



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT THE YOUTH & COMMUNITY CENTRE 2021 AT 7:30pm ON MONDAY 17th JANUARY DECEMBER 2022

PRESENT: Councillors: Paul Harding (Chairman), Phil Baird (Vice Chairman), Kevin Gibbons, Nick Manley, Maggie McCarthy and Matthew Thomson.

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

Before the meeting was convened, members of the public were invited to speak.

Members of the public

The Parish Council were asked not to miss the opportunity through the bypass scheme / local plan process to create amenity land. The resident was reassured that this was one of the Parish Council aims including more opportunities for walking & cycling. Residents were asked to attend consultation events to ensure their views were heard.

Community Beat Manager's report

No report received

Ward Councillor's report

Cllr Haverson gave the following report on the following items.

- The consideration of the future of Castlewood due to the flexible working of officers and whether there was any need for the building.
- Support of the bypass and the importance of the strategic gap between the bypass and the village and also the importance of active travel routes and reducing our carbon footprint.

The meeting was convened.

001/22 To receive apologies for absence (agenda item 1)

Apologies were received from Cllrs Phil Adams, Paul Blatchford, Steve Davies and the Communications Officer who were all listening online due to the Covid variant Omicron. Apologies were also received from District Councillor Ann Harley.

002/22 To receive members' declarations of interest on any agenda item (agenda item 2)

No declarations of interest were received.

003/22 To approve as a correct record, the minutes of the Parish Council Meeting on the 20th of December 2021 (agenda item 3)

Resolved – That the minutes of the Parish Council Meeting held on the 20th of December be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous)

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

004/22 To note the training and events available and agree any attendance (agenda item 4)

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

The training was noted

ii) **Communications Training via ALCA**

The training was noted

iii) **Finance Training via ALCA**

The training was noted

iv) **'Scribe' Finance Training via ALCA**

The training was noted

005/22 To receive the Officer report/Exchange of information (agenda item 5)

i) **You Can Do I.T.**

The first session was held on the 6th of January was quiet which was to be expected with Omicron. There are now and additional 9 volunteers who have expressed an interest in supporting the events with three attending on the 6th. Those that attended really enjoyed the session and are looking forward to the next one on emailing.

ii) **N-Power direct debit issue in relation to streetlight power**

For the November invoice they incorrectly charged standard VAT rather than reduced VAT but still claimed the direct debit amount. After this was queried, they then worked out the correct invoice but instead of applying a credit to the account they took the new amount out as an additional direct debit which they did twice in short succession. This has meant that there is credit on the account. Therefore, for the next two months the credit will be used to pay the N-power streetlighting bills.

iii) **Siemens-energy £500 & additional food donation to Banwell foodbank**

Siemens-energy who have been working with the National Grid on the powerlines have for the 2nd year donated food to the food bank. This year they have also donated an additional £500 which will be earmarked for the Parish Councils Food initiatives.

iv) **Fibre and the YCC**

This was completed on the 14th of January and so will hopefully mean a faster service and that more people can use a device at any one time.

v) **Banwell Bypass Update**

It is understood that the next consultation will begin at the beginning of February. It is hoped to have at least one face to face consultation which will run for the same length of time as the other consultation. Other face to face consultations are due to be held in the villages of Sandford, Churchill and Winscombe.

006/22 To approve the following expenditure (agenda item 6)

i) **£15 for annual Somerset Playing Fields Association (SPFA) subscription**

Resolved – To approve £15 for the annual SPFA subscription.

The resolution was correctly proposed and seconded (unanimous)

ii) **£215 for annual Society of Local Council Clerks (SLCC) membership**

Resolved – To approve expenditure of £215 for the annual SLCC membership.

The resolution was correctly proposed and seconded (unanimous)

iii) **£495 annual monitoring intruder alarm system**

Resolved – To approve the payment of £495 to DS Securities for the annual monitoring of the intruder alarm system.

The resolution was correctly proposed and seconded (unanimous)

iv) **£265 annual maintenance of the monitored fire alarm**

Resolved – To approve the payment of £265 to DS Securities for the annual monitoring of the fire alarm system.

The resolution was correctly proposed and seconded (unanimous)

v) **£100 for a Youth Club trip to AirHop**

Resolved – To approve the payment of £100 for 10 young people from Youth Club to go to AirHop.

The resolution was correctly proposed and seconded (unanimous)

007/22 To consider the following grant applications (agenda item 7).

i) **£1000 for 1st Banwell Scouts to purchase a new minibus**

Resolved – To approve a grant of £1000 to 1st Banwell Scouts to purchase a new minibus.

The resolution was correctly proposed and seconded (unanimous)

ii) **£500 for the Churchill Minibus Society to support their community transport scheme**

Resolved – To approve a grant of £500 to the Churchill Minibus Society to support their community transport scheme.

The resolution was correctly proposed and seconded (unanimous)

iii) **A grant to help set up a Choir for the Jubilee**

Resolved – To approve a grant of £500 to help set up a Choir for the Jubilee.

The resolution was correctly proposed and seconded (unanimous)

008/22 To discuss and agree a grant from The West of England Rural Network (WERN) for the Clerk to be paid 2/3 hours a week for 8 months to support their Digital Inclusion sessions (agenda item 8).

Resolved – That the Parish Council agree a grant from WERN for the Clerk to support their Digital Inclusion sessions 2/3 hours a week.

The resolution was correctly proposed and seconded (unanimous)

009/22 To discuss a request from North Somerset to guarantee an annual contribution of £15,416.56 a year for the next 5 years to reopen Churchill Leisure Centre (agenda item 9).

Resolved – That while the Parish Council would broadly support the reopening of the Churchill Leisure Centre, we have not been given enough time to consult with residents. Further, we are aware that the current building is not fit for purpose, there is a lack of a business plan/financial planning and Banwell residents are more likely to use Hutton Moor than Churchill. Therefore, the Parish Council is not prepared to give an annual contribution of £15,416.56. However, if North Somerset were to offer a detailed business plan including the financial implications and time to consult properly with residents the Parish Council would be prepared to revisit this resolution.

The resolution was correctly proposed and seconded (unanimous)

010/22 To discuss and agree the 2022 / 2023 Parish Council budget and precept request (agenda item 10).

The Clerk informed the Council that this year a budget of £142,291.12 was being recommended which was a precept requirement of £110,785. The budget requirement has continued to increase however due to a tax base increase then this will result in no precept increase.

Resolved –To agree the 2022 / 2023 budget and to submit the resultant precept requirement to North Somerset.

The resolution was correctly proposed and seconded (unanimous)

011/22 To authorise January bills for payment (agenda item 11)

Resolved: To authorise January bills for payment of £7421.86. Cllr Harding and Cllr Baird to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

012/22 To note the Parish Council's end of December bank balances and bank reconciliation (agenda item 12)

The Parish Council's end of December bank balances and bank reconciliation were noted.

013/22 Dates of the next meetings (agenda item 13)

7th of February 2022, 7pm Planning Committee at the Youth & Community Centre (YCC)
21st of February 2022, 7:30pm Parish Council Meeting at the YCC

