equipment           | 1,700.00           | 1,100.00         | 1,100.00         | 3,600.00         |                  | 5,300.00               |
|                    |                          | <b>£10,401.61</b>  | <b>14,183.69</b> | <b>£3,213.69</b> | <b>23,187.88</b> | <b>£8,440.97</b> | <b>14,178.52</b>       |

| <b>Highways</b> |                           | <b>Bal. B/Fwd.</b> | <b>Receipts</b> |               | <b>Payments</b>  |                   | <b>Current Balance</b> |
|-----------------|---------------------------|--------------------|-----------------|---------------|------------------|-------------------|------------------------|
| <b>Code</b>     | <b>Title</b>              |                    | <b>Budget</b>   | <b>Actual</b> | <b>Budget</b>    | <b>Actual</b>     | <b>Budget</b>          |
| 401             | Street light power        |                    |                 |               | 1,800.00         | 767.11            | 1,032.89               |
| 402             | Street light maintenance  |                    |                 |               | 3,500.00         | 2,625.00          | 875.00                 |
| 403             | Street light upgrade      |                    |                 |               | 5,000.00         | 5,360.00          | -360.00                |
| 404             | Highways related projects |                    |                 |               | 4,000.00         | 2,315.67          | 1,684.33               |
|                 |                           |                    |                 |               | <b>14,300.00</b> | <b>£11,067.78</b> | <b>3,232.22</b>        |

| <b>Income</b> |              | <b>Bal. B/Fwd.</b> | <b>Receipts</b> |               | <b>Payments</b> |               | <b>Current Balance</b> |
|---------------|--------------|--------------------|-----------------|---------------|-----------------|---------------|------------------------|
| <b>Code</b>   | <b>Title</b> |                    | <b>Budget</b>   | <b>Actual</b> | <b>Budget</b>   | <b>Actual</b> | <b>Budget</b>          |
| 501           | Misc Income  |                    | 100.00          | 615.89        |                 |               | 515.89                 |

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**

|                    |                   |                   |           |  |                  |
|--------------------|-------------------|-------------------|-----------|--|------------------|
| 502 Annual Precept |                   | 93,908.00         | 93,908.00 |  |                  |
| 503 VAT            |                   |                   | 3,514.98  |  | 3,514.98         |
| 504 CIL            | 400.80            | 12,000.00         |           |  | -11,599.20       |
| <b>£400.80</b>     | <b>106,008.00</b> | <b>£98,038.87</b> |           |  | <b>-7,568.33</b> |

**Recreation Ground**

| <u>Code</u> | <u>Title</u>          | <u>Bal. B/Fwd.</u> | <u>Receipts</u>  |                | <u>Payments</u>  |                  | <u>Current Balance</u> |
|-------------|-----------------------|--------------------|------------------|----------------|------------------|------------------|------------------------|
|             |                       |                    | <u>Budget</u>    | <u>Actual</u>  | <u>Budget</u>    | <u>Actual</u>    | <u>Budget</u>          |
| 601         | Rec Grass Cutting     |                    |                  |                | 1,700.00         | 850.50           | 849.50                 |
| 602         | Rec Maintenance       |                    |                  | 722.00         | 2,500.00         | 1,445.80         | 1,776.20               |
| 603         | Rec Tree & Fence Work |                    |                  | 30.00          | 150.00           | 120.00           | 60.00                  |
| 604         | Rec Inspections       |                    |                  |                | 400.00           | 140.00           | 260.00                 |
| 605         | Rec Play Equipment    |                    | 20,000.00        |                | 20,000.00        |                  |                        |
|             |                       |                    | <b>20,000.00</b> | <b>£752.00</b> | <b>24,750.00</b> | <b>£2,556.30</b> | <b>2,945.70</b>        |

