



## MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 26<sup>th</sup> SEPTEMBER 2022

**PRESENT:** Councillors: Paul Blatchford (Chairman), Phil Adams, Steve Davies, Kevin Gibbons, Paul Harding (Vice Chairman), Nick Manley, Maggie McCarthy & Matthew Thomson.

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

Cllr Blatchford welcomed everybody.

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

**i) Members of the public**

Nothing was raised by members of the public

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

The following report was received for the period 26/08/2022 to 26/09/2022.

Calls from Parish = 37 with the following selection of crimes reported: 2 abandoned 999 calls, 3 antisocial behaviour, 1 concern for welfare, 2 harassment, 1 public order, 6 suspicious activity, 3 traffic related, 1 theft, 2 theft from a vehicle and 2 threat.

The neighbourhood team continue to offer free home security checks, bike marking, tack marking, tool marking as well as dealing with day-to-day police incidents. Residents are asked to contact them, if they are holding an event and would like the team to be involved. Residents were asked to get in touch via the Avon & Somerset website, follow them on social media, Facebook "Weston & Worle police or Twitter "NSPolice".

**iii) Ward Councillor's report**

Cllr Haverson gave a brief report on the following items.

- Cost of living crisis and the new 'Worried about money' leaflet
- Update on the discontinuation of the 126 bus, alterations to the route of the 51 and its frequency (currently every 2 hours due to lack of drivers).
- Sea Monster now open it was a government initiative so no cost to North Somerset
- Concern about the safety of some of the 'safe routes to School'
- The new North Somerset face-to-face drop-in advice service at Winscombe library

Cllr Harley gave a brief report on the following items.

- The decision to remove the 126 routes has been called into the scrutiny panel.
- That she had a meeting in relation to High Street and East Street (no detail was provided)

**The meeting was convened.**

**132/22 To receive apologies for absence (agenda item 1)**

Apologies were received from Cllrs Tara Wright and Mike Bailey who joined the meeting virtually.

**133/22 To receive members' declarations of interest on any agenda item (agenda item 2)**

No declarations of interest were received.

**134/22 To approve as a correct record, the minutes of the Parish Council meeting on the 15<sup>th</sup> of August 2022 (agenda item 3)**

**Resolved** – That the minutes of the Parish Council Meeting held on the 15<sup>th</sup> of August 2022 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.

**135/22 To note the following minutes (agenda item 4)**

**i) Planning Committee Meeting Minutes of the 5<sup>th</sup> of September**

The minutes of the Planning Committee Meeting were noted.

**ii) Youth & Community Centre Committee Meeting Minutes of the 5<sup>th</sup> of September**

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

**iii) Employment Committee Meeting Minutes of the 5<sup>th</sup> of September**

The minutes of the Employment Committee Meeting were noted.

**136/22 To note the training and events available and agree any attendance (agenda item 5)**

**i) Introduction to Local Councils E-Learning Course FREE**

Cllr Davies to be signed up to complete this

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

The training was noted

**iii) Communications Training via ALCA**

The training was noted

**iv) Finance Training via ALCA**

The training was noted

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

The training was noted

**vi) November Council Climate Emergency Workshops £120**

**Resolved:** Cllr Wright to attend the Council Climate Emergency Workshops for £120.

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

**vii) 27<sup>th</sup> & 28<sup>th</sup> September North Somerset Parish Forum 5:30pm Free**

Cllr Harding to attend on the 27<sup>th</sup> of September

**viii) 30<sup>th</sup> November SLCC Practical Compliance for CCTV £40**

Resolved: The clerk to attend the £40 Practical Compliance for CCTV.

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

**137/22 To approve the following expenditure (agenda item 6).**

**i) £375 Annual Cemetery Package**

**Resolved** – To agree the cost of £375 for the annual cemetery package.

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

**ii) £240 for the Annual ROSPA Play equipment inspections at the Recreation Ground & Riverside Play Area**

**Resolved** – To agree the cost of £240 for the Annual ROSPA Play equipment inspections at the Recreation Ground.

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

**iii) £3477 for the Citizens Advice Outreach Service**

**Resolved** – To agree the cost of £3477 for the Citizens Advice Outreach Service.

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

**iv) £491.75 for the Youth & Community Centre PPL / PRS Music licence**

**Resolved** – To agree the cost of £491.75 for the Youth & Community Centre PPL / PRS Music Licence.

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

**138/22 To receive the Clerk's report/Exchange of information (agenda item 7)**

**i) Works to the Youth and Community Centre (YCC)**

Fence - The picket fencing at the back of the YCC was painted over the bank holiday weekend. Redecoration of YCC – This is due to start on the 10th of October and is likely to take 4 weeks. LED lights - This work has almost been completed with the exception of the emergency lights in the office and kitchen which are due to be finished this week. The teracycle bin is now available to recycle confectionary packets. A new smart meter is due to be installed at the beginning of October.

**ii) Youth Club Social Prescribing Grant**

The residential was very successful with everyone having a lovely time paddleboarding, using the segways and then various team building activities and creating their own t-shirt. A full report will be available shortly.

**iii) Riverside Green Play Area Fencing**

The play area fencing has almost been completed a fence panel is missing but is due to be finished this week.

**iv) Youth Club Food Project Grant**

The second set of cookery session with the Youth Club have begun. Not as large take up as last time probably due to the September slump in young people attending the Youth Club.

**139/22 To discuss the idea of Community Warm Spaces / Public Living Rooms and agree a way forward (agenda item 8).**

The Clerk updated the meeting that the Scouts would agree to a 6 month hire for 2 days a week at a cost of £1060.

**Resolved** – That the Parish Council budgets to rent the Scout Hut for 2 days a week for 6 months to create a Public Living Room / Warm space throughout the late autumn, winter and early spring.

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

**140/22 To agree the use of the public Wi-Fi in the Scout Building (agenda item 9)**

**Resolved** – To agree that the Scouts can boost our public Wi-Fi to enable it to be used in the Scout Building.

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

**141/22 To discuss moving from Calor Gas to Avantia (agenda item 10)**

The Clerk updated the meeting that Flogas had been in touch. They would charge £100 annual standing charge and 80p a litre.

**Resolved** – To agree that the Clerk has delegated authority to sign the LPG contract moving from Calor to Avantia.

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

**Resolved** – To submit a planning application and raise the canopy of the willow to 4m above the LPG tank for health and safety reasons.

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

**142/22 To discuss membership to the Breakthrough Communications Council Hive (agenda item 11)**

**Resolved** – To agree membership of Breakthrough Communications Council Hive for £774.

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

**143/22 To discuss who will undertake the following annual inspections for budgeting purposes (agenda item 12):**

- i) Benches - Cllr Manley
- ii) Dog bins - Cllr Harding
- iii) Flagpole - Cllr Blatchford
- iv) Grit bins - Cllr Wright
- v) Litter bins - Cllr Wright
- 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)**

**144/22 To discuss the naming of the new development on Wolvershill Road as ‘Jubilee Lawns’ (agenda item 13).**

**Resolved** – To suggest that the new development on Wolvershill Road should be called ‘Jubilee Gardens’.

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

**145/22 To discuss North Somersets Rights of Way Improvement Plan and agree a response (agenda item 14)**

Councillors were encouraged to respond individually but given that questions were not provided that the Parish Council could not respond formally.

**146/22 To discuss the proposed Parking Restrictions Review proposals for Banwell (agenda item 15)**

**Resolved** – To agree to waiting restrictions outside Banwell News and Banwell Convenience store but not outside 40 West Street. That the no parking at the exit to the village hall was unnecessary after the works taken to widen the entrance and that yellow lines in this location may lead to displacement of resident’s vehicles leading to further issues of Westfield Road.

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

**147/22 To note the first draft of the 2022/23 budget (agenda item 16)**

The first draft of the 2022/23 budget was noted

**148/22 To authorise bills for payment for September (agenda item 17)**

The Clerk tabled an updated bills for payment sheet for September.