The Chairman closed the meeting at 20:20

.....Chairman

.....Date

Bills for Payment - 20th December until 11th January 2022
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
Already Paid								
DD	N-Power	Streetlight Power (DD 31.12.21)	£155.40	£31.08	£186.48	Taken in error	075/21	The Parish Council
DD	N-Power	Streetlight Power (DD 04.01.22)	£138.69	£6.93	£145.62	Taken in error	075/21	
DD	Mainstream	Phone and Broadband (DD 15.01.22)	£83.09	£16.62	£99.71		075/21	
To Pay								
DD	E-ON	YCC power (20.11.22)	£81.94	£4.10	£86.04		075/21	
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		£141.75		075/21	
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		£70.87		075/21	
BACS	J K Gardening	Grass cutting @ YCC	£70.88		£70.88		075/21	
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50		075/21	
BACS	J K Gardening	Village orderly	£392.50		£392.50		075/21	
BACS	J K Gardening	Environmental Fee	£80.00		£80.00		H & S	
BACS	J K Gardening	Trees in Cemetery	£80.00		£80.00		H & S	
BACS	Ambience Landscape	Dog Bin emptying	£433.33	£86.67	£520.00		075/21	
BACS	Insight Cleaning	YCC Cleaning	£224.00		£224.00		075/21	
BACS	YMCA	Programme costs	£240.00		£240.00		075/21	
BACS	Parish Magazine	December article & adverts	£118.00		£118.00		107/21	
BACS	SLCC	Introduction to Planning System	£35.00	£7.00	£42.00		161/21 (v)	
BACS	SLCC	SLCC Membership	£215.00	£0.00	£215.00		Agenda Item	
BACS	Peter Shipton	Paint for Christmas Boards	£155.65	£31.13	£186.78		164/21 (ii)	
BACS	DS Securities	Annual Monitoring Charge for Intruder Alarm System	£495.00	£99.00	£594.00		Agenda Item	
BACS	DS Securities	Annual Maintenance for Fire Alarm System	£265.00	£53.00	£318.00		Agenda Item	
BACS	Liz Shayler	Clerks overtime & expenses (food club Christmas Meal items)	£206.59		£206.59		134/21	
DD	Loyds Bank PLC	Multipay charge & costs (zoom, 2 chrome laptops, food bank / club items)	£546.51	£69.06	£615.57		134/21 & 164/21 (iv)	
SO	Officer Salaries	Officer Salaries (SO 26.01.22)	£2,130.00		£2,130.00		075/21	
DD	Nest	Pension contributions (DD 26.01.22)	£163.87		£163.87		075/21	
DD	North Somerset	Waste Collection (01.02.22)	£9.50		£9.50		075/21	
DD	Cathedral Leasing	Hygeine Services (DD 05.02.22)	£129.99	£26.00	£155.99		075/21	
BACS	HMRC	PAYE and NI for Sept (12.02.22)	£684.06		£684.06		075/21	
Totals			£7,050.00	£371.86	£7,421.86			



Banwell Parish Council Sustainability Group

24th January 2022, 7:30pm

Online Zoom Meeting

Meeting Notes

COUNCILLORS PRESENT: Cllr P Blatchford, Cllr P Baird (Chair to group), Cllr Matt Thompson

MEMBERS OF THE PUBLIC PRESENT: 4

STAFF PRESENT: Daisy Finniear (Communications Officer, note taker) & Liz Shayler (Clerk to Council).

Agenda item 1: To recommend a name for the Working Group.

All members agreed to rename the working group “Banwell Sustainability Group”.

Agenda item 2: To review the groups Terms of Reference.

No changes to the terms of reference were recommended.

Agenda item 3: To discuss ideas for the Biodiversity and Sustainability Action Plan

Previous and current projects were reviewed and summarised by Cllr Baird. The following additional projects were suggested by the group:

Parish Council projects:

- To add use CSE’s carbon impact tool to calculate Banwell’s approximate carbon footprint and add results to the plan.
- To consider a reduction in fence panels and an increase in hedgerows.
- To advertise existing litter picking events and encourage more volunteers to participate in monthly litter picks and Spring Cleans. To investigate expanding the current litter picking zones across Banwell. Cllr Thompson volunteered to organise additional litter picks.
- To investigate the possibility of community orchards and consider Thatcher’s as a sponsor. It was raised that the Youth & Community Centre would not be suitable for an orchard due to underground sewerage pits.
- To investigate suitable locations for habitat creation, such as hedgehog homes, bird/bat boxes and bug hotels. To involve local young people in creating these.
- To investigate local areas for rewilding/wildflower planting. Cllr Thompson volunteered to seek out suitable locations, e.g., Bowling Green owned by Bristol Water. Management and land suitability to be carefully considered.
- To begin a Terracycle scheme at the Youth & Community Centre.
- To investigate starting a Refill Revolution scheme in Banwell.

- To consider creating a closed Facebook group “Banwell Sustainability Group”.

Projects for the Parish Council to promote:

- To promote citizen science schemes including river monitoring with Bristol Avon River Trust, Bioblitz and U.W.E bat monitoring projects.
- Work with North Somerset Council to ensure strategic green gap.
- Parish Council to voice views on ensuring North Somerset’s local plan is as green as possible.
- To promote and facilitate a community leader to start a “Plastic Free Banwell” group with the Surfers Against Sewage organisation.
- Promote allotment produce sharing with the Church. Consider allowing the Church to run a harvest festival event at the Y.C.C
- To promote green homes grants to residents. Cllr Thompson volunteered to gather information on this to share with residents.
- To promote garden sharing schemes for wildlife gardening. Ensure reputable charity that safeguards participants.

[Agenda item 4: Date of next meeting](#)

Tuesday 29th March 7:30pm.

Meeting closed 21:10.



Minutes of the meeting of the Planning Committee held at Banwell Youth & Community Centre, 7pm on Monday 7th of February 2022.

PRESENT: Councillors Nick Manley (Chairman), Paul Blatchford (Vice Chairman) and Phil Baird.

IN ATTENDANCE: 1 member of the public

IN ATTENDANCE VIRTUALLY: Mrs Liz Shayler (Clerk), Cllr Davies, Cllr Harding and 1 member of the public

01/22 To receive apologies for absence (agenda item 1)

Apologies were received from Cllr Davies & Harding who are attending virtually.

02/22 To receive declarations of interest (agenda Item 2)

Cllr Baird declared a personal interest in agenda item 4 viii (22/P/0039/FUL) & ix (22/P/0039/FUL) – Perries, Hillend, Banwell BS24 8PG.

03/22 To approve as a correct record the minutes of the Planning Committee Meeting held on the 6th of December 2021 (agenda item 3)

Resolved – That the minutes of the Planning Committee Meeting held on the 6th of December 2021 be approved as a correct record of the meeting.

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.

04/22 To note and comment upon planning applications (agenda item 4).

(i) 2221/P1735/RM Land West of Wolvershill Rd, North of Wolvershill Pk & Knightcott Pk Banwell

RECONSULTATION - Reserved matters application for appearance, landscaping, layout and scale for erection of 54no. dwellings, including 16no. affordable housing units (30%), along with the provision of informal public open space and associated works pursuant to outline planning permission 18/P/4735/OUT

Whilst the Parish Council maintains this was not an appropriate location for development it was recognised that the Parish Council objections had been taken into consideration. The Planning Committee therefore noted this application.

(ii) 21/P/3185/FUL - Busy Buddies Nursery Puxton Park Cowslip Lane Hewish Banwell BS24 6A

Erection of additional building at Busy Buddies Nursery to increase the capacity of existing nursery.

Standing orders were suspended to allow the applicants to speak.

The land agent spoke in favour of the application. The new building is needed to meet the growing demand of childcare places. Working with Weston college this was felt to be an ideal location. It was recognised the application was within the flood protection zone however flood mitigation features were being planned.

Standing orders were reinstated.

Resolved – To support this application.

The resolution was correctly proposed and seconded (unanimous)

(iii) **21/P/3420/AGA - Land at Brick Cottage, Moor Road, Banwell**

Proposed new dwelling on land adjoining Pennant House (resubmission of approved application 18/P/3773/FUL).

The Planning Committee noted this application.

(iv) **21/P/3467/FUL – Royston Wolvershill Road Banwell BS29 6DG**

Demolition of existing redundant agricultural barn and construction of new detached triple garage. Change of use of land to extend the residential boundary of property to that shown enclosed by red line on location plan.

The Planning Committee noted this application.

(v) **21/P/3490/AGA – Land between Puxton Pk, Cowslip Lane & The Laurels, West Rolstone Rd.**

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

Standing orders were suspended to allow the applicants to speak.

The land agent spoke in favour of the application. The track was to enable agricultural vehicles to move safely between the two farms. With the track not visible and additional screening suggested then it was felt that these answered the Parish Council previous objections.

Standing orders were reinstated.

The Planning Committee noted this application.

(vi) **21/P/3527/FUH – 65 High Street Banwell North Somerset BS29 6AF.**

Erection of two storey and single storey rear extensions and construction of Timber outbuilding.

Resolved – To support this application

The resolution was correctly proposed and seconded (unanimous)

(vii) **22/P/0011/TRCA – The Coach House East Street Banwell North Somerset BS29 6BW**

T1 - Willow - Pollard by 3-4m.

The Planning Committee were informed that this application had now been approved.

(viii) **22/P/0039/FUL – Perries, Hillend, Banwell. BS24 8PG.**

Retrospective planning permission for the change of use of agricultural land for the storage of 5 no. shipping containers, erection of a security gate and creation of a hardcore gravelled area.