**Youth & Community Centre**

| <u>Code</u> | <u>Title</u>              | <u>Bal. B/Fwd.</u> | <u>Receipts</u> |                  | <u>Payments</u>  |                   | <u>Current Balance</u> |
|-------------|---------------------------|--------------------|-----------------|------------------|------------------|-------------------|------------------------|
|             |                           |                    | <u>Budget</u>   | <u>Actual</u>    | <u>Budget</u>    | <u>Actual</u>     | <u>Budget</u>          |
| 701         | YCC upgrade               |                    |                 | 655.00           | 18,000.00        | 31,120.84         | -12,465.84             |
| 702         | YCC repairs & maintenanc  |                    |                 |                  | 3,000.00         | 1,874.06          | 1,125.94               |
| 703         | YCC CCTV                  |                    |                 |                  | 2,000.00         |                   | 2,000.00               |
| 704         | YCC Electricity           |                    |                 |                  | 1,000.00         | 319.36            | 680.64                 |
| 705         | YCC Gas                   |                    |                 |                  | 1,500.00         | 398.22            | 1,101.78               |
| 706         | YCC water                 |                    |                 |                  | 650.00           | 48.63             | 601.37                 |
| 707         | YCC waste                 |                    |                 | 14.25            | 650.00           | 303.10            | 361.15                 |
| 708         | YCC cleaning & supplies   |                    |                 |                  | 2,500.00         | 1,349.66          | 1,150.34               |
| 709         | Office Equipment inc Web  |                    |                 |                  | 5,000.00         | 1,505.52          | 3,494.48               |
| 710         | YCC phone & wifi          |                    |                 |                  | 600.00           | 263.98            | 336.02                 |
| 711         | YCC Grass cutting         |                    |                 | 15.00            | 850.00           | 440.28            | 424.72                 |
| 712         | YCC hedge, fence & tree \ |                    |                 |                  | 280.00           | 110.00            | 170.00                 |
| 713         | YCC grants & donations    |                    | 1,000.00        | 6,000.00         |                  |                   | 5,000.00               |
| 714         | YCC income                |                    | 1,300.00        | 1,089.20         |                  |                   | -210.80                |
|             |                           |                    | <b>2,300.00</b> | <b>£7,773.45</b> | <b>36,030.00</b> | <b>£37,733.65</b> | <b>3,769.80</b>        |

**Youth Club**

| <u>Code</u> | <u>Title</u>                | <u>Bal. B/Fwd.</u> | <u>Receipts</u>  |               | <u>Payments</u>  |                  | <u>Current Balance</u> |                  |
|-------------|-----------------------------|--------------------|------------------|---------------|------------------|------------------|------------------------|------------------|
|             |                             |                    | <u>Budget</u>    | <u>Actual</u> | <u>Budget</u>    | <u>Actual</u>    | <u>Budget</u>          |                  |
| 801         | YC sessions                 |                    |                  |               | 10,000.00        | 2,160.00         | 7,840.00               |                  |
| 802         | YC budget                   | 5,000.00           |                  |               | 500.00           | 38.23            | 5,461.77               |                  |
| 803         | YC extraordinary activities |                    |                  | 1,869.51      | 1,800.00         | 600.00           | 3,069.51               |                  |
| 804         | YC Printer                  |                    |                  |               | 500.00           |                  | 500.00                 |                  |
| 805         | YC subscriptions            |                    | 400.00           |               |                  |                  | -400.00                |                  |
| 806         | Tuck Shop                   |                    | 100.00           |               | 100.00           |                  |                        |                  |
| 807         | Youth Forum                 |                    |                  |               | 200.00           |                  | 200.00                 |                  |
|             |                             |                    | <b>£5,000.00</b> | <b>500.00</b> | <b>£1,869.51</b> | <b>13,100.00</b> | <b>£2,798.23</b>       | <b>16,671.28</b> |

**NET TOTAL**

|                    |                   |                    |                   |                   |                   |
|--------------------|-------------------|--------------------|-------------------|-------------------|-------------------|
| <b>£103,886.52</b> | <b>145,991.69</b> | <b>£115,117.52</b> | <b>166,238.88</b> | <b>£85,820.26</b> | <b>153,430.97</b> |
|--------------------|-------------------|--------------------|-------------------|-------------------|-------------------|