**Resolved:** To authorise the bills for payment sheet for August of £3588.52. Cllr Harding and Cllr McCarthy to authorise the BACs payments.

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

**149/22 To note the Parish Council’s end of August’s net position, bank balances and bank reconciliation (agenda item 18)**

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

**150/22 Dates of the next meetings (agenda item 19)**

Monday 3<sup>rd</sup> of October, 7pm Planning Committee at the YCC  
Monday 17<sup>th</sup> of October 2022, 7:30pm Parish Council Meeting at the YCC.

The Chairman closed the meeting at 20:40

.....Chairman

.....Date

**Bills for Payment - 15th August to the 26th September  
Banwell Parish Council**

| Method              | Payee                | Details  | Net Amount        | VAT              | Gross Amount      | Comments | Minute agreed | Power              |
|---------------------|----------------------|--|-------------------|------------------|-------------------|----------|---------------|--------------------|
| <b>Already Paid</b> |                      |  |                   |                  |                   |          |               | The Parish Council |
| DD                  | Mainstream           | Phone and Broadband (DD 14.09.22)                        | £7.03             | £1.41            | <b>£8.54</b>      |          | 086/22        |                    |
| <b>To Pay</b>       |                      |  |                   |                  |                   |          |               |                    |
| DD                  | N-Power              | Streetlight Power  | £333.92           | £16.70           | <b>£350.62</b>    |          | 086/22        |                    |
| BACS                | J K Gardening        | Grass cutting @ Rec Ground & Knightcott Bank             | £141.75           |                  | <b>£141.75</b>    |          | 086/22        |                    |
| BACS                | J K Gardening        | Grass cutting @ Riverside                                | £70.87            |                  | <b>£70.87</b>     |          | 086/22        |                    |
| BACS                | J K Gardening        | Grass cutting @ YCC                                      | £70.88            |                  | <b>£70.88</b>     |          | 086/22        |                    |
| BACS                | J K Gardening        | Grass cutting @ Banwell Cemetery                         | £162.50           |                  | <b>£162.50</b>    |          | 086/22        |                    |
| BACS                | J K Gardening        | Village orderly <b>Total £838.50</b>                     | £392.50           |                  | <b>£392.50</b>    |          | 086/22        |                    |
| BACS                | Ambience Landscape   | Dog Bin emptying   | £448.50           | £89.70           | <b>£538.20</b>    |          | 086/22        |                    |
| BACS                | Insight Cleaning     | YCC Cleaning   | £192.00           |                  | <b>£192.00</b>    |          | 086/22        |                    |
| BACS                | YMCA                 | Programme costs  | £600.00           |                  | <b>£600.00</b>    |          | 086/22        |                    |
| BACS                | Scribe               | Annual Cemetery Subscription                             | £375.00           | £75.00           | <b>£450.00</b>    |          | Agenda Item   |                    |
| BACS                | PPL / PRS            | Music Licence  | £491.75           | £98.35           | <b>£590.10</b>    |          | Agenda Item   |                    |
| BACS                | North Somerset       | First Aid Training                                       | £75.00            |                  | <b>£75.00</b>     |          | E 07/22       |                    |
| BACS                | Weston Rail Services | Quarterly Streetlighting Charge                          | £875.00           | £175.00          | <b>£1,050.00</b>  |          | 086/22        |                    |
| BACS                | Weston Rail Services | YCC replacement lights <b>Total £7840.50</b>             | £5,658.75         | £1,131.75        | <b>£6,790.50</b>  |          | 022/22 (v)    |                    |
| BACS                | Ward Tree Surgeons   | Works to trees based on survey                           | £340.00           | £68.00           | <b>£408.00</b>    |          | H & S         |                    |
| BACS                | Banwell Parish News  | Quartely article & 3 posters                             | £86.00            |                  | <b>£86.00</b>     |          | 107/21        |                    |
| BACS                | Citizens Advice      | Outreach Service   | £3,477.00         |                  | <b>£3,477.00</b>  |          | Agenda Item   |                    |
| BACS                | S. Adams Cleaning    | Window Cleaning  | £40.00            |                  | <b>£40.00</b>     |          | YC 26/22      |                    |
| BACS                | ALCA                 | Councillor Training                                      | £40.00            |                  | <b>£40.00</b>     |          | 107/22 (ix)   |                    |
| BACS                | SB Fencing Ltd       | Like for like replacement fencing at the Rec             | £1,250.00         | £250.00          | <b>£1,500.00</b>  |          | H & S         |                    |
| BACS                | Banwell Singers      | Set up Grant   | £500.00           |                  | <b>£500.00</b>    |          | 007/22 (iii)  |                    |
| BACS                | Webglu               | Quarterly Fee  | £179.90           | £35.98           | <b>£215.88</b>    |          | 086/22        |                    |
| DD                  | Loyds Bank PLC       | Multipay charge & costs (zoom, monthly fee, grant items) | £440.26           | £28.71           | <b>£468.97</b>    |          | 086/22        |                    |
| D / BACS            | EDF                  | YCC Electricity  | £180.95           | £9.05            | <b>£190.00</b>    |          | YCC 17/22     |                    |
| SO                  | Officer Salaries     | Officer Salaries (SO 26.09.22)                           | £2,218.23         |                  | <b>£2,218.23</b>  |          | 086/22        |                    |
| BACS                | GB Sport             | Replacement fence  | £11,901.52        | £2,380.30        | <b>£14,281.82</b> |          | 095/22        |                    |
| DD                  | Nest                 | Pension contibutions (DD 26.09.22)                       | £153.91           |                  | <b>£153.91</b>    |          | 086/22        |                    |
| DD                  | Unity Trust          | Bank Charges   | £29.40            |                  | <b>£29.40</b>     |          | 086/22        |                    |
| DD                  | North Somerset       | Waste Collection (DD 01.10.22)                           | £9.50             |                  | <b>£9.50</b>      |          | 086/22        |                    |
| DD                  | Water2Business       | Water Bill Feb to July (DD 03.10.22)                     | £185.27           |                  | <b>£185.27</b>    |          | 086/22        |                    |
| BACS                | HMRC                 | PAYE and NI for Sept (12.10.22)                          | £601.08           |                  | <b>£601.08</b>    |          | 086/22        |                    |
| <b>Totals</b>       |                      |  | <b>£31,528.47</b> | <b>£4,359.95</b> | <b>£35,888.52</b> |          |               |                    |



## Minutes of the meeting of the Planning Committee held at Banwell Youth & Community Centre, 7pm on Monday 3<sup>rd</sup> of October 2022.

**PRESENT:** Councillors Paul Blatchford (Chairman), Paul Harding, Nick Manley and Matthew Thomson.

**IN ATTENDANCE:** Mrs Liz Shayler (Clerk)

### **053/22 To receive apologies for absence (agenda item 1)**

Apologies were received from Cllr Steve Davies

### **054/22 To receive declarations of interest (agenda item 2)**

No interests were declared.

### **055/22 To approve as a correct record the minutes of the Planning Committee Meeting held on the 5<sup>th</sup> of September 2022 (agenda item 3)**

**Resolved** – That the minutes of the Planning Committee Meeting held on the 5<sup>th</sup> of September 2022 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 were signed by the Chair of the meeting as a correct record.

### **056/22 To note and comment upon planning applications (agenda item 4).**

#### **(i) 21/P/1973/RM Land to Rear of Rayners, The Paddock, Banwell**

Reserved matters application for access, appearance, landscaping, layout and scale for the erection of 1no. two storey dwelling pursuant to outline application 22/P/0155/OUT (erection of a detached dwelling on land to the rear of Rayners with access to be off The Paddock, with all matters reserved for subsequent approval).

**Resolved** – To not object to this application for a new property as long as green initiatives will be incorporated into the design: solar panels, heat pump and EV charging.

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

#### **(i) 22/P/2018/FUL Land Off Riverside (land To North of Riverlea) Banwell**

Retrospective application for the erection of 2no. agricultural buildings.