Resolved – To object to this development as it is located in open countryside outside any settlement boundaries, inappropriate in scale and character and because there is no evidence of any real economic or employment benefit from it.

The resolution was correctly proposed and seconded (unanimous with 1 abstention)

(ix) **22/P/0162/FUL – Perries, Hillend, Banwell. BS24 8PG.**

Retrospective planning application for the siting of a static caravan for use as a separate dwelling (Use Class C3).

Resolved – To object as it is residential development, outside the settlement boundary in open countryside

The resolution was correctly proposed and seconded (unanimous with 1 abstention)

05/22 To note planning decisions – (agenda item 5)

- (i) **21/P/0489/FUH – Jana Wolvershill Road Banwell BS29 6DJ**
Single storey front and rear extensions, loft conversion and front and rear dormers. **APPROVED**
- (ii) **21/P/1846/NMA – Bowerhouse, Land at Havage Drove, Box Bush Lane, Rolstone.**
Non-material amendment to application 20/P/0620/FUL to allow the following 1/ amendments to the approved module layout, 2/ Amendments to the security perimeter fence, 3/ Amendments to the CCTV cameras and poles and communication cabinet, 4/ Amendments to approved transformer units, 5/ Amendments to the pV solar mounting table and structure and 6/ Amendments to the equipment storage unit. **APPROVED**
- (iii) **21/P/2179/OUT – ‘The Cottage’, West Rolstone Road, Hewish, Banwell BS24 6UR.**
Outline application for an enclosure to be constructed over the existing menage, to allow all year use of facility for equestrian and dog training, with all matters reserved for subsequent approval. **APPROVED**
- (iv) **21/P/2685/FUL – ‘Land to the North of West Rolstone Road, Hewish.**
Removal of conditions nos. 2 and 3 (for private use only) of permission ref: 11/P/0941/F (Erection of a stable block, tack room and feed store) to allow use as commercial livery. **APPROVED**
- (v) **21/P/2750/LDE – 28 Riverside Banwell North Somerset BS29 6EE.**
Certificate of Lawfulness for a caravan used as ancillary accommodation. **APPROVED (Lawful)**
- (vi) **21/P/2935/FUL – ‘Pennant’, Dark Lane Banwell BS29 6BP**
Proposed new dwelling on land adjoining Pennant House (resubmission of approved application 18/P/3773/FUL). **APPROVED**
- (vii) **21/P/3097/FUH – Gout House Farm West Rolstone Road Hewish North Somerset BS24 6UH**
Proposed erection of a two-story side extension and a rear single story porch entrance extension. **WITHDRAWN**
- (viii) **21/P/3098/FUH – 2 Hill Path Banwell North Somerset BS29 6AB.**
Retrospective application for garden outbuilding. **REFUSED**
- (ix) **21/P/3158/FUH – ‘Royston’, Wolvershill Road Banwell North Somerset BS29 6DG**
Demolition of barn building. Proposed erection of a single storey front extension plus erection of triple garage. **APPROVED**
- (x) **21/P/3173/FUH – The Ranch Wolvershill Road Banwell North Somerset BS29 6DR.**
Proposed erection of a single storey rear extension. **APPROVED**
- (xi) **21/P/3373/TRCA – 3 Emery Gate, Banwell North Somerset BS29 6DN.**
T1 - Apple - Fell. T2 - Palm - Fell. **NO OBJECTION (tree/hed) unconditional**
- (xii) **21/P/3375/TRCA – 22, East Street, Banwell, North Somerset BS29 6BW**
T1 - Conifer - Fell. **NO OBJECTION (tree/hed) unconditional**
- (xiii) **21/P/3427/TEN – Gas Pressure Reduction Station Haybrow Hewish Banwell BS24 6RD.**
Notification under Regulation 5 of the Electronic Communications Code of the intention install Electronic Communications Apparatus; proposed installation EE 6No. ERS to be installed on support poles. Proposed EE 1No. UHF GPS module at 15.29m to be installed on support pole. Proposed EE 1No. Airo cabinet to be installed on concrete base. EE 6No. MHAs installed on support poles. EE 6No. RRU's to be removed. EE 1No. BTS 3900A cabinet to be removed and associated ancillary works. **PN Reg 5 (Tel) Noted (unconditional)**

The Clerk tabled the following planning decision which had been decided after the agenda had been published.

- (i) **22/P/0011/TRCA – The Coach House East Street Banwell North Somerset BS29 6BW**
T1 - Willow - Pollard by 3-4m. **NO OBJECTION (tree/hed) unconditional**

06/22 Date of the next meeting (agenda item 10)

Planning Committee Meeting Monday 7th March 2022 7pm at Banwell Youth & Community Centre

The Chairman closed the meeting at 19:40

.....Chairman

.....Date

To agree the following actions as suggested by the Environmental Working Group

Banwell Sustainability Facebook Group

At the first meeting of the Banwell Sustainability Working Group, it was suggested that a Facebook page be created to share news, opportunities and information on all things environmental. It is recommended that a Facebook page be created instead of a group for ease of monitoring content. Cllr M Thompson volunteered to help run this page as an administrator. The page would work in the same way as the existing Banwell Parish Council Facebook page, but for environmental topics only.

IT IS RECOMMENDED that Council approve the creation of a Banwell Sustainability Page on Facebook, with Clerk, Comms Officer and Cllr M Thompson as administrators.

Terracycle Recycling Scheme

Terracycle offers recycling collection points for many items that are not recyclable through Council collections. There are multiple free schemes which change regularly, for example bread wrapper recycling, medicine packet recycling and crisp wrapper recycling. As these schemes change regularly and are limited in availability, it is recommended that Council sign up to any schemes that are available at the given time. It is free to sign up as a collection point and a free UPS postage label supplied. Drop off/collection boxes are not supplied and a box no larger than 60x60x50cm will need to be sourced for sending off wrappers when full. To allow users to deposit recycling at any time, an outdoor dustbin should be purchased and placed outside of the Y.C.C.

Garden lockable dustbin prices/options:

Black 90L lockable dustbin from WICKES £14.50+ £5 delivery [Heavy Duty Black Dustbin - 90L | Wickes.co.uk](#)

Black, blue, green, purple, yellow, red or pink 85L lockable dustbin AMAZON £29.99 (incl delivery) [CrazyGadget® 85 Litre 85L Extra Large Colour Plastic Dustbin Garden Storage Unit Bin Clip On Locking Lid Heavy Duty - for Rubbish Waste Animal Feed etc. \(Black\) : Amazon.co.uk: Home & Kitchen](#)

Black, green, yellow, blue or red 90L lockable dustbin £29.88 + £4.50 delivery [ESE Direct - Light Duty Dustbins](#)

IT IS RECOMMENDED that Council approve the organisation of any free terracycle scheme and to purchase an outdoor lockable bin to create a 24/hour recycling drop off station at the Y.C.C.

Additional Training Opportunities

Climate Change Summit – 23rd March 2022

Join the one-day, virtual summits for an opportunity to engage with the latest advice and guidance relating to climate change, finance, community engagement or standards and wellbeing.

Sector experts from Friends of the Earth, Surfers Against Sewage, Climate Guide, Speak Carbon and Carbon Literacy Project, will lead the themed sessions encouraging in-depth discussion and debate for a stimulating and vibrant event, all from the comfort of your home or office.

Open to clerks, deputy clerks, Responsible Financial Officers from councils of any size across England and Wales, and anyone with an interest in the local council sector.

Attend this virtual event to:

- Effectively combat single use plastic in your community
- Tackle climate change at a local level and help to restore nature
- Find out how to use the new Town and Parish Councils Carbon Literacy Toolkit
- Discover where the main emissions come from in a rural community

Community Engagements Summit 6th April 2022

Learn how to identify, involve and engage your community with practical advice delivered by sector experts in this one-day, virtual Summit.

Open to clerks, deputy clerks, Responsible Financial Officers from councils of any size across England and Wales, and anyone with an interest in the local council sector.

Attend this event to:

- Hear the story of the first C2 community-led, place-based partnership and how it united the council and community
- Learn how to use Facebook groups and use them to build a positive community
- Understand more about the free resources to connect your community for The Big Jubilee Lunch
- Find out how a community came together to help the desperate needs of residents during the pandemic
- Learn the 7 steps to creating and designing successful and memorable events
- Discover how Microsoft 365 council apps can be used to tackle common service problems

Playground Awareness & Inspection Training

Somerset Playing Fields' Association has teamed up with GB Sport & Leisure UK Limited to provide a Playground Awareness & Inspection Training event for Local Councils and Playing Field Committees. This event for SPFA Members will be taking place at Woolavington Village Hall, Higher Road, Woolavington on Wednesday, 20th April 2022 starting at 10.00 a.m.

Designed to be of benefit to those responsible for looking after a children's play area it is aimed at improving understanding and knowledge in this important area of safety management. The 2 ½ hour event will comprise of a classroom session with a slide show presentation followed by a practical exercise utilising an adjacent playground installation. Delivered by experienced and certificated GB Sport & Leisure staff it will provide those attending with a good basic level of competency in how to go about inspecting children's play equipment and associated surfacing, as well as how to address routine maintenance.

The event is FREE to attend but there will be a raffle to cover the cost of room hire and refreshments.

There are only 20 places available (and limited to no more than two places per application) which will be allocated on a first come first served basis. I have already booked 2 spaces.

Officer's Report

Digital Inclusion Sessions.

We have now had three You Can Do IT sessions (next one on the 17th Feb) and one Tea and Tech (next one on the 22nd of February). We now have 8 regular volunteers with three of these being students so will only attend during the holidays. The West of England Rural Network (WERN) have paid for the enhanced CRB check which enables the Clerk to run and supervise the students attending the digital inclusion sessions.

Thank you from 1st Banwell Scouts.

The Parish Council have received a thank you for the £1000 grant awarded to them to help support the purchase of a new minibus.

Route 60+ Event on the 12th of April.

This is an event for the over 60s which will have a part focus on giving the over 60s confidence and safer driving tips but will also include information from other organisations like West of England Rural Network (WERN) and the village agents, AMS Handy Person Service, Allianz, Citizens Advice, Churchill Minibus Society amongst others. It will be run in the Youth & Community Centre on the afternoon of the 12th of April.

Wifi and livestreaming meetings from the Youth & Community Centre (YCC)

Whilst the Wifi has now been upgraded from an ASDL line to fibre then there still seems to be issues with the Wifi (download 2.1, upload 1.1) meaning live Facebook streaming (min upload of 6 required) is currently not possible from the YCC. It seems that the modem was purchased in 2014 so Mainstream would like to rule out the router as causing an issue before investigating other ways of improving it.

Mainstream do not supply free of charge router; they supply routers that are subsidised. The cost of a router is £165 which includes delivery (see agenda item 9(iv)). The Clerk has signed a new contract for the router which has been sent and installed. If this resolves the issues then the PC will keep the router and the charge will be applied. If this doesn't resolve the issue, then we can send back to the router, and we won't be charged for the router. They will then need to look into an alternative option, e.g. looking at access points.

Meanwhile, the planning meeting will be hosted by the Clerk from home which has a significantly better Wi-Fi (upload of 18). The Full Parish Council Meeting will be hosted by the Communications Officer from home (upload 12.2) allowing the Clerk to be present at the full council meetings at the YCC.

Card Reader

Product	Device Cost
Square	£19
SumUp	£29*
PayPal Here	£45
Shopify	£49
iZettle	£59

*Promotional prices may apply for limited times.

Unity Trust Bank - Elavon £29.00

Product	Payment Processing Fee
PayPal Here	1.00 to 2.75%
Shopify	1.5 to 1.7%
SumUp	1.69%
iZettle	1.75%
Square	1.75%
Unity Trust Bank	Elavon 1.75%

Independent comparison report recommended iZettle or SumUp. However, Elavon with Unity is new so wasn't part of the comparison yet.

IT IS RECOMMENDED that Council approve the purchase of a card reader through Unity with an upfront cost of £29.99 and an ongoing cost of 1.75% payment processing fee per transaction.

Jubilee Memorabilia

Currently 159 pupils attend Banwell Primary School with an additional 3 on the list to attend.

Options

- Enamel Coin
- Mug
- Commemorative coin

Item			Cost for 200
Enamel Coin		<p>£3.38 each + vat includes delivery</p> <p>Ordering over 250 it is £2.05 each.</p> <p>Not sure how our logo will translate to the back of the coin.</p>	<p>£676 For 250 £512.50</p> <p>With coin holder + £30 (more for 250) With coin pouch +£4.34 (more for 250)</p> <p>With presentation box Awaiting cost</p>
Mug		<p>Ceramic dishwasher safe can put PC message or logo.</p> <p>£2.75 each + vat includes delivery</p> <p>Local company (Wick St Lawrence)</p>	<p>£550</p>
Commemorative coin		<p>£3.19 each + vat includes delivery</p> <p>Ordering over 250 it is £1.87 each.</p>	<p>£638 For 250 £467.50</p> <p>With coin holder + £30 (more for 250) With coin pouch +£4.34 (more for 250)</p> <p>With presentation box Awaiting cost</p>

Consideration: Whilst 200/250 is cheaper from an environmental perspective what will be done with the remaining?

Annual Play Area Report

Actions from report (Full report is available on request).

Only actions have been listed, monitor items have been passed on to Councillors inspecting weekly.

MUGA	Action	Actioned by
Cap missing	Find and fit caps	GB Sport on next operational inspection
Green fencing has come away	Green fencing has been like this for many years.	
Screw head above goal mouth	Cut down / file bolt.	
Rec		
Replace missing bolt on bin	Either replace bolt or bins are being replaced April / May 2022	
Cap missing multiplay area	Order and replace cap	GB Sport on next operational inspection
Replace chains on multiplay area	Get quote for and present to Council	Liz
Corrosion on helicopter	Remove corrosion & paint spring	Spring Clean?
Surface under nest swing wearing	Get quote for and present to Council	Approx. £4000
New inclusive swing bolt	Cut down / file bolt	GB sport
Trapeze bar seized	Squirt WD40 and replace	Already on order
Rusty Goal posts	Paint goal posts	Spring Clean?
Riverside		
Fence Rotten	Budgeted for 2022/23	Liz
Wetpour around swings	Either monitor for this year or get quote for and present to Council	Liz
Moss on play area	Remove Moss	Add to twice yearly spray. John Keate to treat.
Corrosion on swings	Remove corrosion & paint	Spring Clean?

To agree to temporarily cover the insurance of Banwell Singers until the Jubilee or when the group is created formally

Community Signing Group (New Banwell Singers) has now been set up with approximately 20 members. Due to availability then they are meeting on a Monday night at the Methodist chapel (as YCC unavailable) which they will get free of charge for the first month. From March they will be charged (invoicing the Parish Council directly as no bank account has been set up yet). The Church is insisting that regular meetings of groups must be covered by the Group's own Public Liability Insurance. He indicated that the first 4 weeks could be used to sort this out, but that it would need to be sorted long term.

I have spoken to the insurers (Came & Company), and they are happy for us to do this on an interim basis as long as there is an official resolution from the Parish Council and an associated covid risk assessment. See attached. An ordinary risk assessment will need to be sourced from the Methodist Hall.

Covid-19 Supplementary Risk Assessment

Assessor:			
Date of assessment:		Review date (max 1 yr):	

Description of activity

Singing Group at the Methodist Chapel

References to related risk assessments

Request any existing risk assessments from Methodist Church

Suggested control measures

#	Hazard	Who is at risk?	Control measure(s)	Who is responsible?
1	Airborne transmission	Everyone	<p>Singers to take up the maximum space possible (as the room allows).</p> <p>Note: While social distancing and limiting groups sizes is no longer required it is still recommended some distancing (as the room allows) and not singing face-to-face, to control the risk from large water droplets.</p> <p>Note: Singing releases potentially hazardous bioaerosols in proportion to volume: the louder the singing, the more aerosols are released. Decibel for decibel, aerosol release is comparable whether singing or speaking, so prioritising quiet singing, a beautiful sound and good technique will help control this. Note: discouraging loud singing in favour of quality of sound in quiet singing would generate fewer bioaerosols.</p>	
2	Airborne transmission	Teacher	Musical Director at least 2m where possible.	
4	Airborne transmission	Everyone	Ventilation is key. Consider limiting sessions and ventilation. Suggested lateral flow taken before session.	
5	Surface transmission via printed music	Pupils	Enhanced hand hygiene is routinely observed. Songs mainly taught by ear. If required, words are projected. Can singers retain their own copy of any music or could music go into individual, named, plastic pouches?	
6	Surface transmission via equipment	Teacher	Cleaning of PC or CD player for backing track or piano/keyboard?	