**Resolved** – To object due to concerns regarding potential traffic from the development. Riverside is not a suitable road currently to cope with the extra traffic generated by the requirement to transport, maintain and provide for up to 250 cattle and the application fails to demonstrate how it would not prejudice highway safety.

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

#### **(ii) 22/P/2019/FUL Land Off Riverside (land To North of Riverlea) Banwell BS29 6DB**

Retrospective application for the change of use of land from agriculture to a mixed use of agriculture equestrian use and erection of stables/hay store.

**Resolved** – To object to this application due to environmental concerns regarding the accumulative impact of further equestrian development on Banwell Moors.

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

- (iii) **22/P/2098/FUL Buildings at Rolstone Farm, West Rolstone Court, West Rolstone Rd Hewish**  
Removal of condition 4 (Use as Holiday lets) of permission 06/P/0922/F (Conversion of two existing barns into 4 no holiday accommodation and 1 no agricultural workers dwelling. Construction of agricultural buildings for livestock, silage and fodder.) To allow use of buildings as 4 No. residential dwellings.

**Resolved** – To object on the basis this goes against the previous condition and there is no evidence provided as to why it is no longer viable as a holiday let, it is outside the settlement boundary in an unsustainable location and there is no evidence assessing the viability and safety of further permanent residential development in a flood plain.

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

**057/22 To note the following applications (agenda item 5).**

- (ii) **22/P/2239/TEN Land at Boulters Yard Summer Lane Banwell**  
Notification under Regulation 5 of the Electronic Communications Code of the intention to install electronic communication apparatus, works to include: Removal of 3no. Antenna at 14.3m to be replaced with 3no. new Antenna at 14.3m, removal of 6no. MHA, installation of 3no. Active Routers and 3no. MHAs, installation of GPS Node at 3m on gantry pole, removal of SAMI cabinet inside cabin, installation of cooling unit within cabin and installation of new 6115 rack and ERS rack inside cabin.

This application was noted

**058/22 To note planning decisions – (agenda item 6)**

- (i) **21/P/0223/FUL Land South Of Wolvershill Road Banwell**  
Variation of Condition 8 (Noise Mitigation) of approved application 16/P/2744/OT2 (Outline planning application with Environmental Statement with all matters reserved for subsequent approval for a residential development of up to 250 dwellings and associated infrastructure) to allow the noise bund to be delivered in 2 phases. **APPROVE WITH LEGAL AGREEMENT**
- (ii) **22/P/1810/TRCA 25 Church Street Banwell North Somerset BS29 6EA**  
T1 & T2 - Crown reduce by 1.5m. **NO OBJECTION**
- (iii) **22/P/1691/AOC Kings Field Land Off Moor Road Banwell North Somerset**  
Discharge Condition No.7 (Anchoring of Caravan) and No.8 (Flood Warning and Evacuation Plan) on application 20/P/2666/FUL. **APPROVE**
- (iv) **22/P/1152/FUH 3 Littlefields Road Banwell North Somerset BS29 6BH**  
Proposed west facing mansard dormer to the existing loft conversion, and an east facing pitched dormer. Removal of existing chimney and erection of a lean to conservatory to the rear elevation. **APPROVE**

**059/22 Date of the next meeting (agenda item 7)**

Planning Committee Meeting Monday 7<sup>th</sup> of November 2022 7pm at Banwell Youth & Community Centre

**The Chairman closed the meeting at 19:15**

.....Chairman

.....Date

## To pass a resolution to sign up to the civility and respect pledge

### Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

[The Civility and Respect Project releases a new video to encourage councils to take the pledge - News \(nalc.gov.uk\)](https://www.nalc.gov.uk/news/the-civility-and-respect-project-releases-a-new-video-to-encourage-councils-to-take-the-pledge)

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

| Statement   | Tick to agree |
|---|---------------|
| Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role. |               |
| Our council has put in place a training programme for councillors and staff   |               |
| Our council has signed up to Code of Conduct for councillors  |               |
| Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.   |               |
| Our council will commit to seeking professional help in the early stages should civility and respect issues arise.  |               |
| Our council will commit to calling out bullying and harassment when if and when it happens.   |               |
| Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme  |               |
| Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.                              |               |

### **Breakthrough Communications Training (more details are available through the link on the training agenda item).**

Resilience and Emotional Intelligence — What it means in practice for clerks and council officers £30

Leadership in Challenging Situations — Dealing with challenging situations and working with others effectively. £30

Respectful social media — How to deal with attacks and negative engagement £30.

## Clerks Report

### **i) Public Room Initiative**

Due to start 13<sup>th</sup> October. The Scout Building will be split into two sections. 1. Workspace with access to laptops and free Wi-Fi. 2. Seated area to include a games table. The kitchen shutter will be closed to encourage people to help themselves to tea and coffee.

### **ii) Christmas Market**

We already have 12 stalls signed up and the Scout have agreed to do light lunch items, mulled wine and mince pies in the Scout Hut.

### **iii) Works to Youth & Community Centre**

- **Fence** - The missing panels and rotten posts have been fitted and painted.
- **Redecoration of YCC** - This began on the 10<sup>th</sup> of October and is likely to take 4 weeks.
- **LED lights** - The kitchen and top office emergency lights have now been fitted.
- **Fire Extinguisher checks** - Completed
- **Calor Gas** - Are now invoking a three months' notice period and a charge of £250. This has been queried given we are out of contract with them. The Planning permission has been submitted but will take at least 4/5 weeks as it still hasn't been registered.

### **To discuss the request from residents of Cowleaze path for a dog bin.**

We have had the following request from Cowleaze Path: "I would like to request a dog bin (bins) on our estate. As more people are moving in, more dogs are. Unfortunately, there are no dog bins so people are leaving dog waste bags on the floor, and dog waste on the floor, or they're dumping their dog waste into skips on site, meaning the site smells awful and looks bad".

There are currently approximately 96 properties on Cowleaze Path (Banwell) with a further approximately 236 properties further in.

I investigated speaking to North Somerset who collect in the estate on the other side of the main road but they have no additional capacity.

### **Options**

#### **Repositioning of bin(s).**

Currently we have one / two bins which could be moved.

- Riverside Play Area (least used bin)
- Elborough a bin is positioned at Hill End (only 14 properties are in Banwell PC) it is used by residents at Elborough which is now in Hutton Parish Council.

Cost to Parish Council £0 although a suitable site (s) will need to be found and permission for erection on a sign / post or put in a new pole which may have a cost.

#### **Provide a new bin(s)**

New bin(s) approximately £339 each but this does not include fitting (as above) and additional annual collection £269.10 per bin

**Recommendation:** The new roads be assessed for suitable location for dog bins in consultation with the requesting resident in relation to common dog walking locations. Also, with local residents who often have concerns about dog bin locations near their properties. A report to be submitted to the Parish Council's November meeting.

|              | Area 1  | Area 2  | Area 3   | Comments  | Annual Cost       |
|--------------|---|---|--|---|-------------------|
|              | <b>Eighteen times a year</b> - Banwell Recreation Ground, Westfield Road including the fenced toddler area. Riverside Green including the fenced areas. The field behind the Youth & Community Centre (located at the bottom of the West Street car park) including the area at the bottom of the field within the post and rail fence and the area at the front of the building. | <b>Four times a year</b> - Knightcott bank (the bank on the south side of Knightcott Road adjacent to the Recreation Ground) and small grassed areas at; Castle Hill (opposite the castle), High Street Bank (between 71 and 95), Knightcott (fenced area between Boulters & Knightcott Motors) & corner of entrance to Wolvershill Park. | <b>Four times a year</b> - Strim Golling Lane (footpath between Wolvershill Road and Moor Road) and flower beds located on Knightcott Road and Wolvershill Road. |   |                   |
| Contractor 1 | £ 4,500.00  | £ 920.00  | £ 880.00   | Current contractor. Refers Hutton PC & St Georges PC                                    | £ <b>6,300.00</b> |
| Contractor 2 | £ 7,725.00  | £ 900.00  | £ 950.00   | Beginning to shift from petrol powered equipment. Ref:Blagdon and Stables Business Park | £ <b>9,575.00</b> |
| Contractor 3 | Chewton Tree and Garden' chose not to tender  |   |  |   |                   |
| Contractor 4 | Greenways' chose not to tender  |   |  |   |                   |