Initial risk rating

How likely is the activity to result in actual harm (1-5)?	4
How severe would the consequences be (1-5)?	5 in the event that members are not vaccinated
Risk rating (likelihood x severity)	20

Likelihood less	5					
	4					
	2					
	1					
		1	2	3	4	5
	better		worse			
	Severity					

Additional control measures

These are new measures identified to reduce the risk rating. It is usually easier (and it is perfectly acceptable) to reduce the likelihood of harm rather than the severity. It is not necessary to implement additional control measures for every hazard identified. Prioritise the hazards you have identified and ensure that control measures are reasonable and proportionate.

	Hazard	Who is at risk?	Control measure(s)	Who is responsible?
1	Airborne transmission	Teacher	Mask and/or screen advisable?	
2	Airborne transmission (vulnerable teacher)	Teacher	State any extra measures if the teacher is more vulnerable (older, underlying health issues).	
3	Airborne transmission (vulnerable pupils)	Pupil or pupils	State any additional measures required for members with health issues, e.g. asthma	

Residual Risk rating

How likely is the activity to result in actual harm (1-5)?	2
How severe would the consequences be (1-5)?	3 in the event that members are vaccinated
Risk rating (likelihood x severity)	6

Likelihood	more	5						
		4						
		3						
		2						
	less	1						
			1	2	3	4	5	
			better			worse		
			Severity					

Risk rating:	1-6	Green	Monitor to ensure control measures are implemented consistently and that the rating remains valid.
	8-12	Amber	Try to identify additional controls to reduce the risk. Ensure that control measures are implemented consistently and look to improve by the next review.
	15-25	Red	Cease this activity until additional controls can be put in place to manage the risk.

Date communicated to members: _____

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

Remember:

- This is a legal document: you must do what you say in it.
- Risk assessments must be reviewed at least annually or when there is an incident, i.e. in this case, if someone falls ill after taking part in the activity.



Banwell Parish Council – Hybrid Meeting Protocol

1. Introduction

Remote meetings via Zoom have been used during the Covid-19 pandemic in accordance with the temporary legislation. That legislation ceased to apply from 7 May 2021. However, Covid-19 legislation and guidance continue in place and this places specific requirements for meetings in relation to health and safety, risk assessments and related matters.

The Council has therefore put in place arrangements which will enable meetings to take place in compliance with legislation, whilst providing alternative participation opportunities to maintain a Covid-19 safe environment.

The arrangements set out in this Protocol will apply to meetings from 1st January 2022.

2. Hybrid arrangements – how will they work?

The primary objective is to ensure that meetings can continue as safely as possible and that the rights of the Public are not diminished simply because the meeting is being held through a mix of online and face-to-face means. The Chairman will retain control and discretion over the conduct of the meeting and the Zoom host will provide administrative support to facilitate the meeting.

Please note that, exceptionally, meeting arrangements may change – in response to legislation, court decisions, or risk. This may include a meeting being postponed, or the hybrid arrangements changing or being withdrawn. We ask that you check the arrangements in advance of joining or attending the meeting.

a) Members (councillors) entitled to vote

All Members entitled to vote in a meeting must be present in the same room – if they are to be classed as ‘present’ (count towards the quorum) and to cast a vote. If a Member entitled to vote is not in the room, they may still participate via Zoom (see below), but they will not be present (quorum) nor be able to vote.

b) Other Members, Officers and the Public

The Council will use Zoom to enable all other Members, officers and the Public to attend and where appropriate participate in meetings safely. Zoom will be enabled in all public meetings. Those attending the meeting physically will be able to see and hear Zoom participants via the existing projector in the hall.

Those on Zoom will be able to hear Members in the room and see them – although this will be a whole room view and there will be no zooming in on individual members. It is essential therefore those Members present in the room use the microphones at all times and identify themselves before speaking.

There may be an Officer in the room – the Clerk / Communications Officer. All other Officers may use Zoom, unless they are specifically invited into the room by the Chairman of the meeting.

3. Zoom

Zoom is the system the Council will be using for those attending Hybrid meetings remotely. It has functionality for audio, video, and screen sharing and you do not need to be a member of the Council or have a Zoom account to join a Zoom meeting.

4. Access to documents

The Clerk will publish the agenda and reports for meetings on the Council's website in line with usual practice. Paper copies of agendas may be made available on request.

The Public should continue to access agendas via the Council's website - and are encouraged to do so even after the offices at Youth and Community Centre are open again.

5. Setting up the Meeting for Zoom attendance

This will be done by the Clerk / Comms Officer. The Zoom details can be found on the front of the agenda. The telephone dial-in via Zoom will also be available on request.

6. Public Access and Participation

(a) Public Access:

Members of the Public will be able to use a web link and standard internet browser. This will be displayed on the front of the agenda. Members of the Public should attend a meeting via Zoom, unless there are exceptional circumstances justifying attendance in person.

The meeting will be livestreamed so unless they would like to contribute to public participation they will be encouraged to watch via facebook.

If any member of the Public still wishes to attend in person, they are asked to contact the Clerk. Notifications must be sent by email to: clerk@banwellparishcouncil.org.uk

Day of meeting	Notice given by
Monday	Previous Tuesday
Tuesday	Previous Wednesday
Wednesday	Previous Thursday
Thursday	Previous Friday
Friday	Monday

The meeting risk assessment may need to be updated.

(b) Public Participation (speaking):

Public questions will continue in line with the Council's current arrangements as far as is practicable. However, to ensure that the meeting runs smoothly and that no member of the public is missed, we ask those wishing to speak to register **by 4pm on the day before the meeting.**

They should email their full name to clerk@banwellparishcouncil.org.uk. If they wish to circulate their question in advance, that would be helpful.

Before the meeting begins the Chairman will announce Public Participation. At public question time, the Chair will ask each person to speak at the appropriate time. In the normal way, the public should state their full name, the agenda item they wish to speak to **before** they proceed with their question.

If a member of the public wishes to ask a question but cannot attend the meeting for whatever reason, there is nothing to prevent them from emailing members of the council with their question, views or concern in advance. However, if they do so, it would be helpful if a copy could be sent to clerk@banwellparishcouncil.org.uk as well.

7. Arrangements for any person attending meetings at Youth and Community Centre

Anyone attending a meeting in person must observe the following requirements:

- (a) Do not attend if you: have any symptoms of Covid-19; are self-isolating (with or without a positive Covid-19 test); or are in a period of post-travel quarantine.
- (b) If in force at the time we ask that you wear a mask at all times except when invited to speak by the Chairman of the meeting. If you have a medical exemption for wearing a mask, please attend via Zoom unless you are a Member who must attend to vote.
- (c) Use the hand sanitiser which is available in the building.
- (d) Sign into the meeting if requested to do so – you may be asked to leave contact details
- (e) Enter and leave the building promptly – do not gather inside after the meeting has finished, or during any break in the meeting
- (f) Bring your own water/refreshments, as these will not be available.

8. Starting the Meeting

At the start of the meeting, the Clerk will check all required attendees are present and that there is a quorum. If there is no quorum, the meeting will be adjourned. This applies if, during the meeting, it becomes inquorate for whatever reason.

The Chair will remind all Members, Officers and the Public attending via Zoom that **all microphones must be muted**, unless and until they are speaking. This prevents background noise, coughing etc. which is intrusive and disruptive during the meeting. The Hosting Officer will enforce this and will be able to turn off participant mics when they are not in use.

9. The Meeting and Debate

- a) For Members and Officers physically present

Each member should raise their hand to indicate a request to speak. When called, they must identify themselves for the recording and for the benefit of those attending via Zoom. The microphone must be used when speaking – standing will make it difficult for those on Zoom to hear and is discouraged, including at meetings of Full Council.

b) For any person attending via Zoom

The Council will not be using the Chat function. The Chairman will call speakers in accordance with the usual rules during public participation or for Officers, when they raise their Zoom hand to speak.

No decision or outcome will be invalidated by a failure of the Chair to call a member to speak – remote management of meetings is intensive and the Hybrid arrangements are likely to be more so. It is reasonable to expect that some requests will be inadvertently missed from time to time.

10. Voting

Voting can only be undertaken in person and is through a show of hands.

11. Meeting Etiquette Reminder for Zoom attendees

- Mute your microphone – you will still be able to hear what is being said.
- Only speak when invited to do so by the Chair.
- Speak clearly and please state your name each time you speak

12. Part 2 Reports and Debate

There are times when council meetings are not open to the public, when confidential, or “exempt” issues – as defined in Schedule 12A of the Local Government Act 1972 – are under consideration.

Facebook live stream and recording of the meeting will be turned off. If there are members of the public and press attending the meeting via zoom, then the hosting Officer will, at the appropriate time, remove them to a waiting room for the duration of that item. They can then be invited back in when the business returns to Part 1.

13. Interpretation of standing orders

Where the Chairman is required to interpret the Council’s Constitution and procedural rules and how they apply to remote attendance, they may take advice from the Member Services Officer or Monitoring Officer prior to making a ruling. However, the Chair’s decision shall be final.

14. Disorderly Conduct by Members

If a Member behaves in the manner as outlined in standing orders (persistently ignoring or disobeying the ruling of the Chair or behaving irregularly, improperly or offensively or deliberately obstructs the business of the meeting), any other Member may move 'That the member named be not further heard' which, if seconded, must be put to the vote without discussion.

If the same behaviour persists and a Motion is approved 'that the member named do leave the meeting', then (if attending via Zoom) they will be removed as a participant by the Hosting Officer.

15. Disturbance from Members of the Public

If any member of the public interrupts a meeting the Chairman will warn them accordingly. If that person continues to interrupt or disrupt proceedings the Chairman may ask the Hosting Officer to remove them as a participant from the meeting.

16. Technical issues – meeting management

If the Chairman, the Hosting Officer or the Clerk identifies a problem with the systems from the Council's side, the Chairman should either declare a recess while the fault is addressed or, if the fault is minor (e.g. unable to bring up a presentation), it may be appropriate to continue in order to progress through the agenda.

Where any Member, Officer or the Public experience their own technical problems during the course of a meeting e.g. through internet connectivity or otherwise, the meeting will not be automatically suspended or adjourned.

17. Technical issues – Individual Responsibility (Members and Officers) Many members, officers and the Public live in places where broadband speeds are poor, but technical issues can arise at any time for a number of reasons. The following guidelines, if followed, should help reduce disruption.

- Join public Zoom meetings by telephone if there is a problem with the internet. Contact the Clerk if you feel this is going to be an issue.
- Consider an alternative location from which to join the meeting, but staying safe and keeping confidential information secure. For officers, this may mean considering whether to come into the office, subject to this being safe and practicable (childcare etc.)
- Have to hand the telephone number of someone attending the meeting – and contact them if necessary to explain the problem in connecting
- Officers should have an 'understudy' or deputy briefed and on standby to attend and present as needed (and their telephone numbers to hand)

Annex 1

Phone only access to zoom meetings

(Before you start **make sure you know the Meeting ID and the Meeting Password**) – Both of these are available on the agenda for the meeting

Call the toll free number either on the meeting agenda or on the Outlook appointment (this will start with 0800 --- ----)

(Ensure your phone is on 'speaker' if you can)

A message will sound saying *“Welcome to Zoom, enter your meeting ID followed by the hash button”*

□ **Enter Meeting ID followed by #**

Wait for next message which will say *“If you are a participant, please press hash to continue”*

□ **Press #**

Wait for next message which will say *“Enter Meeting Password followed by hash”*

□ **Enter 6 digit Meeting Password followed by #**

Wait for the following two messages:

“You are currently being held in a waiting room, the Host will release you from ‘hold’ in a minute”

Wait.....

“You have now entered the meeting”

Important notes for participating in meetings

Press ***6** to toggle between **‘mute’ and ‘unmute’** (you should always ensure you are muted until you are called upon to speak)

If you wish to speak you can **‘raise your hand’** by pressing ***9**. Wait for the Chairman to call you to speak. The Host will lower your hand after you have spoken. Make sure you mute yourself afterwards.

Asset	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2021/22	Asset Value	Replacement Cost	Insured Value 2020/21	Comments
Land									
Recreation Ground	Westfield Road	Mr Day	Donated	1946	£1	£1	N/A		Left in will, owned by PC as Sole Trustees, land registered May 2017. Title ST334088
Land on which the village Hall is built	Westfield Road	Mr Day	Donated	1946	£1	£1	N/A		Left in will, owned by PC as Sole Trustees, given to Village Hall Foundation being investigated for registration
Riverside Green	Riverside	N/A	N/A	N/A	£1	£1	N/A		Land registered February 2020. Title ST356872. Valued in 1990 £10,000
Youth & Community / Children's Centre	West Street	Refit N. Somerset	Land is leased	N/A	Unknown	£503,000	N/A	£495,421	Refurbished by North Somerset in 2008.
Small parcels of land at Knightcott,	Knightcott Rd	N/A	N/A	N/A	£1	£1	N/A		Being investigated for land registration. Fenced 2021
Small parcels of land at top of Castle Hill.	Castle Hill	N/A	N/A	N/A	£1	£1	N/A		Land registered February 2020. Title ST356873.
Small parcels of land at path adjacent to 28 Church St	Church St	N/A	N/A	N/A	£1	£1	N/A		Being investigated for land registration. 28 Church St not registered. Bgollard erected 2019
Land on which Scout Hut & CC are located	West Street	N/A	Leased for 999yrs	1981	£1	£1	N/A		Leased on 999-year lease from Wessex Water. Land Reg title No. AV209120
Field behind CC	West Street	N/A	Licensed for 999yrs	1981	£1	£1	N/A		Held on a licence from Wessex Water.
Cemetery site	Off Church St.	N/A	£1	Late 1950's	£1	£1	N/A		Donated by local farmer. Land registered May 2017. Title ST334025
Track at Wint Hill Land at Quarry	Wint Hill	Woodspring / Axbridge District	N/A	1970's	£1	£1	N/A		Land registered February 2020. Title ST356875. Valued in 1990 £10,000
Village pump & walls	High Street	Unknown	Donated	1900's	£1	£1	N/A		Land registered February 2020. Title ST356874. Repointed and repainted May 2017
War Memorial & Land	West Street	Post Office	Donated	1920's	£1	£1	N/A		Land registered February 2020. Title ST356871. Repointed and repainted May 2017
Land SW & S of Springfield Gdns	Springfield Gdns	N/A							Land Reg Title Nos. AV90258 & 79772. Presently being investigated for removal.
Equipment in Recreation Ground:									All visually checked weekly, quarterly operational & annual independent inspection

Nest swing	Recreation Ground	Sutcliffe Play (SW) Ltd	£2,462	Spring 2010	£2,462	£2,462	£3,200	Play equip insured for £108,472	
Toddler swings	„	„	£1,153	Spring 2010	£1,153	£1,153	£1,600	“	
Springie helicopter	„	„	£622	Spring 2010	£622	£622	£800	“	
Hide & slide unit	„	„	£5,127	Spring 2010	£5,127	£5,127	£10,000	“	
Bench in toddler area	„	„	£344	Spring 2010	£344	£344	£400	“	
Circuit Climber unit	„	„	£11,147	Spring 2010	£11,147	£11,147	£15,000	“	
MUGA	„	„	£15,068	Spring 2010	£15,068	£15,068	£23,000	“	
Junior swings barriers	„	„	£1,856	Nov-11	£1,856	£1,856	£2600 £600	“	
Safagrass & safety surfacing, rec, riverside & MUGA	„	„	20604 £5811	Spring 2010 Nov 2011, Feb 20	20604 £5811	£26,415	£34,000	“	
Zipline	„	GB Sport	£4,002	Mar-20	£4,002	£4,002	£4,002	“	
Table Tennis Table	„	„	£3,036	Feb-20	£3,036	£3,036	£3,036	“	
Climber	„	„	£2,724	Feb-20	£2,724	£2,724	£2,724	“	
Sea-Saw	„	„	£1,038	Feb-20	£1,038	£1,038	£1,038	“	
Rec Fence	“	Keran Mellor	£9,727.58	June 2016 May 2017	£9,727.58	£9,727.58	£9,727.58	Gates & fences £16,876.68	
Picnic benches x 3	„	„	£2,205	June 2019 Dec 2019	£2,205	£2,205	£2,205	Street furniture insured for £31,518.13	
DA Picnic benches x 2	„	„	£1,140	01/12/2019 one replaced in 2021	£1,140	£1,140	£1,140	“	
2 x Weston benches	„	Donated	Unknown	Spring 2010	Donated	£200	Unknown traditional metal benches	“	Estimated value of £100 per bench based on the ages/ sizes and materials of the benches.
Equipment at Riverside:									All visually checked weekly with annual independent inspection
Swings	Riverside	Unknown	Unknown	Unknown		£1,500	£2,300	Play equip insured for £108,472	
Climber	Riverside	Touchwood	£6,300	Aug-13	£0	£0	£0	“	Removed as rotten 2019