Budget for Recreation Ground project £21,727.03

|                     |                                   | Inclusive Roundabout                         | Toddler bowl                 | Litterbins x 2                        | Goal posts | Installation | Move picnic table for roundabout for accessibility | Other   | Subtotal | Discount / Additional comments   | GRAND TOTAL - Budget £21,145 |
|---------------------|-----------------------------------|--|------------------------------|---------------------------------------|------------|--------------|--|---------|----------|--|------------------------------|
| <b>Contractor 1</b> | Equipment                         | 6296.9                                       | 1692                         | 719                                   | 3948       |              | 240  |         | 0        | 12895.9  |                              |
|                     | Installation                      |  | 702.55                       |                                       | 720        | 10,445       |  |         |          | 11867.55   |                              |
|                     | Comments                          |  | 110L                         | 5 aside                               |            |              |  |         |          | Local Compay   | <b>24763.45</b>              |
| <b>Contractor 2</b> | Equipment                         | 6500   | 720                          | 788.54                                | 2000       |              | 0  | 2255.92 | 12264.46 | 4138.25  |                              |
|                     | Installation                      | 1400   | 350                          | 167.34                                | 160        | 3910.13      | 282.14   | 1685.35 | 7954.96  |  |                              |
|                     | Comments                          |  | 90L                          | V Small                               |            |              | Approx as split with Riverside.                    |         |          | Dependent on both projects. Reported expensive parts for ongoing maintenance | <b>16081.17</b>              |
| <b>Contractor 3</b> | Equipment                         | 12505.68                                     | 2975.5                       | 2348.8                                | 3286.27    |              |  | 550     | 21666.25 |  |                              |
|                     | Installation                      | 6013.43                                      |                              | 0                                     | 717        |              | 274  | 1881.97 | 8886.4   |  |                              |
|                     | Comments                          | Not quoted added seesaw from Riverside quote | 110L R Plastic - wood effect | Like for like replacemem ent 11 aside |            |              | Not quoted estimated                               |         |          | Quote not fit for purpose not within budget even with goal posts removed.    | <b>30552.65</b>              |
| <b>Contractor 4</b> | Equipment                         | 7392   | 2109                         | 770                                   | 5556       |              |  | 981.34  | 16808.34 | 6235.46  |                              |
|                     | Installation                      | 5655.67                                      | 1478.5                       | 364.8                                 | 1292.7     |              | 299.85   | 1335.6  | 10427.12 |  |                              |
|                     | Comments                          |  | 90L                          | 5 aside                               |            |              |  |         |          | Reported poor aftersales service   | <b>21000</b>                 |
| <b>Contractor 5</b> | Playinnovation chose not to quote |  |                              |                                       |            |              |  |         |          |  |                              |

Budget for Riverside project £39,288.76

| Contractor | Multi-play                        | Todler 1 (see saw)     | Toddler 2                | Toddler 3     | Picnic Table         | Litterbin x 1        | Inclusive seat               | Move bench and reinstall | Installation     | Other                           | Subtotal    | Discount / Additional comments  | GRAND TOTAL - Budget<br>£21,145 |
|------------|-----------------------------------|------------------------|--------------------------|---------------|----------------------|----------------------|------------------------------|--------------------------|------------------|---------------------------------|-------------|---|---------------------------------|
| 1          | Equipment<br>20029                | 3394.38                | 1019.38                  | 450           | 825                  | 359.5                | 575                          |                          |                  | 0                               | £ 26,652.26 |   |                                 |
|            | Installation<br>125               |                        |                          | 370           |                      |                      | 50                           | 240                      | 13271            |                                 | £ 14,056.00 |   |                                 |
|            | Comments                          | see-saw                | Sensary Topiary Springer |               |                      | 110L                 |                              |                          |                  |                                 |             | Local Compay  | <b>£ 40,708.26</b>              |
| 2          | Equipment<br>22050                | 4210                   | 3530                     | 720           | 1400                 | 394.27               | 972                          | 0                        |                  | 2255.915                        | £ 35,532.19 | £ 4,138.25  |                                 |
|            | Installation<br>2209              | 494                    | 765                      | 350           | 368.77               | 83.67                |                              | 351                      | 2170.08          | 1685.35                         | £ 8,476.87  |   |                                 |
|            | Comments                          | see-saw                | Toddler play line        | Spinner bowl  |                      | 90L                  | Not quoted estimated         | Not quoted estimated     |                  | Approx as split with Riverside. |             | Discount dependent on both projects, expensive parts, made of recycled plastic similar to rec picnic tables | <b>£ 39,870.81</b>              |
| 3          | Equipment<br>16348.76             | 2975.5                 | 1302.72                  | 15139.45      | 1196.5               | 2348.8               | 1526.4                       |                          |                  | 700                             | £ 41,538.13 | £ -   |                                 |
|            | Installation                      |                        |                          |               | 272.39               |                      |                              | 351                      | 11831.35         | 2736.25                         | £ 15,190.99 |   | <b>£ 56,729.12</b>              |
|            | Comments                          | see-saw                | springer                 | trimtrail     | Not quoted estimated |                      |                              | Not quoted estimated     |                  |                                 |             | Missing elements  |                                 |
|            | Equipment<br>11739.14             | 2276                   | 5308.99                  | 2984.46       | 1196.5               | 2348.8               | 1526.4                       |                          |                  | 700                             | £ 28,080.29 | £ -   |                                 |
|            | Installation                      |                        |                          |               | 272.39               |                      |                              | 351                      | 12886.09         | 2419.96                         | £ 15,929.44 |   | <b>£ 44,009.73</b>              |
|            | Comments                          | Not clear what this is | w see-saw                | Trimtrail     | Climbing Wall        | Not quoted estimated | 110L R Plastic - wood effect | Not quoted estimated     | All rubber mulch |                                 |             | Wood - Quote not fit for purpose  | Overbudget                      |
| 4          | Equipment<br>18995                | 3020                   | 5795                     | 1311          | 939                  | 385                  | 750                          | 299.85                   |                  | 1991.89                         | £ 33,486.74 | £ 10,330.29   |                                 |
|            | Installation<br>9087.4            | 1403                   | 2398                     |               | 176                  | 101                  | 13.2                         | 81.4                     | 976.8            |                                 | £ 14,236.80 |   | <b>£ 39,000.00</b>              |
|            | Comments                          | see-saw                | Trimtrail                | Sensory Totem |                      | 90L                  |                              |                          |                  |                                 |             | Reported poor aftersales service/ expensive parts.  | <b>£ 37,393.25</b>              |
| 5          | Playinnovation chose not to quote |                        |                          |               |                      |                      |                              |                          |                  |                                 |             |   |                                 |

Date 10<sup>th</sup> October 2022

Time 1200pm midday


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



Nick Manley



| Seat              | Type of bench             | Condition | Area | Comments   | Date |
|-------------------|---------------------------|-----------|------|--|------|
| Car Park West St. | Metal                     | 1         | 1    |   |      |
| School West st.   | Metal body / wooden slats | 1         | 1    |  |      |



|                          |                                  |          |          |  |  |  |
|--------------------------|----------------------------------|----------|----------|--|--|--|
| <p>Memorial West St.</p> | <p>Metal body / wooden slats</p> | <p>1</p> | <p>1</p> |   |  |  |
| <p>Castle Hill</p>       | <p>Metal body / wooden slats</p> | <p>1</p> | <p>2</p> |  |  |  |