benches x 3	“	Various	Unknown	Oct-08	Unknown	£250	£2,500	Street furniture insured for £31,518.13	Estimated value of £50 per bench based on the variety of ages/ sizes and materials of the benches.
bench	“	GB Sport	£1,008	Jul-05	£1,008	£1,008	£1,008	Street furniture insured for £31,518.13	New bench fitted from grant
Gates & fencing	“	Various	£6,500	Oct-08	£7,382	£7,382	£6,500	Gates & fences £16,876.68	
Defibrillators									
Defibrillator 14B00463141	Village Hall	Donated	£2,428.80	Aug-14	£2,428.80	£2,428.80	£2,428.80	Defib's insured for £5000	
Cabinet & Defibrillator HeartSine® 500P AED	Banwell News	AED	£1404 £1185	01/04/2014 14/07/2019	£1,404	£2,589	£2,428.80	“	
Defibrillator 16B00518884 HeartSine® samaritan PAD 500P defibrillator	Co-Op	AED	£2,428.80	Feb-17	£2,428.80	£2,428.80	£2,428.80	“	
Defibrillator 14B00463698	Boultoners	Donated	Donated	Sep-15	£2,428.80	£2,428.80	£2,428.80	“	
Office									
Acer / Lenovo Desktop Computer	Office	Acer / Lenovo	£397.46	Apr-16	£397.38	£397.38	£399	Office contents insured for £3269.60	
Lenovo Desktop Computer	Office	Acer / Lenovo	£397.46	Feb-20	£649.02	£649.02	£799.99	“	
HP Laptop	Office	Acer / Lenovo	£397.46	Feb-20	£539.98	£539.98	£539.98	“	
2 Printer/copiers	Office	HP & Canon Printers	Unknown	Unknown	£2	£2	£0	“	1 printer at Clerks home as spare 2nd printer in storage neither to be replaced
HP Printer	Office	HP	AKT	£446.26	£446.26	£446.26	£446.26	“	
1 filing cabinets	Office	Unknown	Unknown	Unknown	£1	£1	£147.90	“	
Misc office equipment	Office Desk / Cupboards	Ikea	£120	01/07/2015 01/01/2017	£120	£120	£240	“	Ikea pigeon holes / Desk
Misc office equipment	Desk / filing cabinet / Chairs	Donated	Donated	Apr-19	£1	£1	£467	“	
Lap top, Projector & screen	Office	Optoma ES521	Part donation	Jan-12	£100	£100	£369	Office contents insured for £3,269.60	PC contribution £100
6 Laptops supplied to Councillors	Individual Councillors	Acer	£1,423.38	May-16	£0	£0	£0	“	Removed from service and replaced
3 Laptops supplied to Councillors	Individual Councillors	Lenovo Del	£1,128	Apr-17	£1,128	£1,128	£1,128	Business equipment £5,000	

4 Laptops supplied to Councillors	Individual Councillors	Various	£1,450	Jul-20	£1,450	£1,450	£1,450	"	
2 Laptops supplied to Councillors	Individual Councillors	Various	£467	Dec-21	£467	£467	£467	"	
1 Officer laptop	Comms Officer	Amazon	£579	Dec-20	£579	£579	£579	"	
Chain of Office	Chairman	Roy Rice	£480	Jul-04	£1	£1	TBV	"	
Speed Watch Equipment	YCC	Donated	Donated	Jul-04	£1	£1	£250	"	
Youth & Community Centre									
CCTV Equipment	YCC	Donated	Donated	Apr-19	£1	£1	£3,000	General contents insured for £9149.92	
Washer / Drier	YCC	Donated	Donated	Apr-19	£1	£1	£549	"	
Fridge Freezer	YCC	Donated	Donated	Apr-19	£1	£1	£190	"	
Dishwasher	YCC	Donated	Donated	Apr-19	£1	£1	£299	"	
Sharp LC3262CE TV	YCC	Donated	£699.95	Aug-08	£1	£1	£144	"	
55" TV	YCC	Costco	£324	Feb-20	£396	£324	£396	"	
Leather sofas x 2	YCC	Donated	1,195.00	Aug-08	1,195.00	£1	2,000.00	"	
Sofas x 2	YCC	Donated	Donated	2008	£1	£1	1,000.00	"	
Tables for meetings	YCC		£470	Dec-19	£470	£470	£470	"	
upgraded Sound Equipment	YCC	Audio Visual Direct	£4,464	May-20	£4,464	£4,464	£4,464	"	
Additional audio visual equipment in projector & Screen	YCC	Audio Visual Direct	£4,787	May-21	£4,787	£4,787	£4,787	"	
2 x YC laptops	YCC	Amazon	£1,083	Sep-20	£1,083	£1,083	£1,083	"	
2 x Chromebooks	YCC	Amazon	£532	Dec-21	£532	£532	£532	"	
2 x Fire tablets	YCC	Amazon	£175	Sep-20	£175	£175	£175	"	
Gazebo	YCC	Amazon	254	Oct-09	£254	£254	£254.00	"	
Canon digital camera and memory card	YCC	Donated	149.98	Oct-09	£1	£1	£149.98	Office contents insured for £3,269.60	
Other									
Shed at Cemetery	Cemetery	Unknown	Unknown	1950's	£1,306	£1,306		£1,559.56	
Walls at Cemetery	Cemetery	Unknown	Unknown	1950's	£30,907	£30,907		£36,891.43	Abbey Wall reinforced spring 2017
Vehicle Activated Speed Sign	Mobile	Swarco	2,700	Nov-17	£2,700	£2,700	2,700	Street furniture insured for £31,518.13	

3 Brick bus shelters	Knightcott Road	Built by Keran Mellor Services	Unknown	Unknown	£3,000	£3,000	£6300 - £6500	"	Refurbished summer 2011 Estimated value £1000 a shelter based on their age	
Street lights x 67	Various	SEC	Unknown	Variety	£13,610	£13,610	Approx. £900 to replace a column	"	Inspected and electrical safety check completed in Jan 2017. Asset figure based on insurance value.	
Dog bins x 20	Various	NSC	Unknown	Variety	£2,000	£2,000	£130 per bin (plus £50 for fixing) = £2000	"	All inspected Jan 2019 and repaired/replaced as necessary. Estimated value of £100 per dog bin based on the variety of ages of the bins.	
Benches x 10	Various	Various	Unknown Donated	Variety - unknown	£2,000	£1,000	£200 x 10 = £2000	"	Estimated value of £100 per bench based on the variety of ages/ sizes and materials of the benches.	
Litter bins x 5	Various	Various	Unknown Donated	Unknown	£5	£5	£270 x 5 = £1350	"		
Notice boards x 2	West St car park Rec	Unknown	Unknown £413	Unknown	£150	£413	£563	Mounted £288	"	West Street board value based on its age.
Banwell/Potigny road signs x 4	Various	Unknown	Unknown	Unknown	£4	£4	TBV	"		
Memorial stones;	West St/ Riverside x 2 /Golling Lane	Unknown	Donated	Unknown	£3	£3	TBV	"		
Jubilee Gate	East Street	Wally Rice	Donated	Unknown	£1	£1	TBV	"		
War memorial	West St	Unknown	Donated	Unknown	£1	£1	N/A	Not materially insured	Cleaned by Wells Cathedral Stonemasons Autumn 2011/ repointed October 2016.	
Total Asset Values in Red						£684,373.60			For the purposes of the AGAR £677,151	

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

See separate Inventory of items in Banwell Fire Station under the care of Banwell & District Volunteer Fire Unit. (Prepared by Roy Rice September 2011) and Youth Club inventory which are not included above due to the de minimus limit