Area around bench might need cutting back

|                       |                           |   |   |  |  |  |
|-----------------------|---------------------------|---|---|--|--|--|
| Bow bridge, Riverside | Metal body / wooden slats | 1 | 1 |    |  |  |
| Riverside green 1     | Metal                     | 1 | 1 |  |  |  |




|                   |         |   |   |  |  |  |
|-------------------|---------|---|---|--|--|--|
| Riverside green 2 | Plastic | 1 | 1 |    |  |  |
| Riverside green 3 | Plastic | 1 | 1 |  |  |  |


|                   |         |   |   |  |  |  |
|-------------------|---------|---|---|--|--|--|
| Riverside green 4 | Plastic | 1 | 1 |    |  |  |
| Riverside green 5 | Wooden  | 1 | 1 |  |  |  |

|                    |                           |   |   |   |  |  |
|--------------------|---------------------------|---|---|---|--|--|
| Golling Lane       | Metal body / wooden slats | 1 | 1 |   |  |  |
| Wolvershill Park   | Metal body / wooden slats | 2 | 2 |  <p data-bbox="1128 1145 1957 1209">Area might need a cut back as weeds / bramble growing to right hand side of bench</p> |  |  |
| Knightcott Gardens | Wooden                    | 1 | 1 | NO PIC AS BENCH OCCUPIED  |  |  |



|                     |                           |   |   |  |  |  |
|---------------------|---------------------------|---|---|--|--|--|
| Knightcott Motors   | Wooden                    | 2 | 1 |    |  |  |
| Recreation Ground 1 | Metal body / wooden slats | 3 | 1 |  <p data-bbox="1128 1118 1391 1152">2 slats need replacing</p> |  |  |



|                     |                           |   |   |   |  |  |
|---------------------|---------------------------|---|---|---|--|--|
| Recreation Ground 2 | Metal body / wooden slats | 1 | 1 |     |  |  |
| Rec Picnic Bench 1  | Plastic                   | 1 | 1 |   |  |  |
| Rec Picnic Bench 2  | Plastic                   | 1 | 1 |  |  |  |


|                     |                 |   |   |  |  |  |
|---------------------|-----------------|---|---|--|--|--|
| Rec Picnic Bench 3  | Plastic         | 1 | 1 |    |  |  |
| Rec. toddler area 1 | Metal with back | 1 | 1 |   |  |  |
| Rec. toddler area 2 | Metal seat      | 1 | 1 |  |  |  |

|                            |                         |   |   |  |  |  |
|----------------------------|-------------------------|---|---|--|--|--|
| Rec. toddler area picnic 1 | Plastic                 | 2 | 1 |    |  |  |
| Rec. toddler area picnic 2 | Plastic                 | 1 | 1 |   |  |  |
| The Quarry                 | Half tree trunk – Solid | 2 | 4 |  |  |  |

Burn marks on table


|                       |                         |   |   |  |  |
|-----------------------|-------------------------|---|---|--|--|
|                       |                         |   |   | Area needs cutting. Bench cannot be see it from the stile.                           |  |
| Eastermead Lane       | Half tree trunk – Solid | 1 | 4 |   |  |
|                       |                         |   |   | Area needs cutting   |  |
| The Cemetery 1 Hebden | Wooden                  | 1 | 1 |  |  |

|                         |        |   |   |  |  |  |
|-------------------------|--------|---|---|--|--|--|
| The Cemetery 2 Molton   | Wooden | 3 | 1 |    |  |  |
|                         |        |   |   | Bench fine but varnish deteriorated  |  |  |
| The Cemetery 3 Catholic | Wooden | 2 | 1 |  |  |  |

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

Date 11/10/22 Time P.M.

Inspection by Paul Blatchford

|   | Location of Bus Shelter  | Condition | Comments   |
|---|--|-----------|--|
| 1 | A370 (between the entrances to Silvermoor Rd and West Rolstone Rd) BPC | 2         |  <p data-bbox="1576 256 1839 288">Ivy starting to get in</p> |
| 2 | A371 Elborough Hill (opposite Banwell Road) NS                         | 1         | Good   |
| 3 | Knightcott Road (Opposite Summer Lane) BPC                             |           | Cllr Adams to inspect  |
| 4 | Knightcott Road (Opposite Well Lane) BPC                               |           | Cllr Adams to inspect  |
| 5 | Knightcott Road (By Knightcott Motors) BPC                             | 1         | Good   |
| 6 | Knightcott Road (By Westfield Road) (BPC)                              | 2         |  |

|   |   |   |   |  |
|---|---|---|---|--|
|   |   |   |    | <p>Fallen branch to right hand side, weeds to edge of roof</p> |
| 7 | <p>Knightcott Road<br/>(Opposite Westfield Road) NS</p> | 1 | <p>Good</p>   |  |
| 8 | <p>West Street (in front of the school) NS</p>          | 1 |  | <p>Ivy starting to get in, foliage growing above roof</p>      |

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

Date: 11/10/22 Time: P.M. 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:









Time:

**GRIT BINS**

Inspection by

|                          |                                       |  |                      |               |
|--------------------------|---------------------------------------|--|----------------------|---------------|
| <b>Condition Scoring</b> | 1 = Good                              |  | <b>Level Scoring</b> | 1 = Full      |
|                          | 2 = Fair                              |  |                      | 2 =           |
|                          | 3 = Some attention needed             |  |                      | 3 = Half Full |
|                          | 4 = Work required                     |  |                      | 4 =           |
|                          | 5 = Dangerous needs immediate removal |  |                      | 5 = Empty     |




|   | LOCATION           |   | CONDITION | LEVEL | COMMENTS   |
|---|--------------------|---|-----------|-------|--|
| 1 | Knightcott Park    |    | 2         | 2/3   | Bin condition fair but grit very compacted/ solid- unable to break. May need attention |
| 2 | Knightcott Gardens |    | 2         | 1     | No issues  |
| 3 | Westfield Road     |     | 2         | 3     | No issues, may need topping up   |
| 4 | Greenfields Avenue |     | 2         | 2     | No issues  |
| 5 | North Road         |    | 2         | 2     | Crack to right corner but not impeding function  |
| 6 | Littlefields Road  |     | 1         | 1     | Grit very compacted/ solid. May need attention   |

|    |                   |  |            |            |   |
|----|-------------------|--|------------|------------|---|
| 7  | Littlefields Rise |   | 2          | 1          | Grit very compacted/ solid. Needs breaking up?  |
| 8  | Cart Wash         |   | 3          | 2          | Functional bin but not cosmetically not great. Grit very compacted and hard, may need attention   |
| 9  | Ship Inn Car Park | Bin 1<br><br>Bin 2<br> | 1<br><br>2 | 2<br><br>2 | New bin, no issues.<br><br>Older style bin but still functional. Bags of grit rather than loose<br><br>Both bins are together with one obstructing the other though it is still possible to access the rear one. Unsure why there are 2 sited together? |
| 10 | Wint Hill         |   | 4          | 2          | Bin condition fine but tipping back/unsteady on slope   |
| 11 | School Close      |   | 2          | 2          | Condition fine  |
| 12 | Wolvershill Road  |   | 2          | 1          | Grit very compacted and hard  |
| 13 | Bridewell Lane    |   | 2          | 3          | Grit very compacted and hard  |

Date:

Time:

Inspection by:

| Location             | Score  | Comments   |
|----------------------|--|--|
| Recreation Ground 1  | 3<br>   | Some rust, lid in place but slightly wobbly/bent. Functional but cosmetically not great. |
| Recreation Ground 2  | 3<br>  | Functional but cosmetically not great. Rusty and Lid missing leaving 2 bare props.       |
| West Street Car-Park | 1<br> | Good bin, no issues  |
| Riverside 1          | 1<br> | Bin in reasonable condition, no issues   |
| Riverside 2          |  |  |

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

**To discuss the Football Club request to use Riverside Green for parking for their Halloween / Fireworks evening on the 29<sup>th</sup> October**

Banwell FC are holding a Halloween / Firework evening on Saturday 29<sup>th</sup> October. They are requesting Riverside Green for parking for the event. The gates are opening at 4pm the bonfire will be lit around 7pm with the fireworks taking place at 7.45pm. They anticipate that it will be a fully booked event with around five hundred people in attendance.

Whilst pre covid they used their own premises then given that there is no lighting at all on the rear fields nor is there any lighting on the pathway from the rear field to the club house area. Also, they are concerned about the health and safety issue, of people having to walk past the fireworks display which this year is being placed on the rear field.

They are hoping that if they can use Riverside Green that this would mean that there is lighting and that people can make their way into the event on tarmac roads making it more accessible for people with mobility issues.

The Met Office medium range forecast for the UK from the 16<sup>th</sup> - 25<sup>th</sup> October is (I will provide another update on the 17<sup>th</sup>):

At the start of the period, clear or sunny spells are expected, interspersed with some showers that could be heavy and potentially thundery at times. These could also occasionally merge into longer spells of rain, especially in western areas. Through the rest of the period, the changeable weather is likely to persist as several bands of rain move across the country. In between these, some sunshine is possible along with occasional showers. The west is likely to see the greatest amount of rainfall, whereas the east will remain drier on average. Temperatures generally near normal throughout this period, though some chilly nights are possible. Winds are expected to be strong in association with the passing fronts.

**To discuss the proposal from North Somerset to replace all bollards on the chicanes for those which will bounce back up**

Below are the current bollards



The plan is to replace them with the ones to the far right. They will pop back up if hit and are able to be easily replaced if they are hit too many times.

**Bills for Payment - 26th September to the 11th October**  
**Banwell Parish Council**

| Method              | Payee                       | Details  | Net Amount        | VAT            | Gross Amount      | Comments         | Minute agreed | Power              |  |
|---------------------|-----------------------------|--|-------------------|----------------|-------------------|------------------|---------------|--------------------|--|
| <b>Already Paid</b> |                             |  |                   |                |                   |                  |               |                    |  |
| DD                  | Unity Trust Bank            | Manual Handling Charge   | £0.30             |                | <b>£0.30</b>      |                  | 086/22        | The Parish Council |  |
| BACS                | The Print Hive              | Signs for Riverside  | £10.00            | £2.00          | <b>£12.00</b>     |                  | H & S         |                    |  |
| BACS                | Breakthrough Communications | Communication & Compliance Hub   | £744.75           | £148.95        | <b>£893.70</b>    |                  | 142/22        |                    |  |
| DD                  | Mainstream                  | Phone and Broadband (DD 14.10.22)  | £157.96           | £31.60         | <b>£189.56</b>    |                  | 086/22        |                    |  |
| <b>To Pay</b>       |                             |  |                   |                |                   |                  |               |                    |  |
| DD                  | Npower                      | Streetlight Power  | £347.14           | £17.36         | <b>£364.50</b>    | Awaiting invoice | 086/22        |                    |  |
| DD                  | EDF                         | Electricity  | £157.00           |                | <b>£157.00</b>    |                  | 086/22        |                    |  |
| BACS                | J K Gardening               | Grass cutting @ Rec Ground & Knightcott Bank                                       | £141.75           |                | <b>£141.75</b>    |                  | 086/22        |                    |  |
| BACS                | J K Gardening               | Grass cutting @ Riverside  | £70.87            |                | <b>£70.87</b>     |                  | 086/22        |                    |  |
| BACS                | J K Gardening               | Grass cutting @ YCC  | £70.88            |                | <b>£70.88</b>     |                  | 086/22        |                    |  |
| BACS                | J K Gardening               | Grass cutting @ Banwell Cemetery   | £162.50           |                | <b>£162.50</b>    |                  | 086/22        |                    |  |
| BACS                | J K Gardening               | Village orderly  | £392.50           |                | <b>£392.50</b>    |                  | 086/22        |                    |  |
| BACS                | J K Gardening               | Removal of Riverside Play Area Fence   | £350.00           |                | <b>£350.00</b>    |                  | 95/22         |                    |  |
| BACS                | J K Gardening               | New Riverside Green Fence  | £399.00           |                | <b>£399.00</b>    |                  | H & S         |                    |  |
| BACS                | J K Gardening               | Environment Fee (Heal)   | £40.00            |                | <b>£40.00</b>     |                  | H & S         |                    |  |
| BACS                | J K Gardening               | Environment Fee (Bud-Husaim)   | £40.00            |                | <b>£40.00</b>     |                  | H & S         |                    |  |
| BACS                | Ambience Landscape          | Dog Bin emptying   | £448.50           | £89.70         | <b>£538.20</b>    |                  | 086/22        |                    |  |
| BACS                | Insight Cleaning            | YCC Cleaning   | £192.00           |                | <b>£192.00</b>    |                  | 086/22        |                    |  |
| BACS                | YMCA                        | Programme costs  | £405.00           |                | <b>£405.00</b>    |                  | 086/22        |                    |  |
| BACS                | Banwell Parish News         | 2 posters  | £50.00            |                | <b>£50.00</b>     |                  | Admin         |                    |  |
| BACS                | SLCC                        | Clerk Training   | £30.00            | £6.00          | <b>£36.00</b>     | 136/22 (viii)    |               |                    |  |
| BACS                | SLCC                        | Clerk National Conference  | £414.00           | £65.80         | <b>£479.80</b>    | Agenda Item      |               |                    |  |
| BACS                | Gallagher                   | Insurance  | £2,027.29         |                | <b>£2,027.29</b>  | 81/22 (ii)       |               |                    |  |
| BACS                | DS Securities               | Call out for CCTV  | £65.00            | £13.00         | <b>£78.00</b>     | H & S            |               |                    |  |
| BACS                | Complete Weed Control       | Weed Spraying  | £424.00           | £84.80         | <b>£508.80</b>    | Agenda Item      |               |                    |  |
| BACS                | Neil Merrick                | Food Club expenses   | £54.04            |                | <b>£54.04</b>     | Grant Awarded    |               |                    |  |
| BACS                | Clerk Expenses              | Paint, brushes, buckets for fencing  | £83.12            | £13.88         | <b>£108.41</b>    | H & S            |               |                    |  |
| DD                  | Loyds Bank PLC              | Multipay charge & costs (zoom, monthly fee, grant items, defibs, signs, bookcases) | £381.99           |                | <b>£381.99</b>    | Awaiting invoice | 086/22        |                    |  |
| SO                  | Officer Salaries            | Officer Salaries (SO 26.10.22)   | £2,218.23         |                | <b>£2,218.23</b>  |                  | 086/22        |                    |  |
| DD                  | Nest                        | Pension contributions (DD 26.10.22)  | £166.76           |                | <b>£166.76</b>    |                  | 086/22        |                    |  |
| DD                  | North Somerset              | Waste Collection (DD 01.11.22)   | £9.50             |                | <b>£9.50</b>      |                  | 086/22        |                    |  |
| DD                  | Cathedral Leasing Limited   | Clinical waste Collection (DD 03.11.22)  | £129.99           | £26.00         | <b>£155.99</b>    |                  | 086/22        |                    |  |
| BACS                | HMRC                        | PAYE and NI for Sept (12.11.22)  | £689.87           |                | <b>£689.87</b>    | 086/22           |               |                    |  |
| <b>Totals</b>       |                             |  | <b>£10,118.89</b> | <b>£348.14</b> | <b>£10,478.44</b> |                  |               |                    |  |