Bills for Payment - 20th January until 11th February 2022
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
Already Paid								The Parish Council
BACS	TV Licence	YCC TV licence	£1,000		£1,000		007/22 (i)	
BACS	1st Banwell Scouts	Grant awarded	£1,000		£1,000		007/22 (i)	
BACS	Churchill Minibus Society	Grant awarded	£500		£500		007/22 (ii)	
BACS	SLCC	Practioners Conference	£75	£15	£95		147/21 (iii)	
BACS	SPF	Annual membership	£15		£15		006/22 (i)	
DD	Mainstream	Phone and Broadband (DD 15.02.22)	£64.69	£12.95	£77.64		075/21	
To Pay								
DD	E-ON	YCC power (20.02.22)	£67.27	£3.36	£70.63		075/21	
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		£141.75		075/21	
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		£70.87		075/21	
BACS	J K Gardening	Grass cutting @ YCC	£70.88		£70.88		075/21	
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50		075/21	
BACS	J K Gardening	Village orderly	£392.50		£392.50		075/21	
BACS	J K Gardening	Environmental Fee	£40.00		£40.00		H & S	
BACS	J K Gardening	Trees in Cemetery	Total £1188.50		£310.00		H & S	
BACS	Ambience Landscape	Dog Bin emptying	£433.33	£86.67	£520.00		075/21	
BACS	Insight Cleaning	YCC Cleaning	£176.00		£176.00		075/21	
BACS	YMCA	Programme costs	£480.00		£480.00		075/21	
BACS	ALCA	Essential Councillor	£40.00		£40.00		161/21 (vii)	
BACS	SLCC	Climate Change Event	£45.00	£9.00	£54.00		Agenda item	
BACS	DS Securities	Annual Monitoring Charge for CCTV System	£145.00	£29.00	£174.00		Agenda item	
BACS	The Bell	Christmas Meal	£140.00		£140.00	Waiting for Invoice		
BACS	Officer overtime & expenses	Clerks overtime & expenses (Digital Inclusion sessions)	£128.66		£128.66		Grant	
DD	Loyds Bank PLC	Multipay charge & costs (zoom)	£198.60	£30.73	£229.33		Admin	
SO	Officer Salaries	Officer Salaries (SO 26.02.22)	£2,130.00		£2,130.00		075/21	
DD	Nest	Pension contributions (DD 26.02.22)	£158.96		£158.96		075/21	
DD	North Somerset	Waste Collection (01.03.22)	£9.50		£9.50		075/21	
DD	Calor Gas	LPG Gas standing charge	£14.71	£0.74	£15.45		075/21	
BACS	HMRC	PAYE and NI for Sept (12.03.22)	£656.33		£656.33		075/21	
Totals			£5,944.59	£156.14	£6,100.73			

Banwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Cemetery & Memorials		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
101	Cem Grass Cutting				1,950.00	1,625.00	325.00
102	Cem paths / trees / garder				300.00	100.00	200.00
103	Cem making up graves				200.00		200.00
104	Cemetery / Memorial Main				5,000.00	61.00	4,939.00
105	Env Fee					280.00	-280.00
106	Cemetery software					375.00	-375.00
					7,450.00	£2,441.00	5,009.00

Cemetery Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
110	Cemetery Income	87,269.55	3,000.00	4,750.00			89,019.55
		£87,269.55	3,000.00	£4,750.00			89,019.55

Clerk & Administration		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
201	Salary & NI		1,502.80	31,000.00	27,862.47	4,640.33	
202	Clerk pension			1,000.00	1,545.44	-545.44	
203	Advertising			300.00	207.00	93.00	
204	Insurance			2,471.00	1,933.12	537.88	
205	Subscriptions inc ALCA &			1,200.00	994.66	205.34	
206	Audit Fee			900.00	925.00	-25.00	
207	Legal Costs			600.00		600.00	
208	Training Officers		30.00	700.00	440.00	290.00	
209	Training Councillor			600.00	249.00	351.00	
210	Grants & Donations			7,000.00	1,983.32	5,016.68	
211	Chairmans Allowance			250.00	48.32	201.68	
212	Covid-19			1,000.00	191.23	808.77	
213	Bank Charges			100.00	127.72	-27.72	
214	Covid-19 food bank	814.56	1,020.95		721.94	1,113.57	
215	Risk Assessments			300.00	112.50	187.50	
216	You can do I.T. Grant		5,317.15	5,000.00	5,476.71	-159.56	
217	Welcome Back Fund		590.21		600.49	-10.28	
		£814.56	5,000.00	£8,461.11	52,421.00	£43,418.92	13,277.75

Environment		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
301	Allotment		1,647.88	1,647.88	1,647.88	1,647.88	
302	Env Grass Cutting				1,450.00	1,098.70	351.30
303	Env Hedge / Fence / Tree			30.00	300.00	110.00	220.00
304	Village Orderly		435.81	435.81	4,710.00	3,925.00	785.00
305	Dog Bins				4,080.00	4,116.64	-36.64
306	Env Maintenance / Inspec				1,400.00	858.27	541.73
307	Env Projects				4,000.00	1,704.74	2,295.26
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	840.00	4,460.00
		£10,401.61	14,183.69	£3,213.69	23,187.88	£14,301.23	8,318.26

Highways		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
401	Street light power				1,800.00	1,578.72	221.28
402	Street light maintenance				3,500.00	3,500.00	
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
					14,300.00	£12,754.39	1,545.61

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

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
501	Misc Income		100.00	620.45			520.45
502	Annual Precept		93,908.00	93,908.00			
503	VAT			3,514.98			3,514.98
504	CIL	400.80	12,000.00	2,510.42			-9,088.78
		£400.80	106,008.00	£100,553.85			-5,053.35

Recreation Ground		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
601	Rec Grass Cutting				1,700.00	1,417.50	282.50
602	Rec Maintenance			722.00	2,500.00	4,925.30	-1,703.30
603	Rec Tree & Fence Work			30.00	150.00	6,266.40	-6,086.40
604	Rec Inspections				400.00	296.00	104.00
605	Rec Play Equipment & Be		20,000.00		20,000.00		
			20,000.00	£752.00	24,750.00	£12,905.20	-7,403.20

Youth & Community Centre		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
701	YCC upgrade			655.00	18,000.00	26,333.84	-7,678.84
702	YCC repairs & maintenanc				3,000.00	2,710.61	289.39
703	YCC CCTV				2,000.00		2,000.00
704	YCC Electricity				1,000.00	600.63	399.37
705	YCC Gas				1,500.00	412.93	1,087.07
706	YCC water				650.00	48.63	601.37
707	YCC waste			42.75	650.00	480.59	212.16
708	YCC cleaning & supplies				2,500.00	2,183.65	316.35
709	Office Equipment inc Web				5,000.00	2,189.25	2,810.75
710	YCC phone & wifi				600.00	484.87	115.13
711	YCC Grass cutting			15.00	850.00	723.80	141.20
712	YCC hedge, fence & tree				280.00	130.00	150.00
713	YCC grants & donations		1,000.00	1,000.00			
714	YCC income		1,300.00	1,563.60			263.60
			2,300.00	£3,276.35	36,030.00	£36,298.80	707.55

Youth Club		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
801	YC sessions				10,000.00	3,720.00	6,280.00
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	30.00	100.00	5.99	24.01
807	Youth Forum				200.00		200.00
		£5,000.00	500.00	£1,899.51	13,100.00	£4,364.22	15,135.29

NET TOTAL	£103,886.52	150,991.69	£122,906.51	171,238.88	£126,483.76	120,556.46
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Banwell Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/01/2022		
	Cash in Hand 01/04/2021		171,991.58
	ADD Receipts 01/04/2021 - 31/01/2022		132,548.88
			304,540.46
	SUBTRACT Payments 01/04/2021 - 31/01/2022		140,562.68
A	Cash in Hand 31/01/2022 (per Cash Book)		163,977.78
	Cash in hand per Bank Statements		
	Cash 31/01/2022	0.00	
	Unity Trust Bank (20398572) 31/01/2022	21,330.48	
	PC Reserve Saver account (81413) 31/01/2022	44,605.35	
	Cemetery Reserve Account (59678) 31/01/2022	92,027.06	
	Natwest Current account (5335765) 31/01/2022	6,014.89	
			163,977.78
	Less unrepresented payments		163,977.78
	Plus unrepresented receipts		
B	Adjusted Bank Balance		163,977.78
	A = B Checks out OK		