## Banwell Parish Council

### Net Position by Cost Centre and Code

#### Cost Centre Name

#### Cemetery & Memorials

| Code | Title                      | Bal. B/Fwd. | Receipts |        | Payments        |                  | Current Balance |
|------|----------------------------|-------------|----------|--------|-----------------|------------------|-----------------|
|      |                            |             | Budget   | Actual | Budget          | Actual           | Budget          |
| 101  | Cem Grass Cutting          |             |          |        | 1,950.00        | 975.00           | 975.00          |
| 102  | Cem paths / trees / garder |             |          |        | 200.00          |                  | 200.00          |
| 103  | Cem making up graves       |             |          |        | 200.00          |                  | 200.00          |
| 104  | Cemetery / Memorial Main   |             |          |        | 5,000.00        |                  | 5,000.00        |
| 105  | Env Fee                    |             |          |        |                 | 160.00           | -160.00         |
| 106  | Cemetery software          |             |          |        | 380.00          | 375.00           | 5.00            |
|      |                            |             |          |        | <b>7,730.00</b> | <b>£1,510.00</b> | <b>6,220.00</b> |

#### Cemetery Income

| Code | Title           | Bal. B/Fwd. | Receipts        |                  | Payments |                | Current Balance  |
|------|-----------------|-------------|-----------------|------------------|----------|----------------|------------------|
|      |                 |             | Budget          | Actual           | Budget   | Actual         | Budget           |
| 110  | Cemetery Income |             | 3,500.00        | 1,991.96         |          | 220.00         | -1,728.04        |
|      |                 |             | <b>3,500.00</b> | <b>£1,991.96</b> |          | <b>£220.00</b> | <b>-1,728.04</b> |

#### Clerk & Administration

| Code | Title                    | Bal. B/Fwd. | Receipts         |                  | Payments         |                   | Current Balance  |
|------|--------------------------|-------------|------------------|------------------|------------------|-------------------|------------------|
|      |                          |             | Budget           | Actual           | Budget           | Actual            | Budget           |
| 201  | Salary & NI              |             |                  | 1,963.98         | 34,500.00        | 20,018.37         | 16,445.61        |
| 202  | Clerk pension            |             |                  |                  | 800.00           | 1,073.70          | -273.70          |
| 203  | Advertising              |             |                  |                  | 500.00           | 225.00            | 275.00           |
| 204  | Insurance                |             |                  |                  | 1,933.12         |                   | 1,933.12         |
| 205  | Subscriptions inc ALCA & | 205.00      |                  |                  | 1,800.00         | 2,246.13          | -241.13          |
| 206  | Audit Fee                |             |                  |                  | 950.00           | 650.00            | 300.00           |
| 207  | Legal Costs              |             |                  |                  | 600.00           |                   | 600.00           |
| 208  | Training Officers        | 236.00      |                  |                  | 650.00           | 300.00            | 586.00           |
| 209  | Training Councillor      |             |                  |                  | 600.00           | 72.44             | 527.56           |
| 210  | Grants & Donations       | 500.00      |                  |                  | 4,000.00         | 3,977.00          | 523.00           |
| 211  | Chairmans Allowance      |             |                  |                  | 250.00           | 67.66             | 182.34           |
| 213  | Bank Charges             |             |                  |                  | 200.00           | 82.05             | 117.95           |
| 214  | Covid-19 food bank       | 1,615.57    |                  | 659.00           | 500.00           | 783.91            | 1,990.66         |
| 215  | Risk Assessments         | 99.00       |                  |                  | 150.00           |                   | 249.00           |
| 218  | Jubilee                  |             |                  | 2,135.00         |                  | 2,261.75          | -126.75          |
|      |                          |             | <b>£2,655.57</b> | <b>£4,757.98</b> | <b>47,433.12</b> | <b>£31,758.01</b> | <b>23,088.66</b> |

#### Environment

| Code | Title                    | Bal. B/Fwd. | Receipts          |                  | Payments         |                  | Current Balance  |
|------|--------------------------|-------------|-------------------|------------------|------------------|------------------|------------------|
|      |                          |             | Budget            | Actual           | Budget           | Actual           | Budget           |
| 301  | Allotment                |             | 1,647.88          | 1,647.88         | 1,647.88         | 1,647.88         |                  |
| 302  | Env Grass Cutting        |             |                   |                  | 1,650.00         | 670.22           | 979.78           |
| 303  | Env Hedge / Fence / Tree | 30.00       |                   |                  | 300.00           | 200.00           | 130.00           |
| 304  | Village Orderly          |             | 435.81            |                  | 4,710.00         | 2,355.00         | 1,919.19         |
| 305  | Dog Bins                 |             |                   |                  | 4,800.00         | 2,691.00         | 2,109.00         |
| 306  | Env Maintenance / Inspec |             |                   |                  | 2,500.00         | 74.00            | 2,426.00         |
| 307  | Env Projects             |             |                   | 7,149.52         | 3,000.00         | 538.87           | 9,610.65         |
| 308  | Env Grant                | 8,701.61    | 7,149.00          |                  | 1,000.00         | 600.00           | 1,952.61         |
| 309  | Riverside Project        | 5,560.00    |                   |                  | 10,000.00        |                  | 15,560.00        |
|      |                          |             | <b>£14,291.61</b> | <b>£8,797.40</b> | <b>29,607.88</b> | <b>£8,776.97</b> | <b>34,687.23</b> |

#### Highways

| Code | Title                     | Bal. B/Fwd. | Receipts |        | Payments         |                   | Current Balance |
|------|---------------------------|-------------|----------|--------|------------------|-------------------|-----------------|
|      |                           |             | Budget   | Actual | Budget           | Actual            | Budget          |
| 401  | Street light power        |             |          |        | 1,800.00         | 1,739.26          | 60.74           |
| 402  | Street light maintenance  |             |          |        | 3,500.00         | 2,625.00          | 875.00          |
| 403  | Street light upgrade      |             |          |        | 8,250.00         | 8,870.00          | -620.00         |
| 404  | Highways related projects |             |          |        | 1,000.00         | 181.90            | 818.10          |
|      |                           |             |          |        | <b>14,550.00</b> | <b>£13,416.16</b> | <b>1,133.84</b> |

#### Income

| Code | Title       | Bal. B/Fwd. | Receipts |        | Payments |        | Current Balance |
|------|-------------|-------------|----------|--------|----------|--------|-----------------|
|      |             |             | Budget   | Actual | Budget   | Actual | Budget          |
| 501  | Misc Income |             | 100.00   | 49.52  |          |        | -50.48          |

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 |                  | 110,785.00        | 110,785.00         |                  |                  |
| 503 VAT            |                  |                   | 1,093.37           |                  | 1,093.37         |
| 504 CIL            | 2,911.22         | 6,000.00          |                    | 2,658.76         | -5,747.54        |
|                    | <b>£2,911.22</b> | <b>116,885.00</b> | <b>£111,927.89</b> | <b>£2,658.76</b> | <b>-4,704.65</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         |                    |                  |                | 2,000.00         | 74.45            | 1,925.55               |
| 603         | Rec Tree & Fence Work   |                    |                  |                | 300.00           | 1,460.00         | -1,160.00              |
| 604         | Rec Inspections         |                    |                  |                | 350.00           | 136.00           | 214.00                 |
| 605         | Rec Play Equipment & Be |                    | 20,000.00        | 700.00         | 20,000.00        | 909.00           | -209.00                |
|             |                         |                    | <b>20,000.00</b> | <b>£700.00</b> | <b>24,350.00</b> | <b>£3,429.95</b> | <b>1,620.05</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               |                    |                 | 3,819.00         | 12,000.00        | 3,165.00         | 12,654.00              |
| 702         | YCC repairs & maintenanc  |                    |                 | 95.00            | 3,000.00         | 1,508.46         | 1,586.54               |
| 703         | YCC CCTV                  |                    |                 |                  | 1,000.00         |                  | 1,000.00               |
| 704         | YCC Electricity           |                    |                 |                  | 1,000.00         | 281.98           | 718.02                 |
| 705         | YCC Gas                   |                    |                 |                  | 1,000.00         | 591.45           | 408.55                 |
| 706         | YCC water                 | 600.00             |                 |                  | 600.00           |                  | 1,200.00               |
| 707         | YCC waste                 |                    |                 |                  | 500.00           | 316.98           | 183.02                 |
| 708         | YCC cleaning & supplies   |                    |                 |                  | 2,700.00         | 1,275.00         | 1,425.00               |
| 709         | Office Equipment inc Web  | 325.00             |                 |                  | 3,000.00         | 730.46           | 2,594.54               |
| 710         | YCC phone & wifi          | 165.00             |                 |                  | 720.00           | 339.23           | 545.77                 |
| 711         | YCC Grass cutting         |                    |                 |                  | 900.00           | 425.28           | 474.72                 |
| 712         | YCC hedge, fence & tree \ |                    |                 |                  | 500.00           | 200.00           | 300.00                 |
| 713         | YCC grants & donations    |                    | 1,000.00        | 1,000.00         |                  |                  |                        |
| 714         | YCC income                |                    | 1,400.00        | 624.50           |                  |                  | -775.50                |
| 715         | YCC Booking software      |                    |                 |                  |                  | 348.00           | -348.00                |
|             |                           | <b>£1,090.00</b>   | <b>2,400.00</b> | <b>£5,538.50</b> | <b>26,920.00</b> | <b>£9,181.84</b> | <b>21,966.66</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                 |                    |                 |                | 9,000.00         | 2,835.00         | 6,165.00               |
| 802         | YC budget                   |                    |                 |                | 500.00           | 9.15             | 490.85                 |
| 803         | YC extraordinary activities |                    |                 |                | 1,200.00         |                  | 1,200.00               |
| 804         | YC Printer                  |                    |                 |                | 500.00           |                  | 500.00                 |
| 805         | YC subscriptions            |                    | 300.00          | 505.10         |                  |                  | 205.10                 |
| 806         | Tuck Shop                   |                    | 100.00          | 150.70         | 100.00           | 214.93           | -64.23                 |
| 807         | Youth Forum                 |                    |                 |                | 200.00           |                  | 200.00                 |
| 808         | Community Food Project C    | 2,083.80           |                 | 20.00          | 2,083.80         | 1,623.75         | 2,563.85               |
| 809         | Social Prescribing Commu    | 3,986.00           |                 |                | 3,986.00         | 992.35           | 6,979.65               |
|             |                             | <b>£6,069.80</b>   | <b>400.00</b>   | <b>£675.80</b> | <b>17,569.80</b> | <b>£5,675.18</b> | <b>18,240.22</b>       |

**NET TOTAL**

|                   |                   |                    |                   |                   |                   |
|-------------------|-------------------|--------------------|-------------------|-------------------|-------------------|
| <b>£27,018.20</b> | <b>152,417.69</b> | <b>£134,389.53</b> | <b>168,160.80</b> | <b>£76,626.87</b> | <b>100,523.97</b> |
|-------------------|-------------------|--------------------|-------------------|-------------------|-------------------|



## To approve the employment of an Administration & Planning Officer

### Investigations

- An apprentice, 30hrs a week
- An Administration & Planning Officer, 8hrs a week

### Findings

#### An apprentice

- 30 hours a week
- Would need a minimum of 6 hours training a week & 1 day in college a month
- Generally aged 16 - 18 years although could be any age.
- £4.18 an hour – approx. annual salary of £7500
- Concern of the impact of an apprentice on the Clerks time

#### An Administration & Planning Officer

- Initially 8hrs a week with scope to grow the role
- Already trained in Administration
- £10.63 – 11.73 an hour - approx annual salary £4420 - £4880

#### Informal recommendation from the Employment Committee

That an Administration & Planning Officer would be better suited to the PC at 8 hours a week with a view to growing the role. To include Tuesday & Thursday morning. Salary Grade Scale 7 to 12

Below are the following documents:

- Advert
- Job Description
- Person Specification
- Draft timetable for appointment

This is normally delegated to the Employment Committee but given the suggested tight deadlines and budget implications then it has been brought to full Council.

**Recommendation:** To hire an Administration & Planning Officer for 8 hours a week with a view to growing the role. To include Tuesday & Thursday morning. Salary Grade Scale 7 to 12 (depending on local council experience).

## Job Vacancy: Banwell Parish Council

### Administration & Planning Officer

Part time – approximately 8hrs a week to include Tuesday & Thursday morning  
Salary Grade Scale 7 to 12 (depending on local council experience)  
full-time equivalent of £20,092 to £22,183 (£10.63 - £11.73 per hour)  
Some other evening & weekend work in Banwell will be required.

Banwell Parish Council is a progressive, ambitious council wanting to more fully engage with our community to develop environmentally and financially sustainable local services and a resilient, inclusive community. We are looking for a resourceful and innovative individual, who is able to support the current officers with the great work that is going on locally, to join us in the newly created post of **Administration & Planning Officer**.

The Administration & Planning Officer will be responsible for providing administrative support to the Clerk, Councillors and the Parish Council team on a variety of duties. These duties include clerking the Planning Committee and Youth & Community Centre Committee. They will also provide day to day assistance the Parish Clerk in producing information required for making decisions and working with other organisations to ensure that the needs of the Parish are being effectively met. Given this is a new role there may be a possibility for role expansion.

This new role will help us;

- Administer the Planning and Youth & Community Centre Committees
- Run the facilities, services and events provided by the Council
- Run Parish Council projects and initiatives
- Identify new Parish Council projects & initiatives
- Raise the profile of Banwell as a place including our vibrant local voluntary sector

Interested? Then visit the PC website [www.banwellparishcouncil.org.uk](http://www.banwellparishcouncil.org.uk) for more information and an application pack or email Liz Shayler, our Parish Clerk, at [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk)

Closing date for applications: Midday Friday 18<sup>th</sup> November 2023.

Interviews will be held the week beginning 28<sup>th</sup> November at Banwell Youth & Community Centre.



## Job Description

### Job Title: Administration & Planning Officer

Part time – approximately 8hrs a week

Salary Grade Scale 7 to 12 (depending on local government experience)

full-time equivalent of £20,092 to £22,183 (£10.44 - £11.53 per hour)

Some other evening & weekend work in Banwell will be required.

### Main Purpose of Job:

The Admin & Planning Officer will be responsible for providing administrative support to the Clerk, Councillors and the Parish Council team on a variety of duties. These duties include clerking the Planning and Youth & Community Centre Committee. The Admin Assistant will also provide day to day assistance with keeping records up to date on the website, and general administration in relation to the Youth & community Centre. Given this is a new role there may be a possibility for role expansion.

### Working Relationships:

The Administration and Planning Officer has contact with: Internally, the Clerk, Communications Officer and Councillors. Externally, North Somerset, surrounding Parish Councils, local groups, organisations, businesses, residents and suppliers of goods and services to Banwell Parish Council.

### Main Duties & Responsibilities

1. Responsible for managing the Councils timely response to planning applications and maintaining records. This involves ensuring the administration of the Planning Committee, including preparation of the agenda and supporting paperwork and taking the minutes of the monthly evening Committee meetings.
2. General office administration including responding to queries, complaints and requests for information via telephone calls and emails from members of the public and councillors, promoting good public relations for the Parish Council and referring non routine enquiries to the Parish Clerk.
3. Assist with the preparation of accounts and financial matters and to produce and distribute pre-defined reports from that system, specifically showing utilisation, booking and financial performance in relation to the Youth & Community Centre Committee.
4. To report to the Parish Clerk on any maintenance or other matters, including security, that require action.
5. To obtain quotes and place orders for supplies and works as instructed by the Parish Clerk
6. To undertake tasks and actions as delegated by the Parish Clerk and attend any events of the Council, which may be out of normal office hours, if required.
7. To participate in the organisation and project management of events and functions as directed/requested.
8. To undertake such other duties and responsibilities, including minuting meetings, commensurate with the level of the post and in accordance with the job purpose, as required by the Parish Clerk.
9. As part of the Council's administrative team providing occasional administration duties and cover to ensure the continued operation of Banwell Parish Council.
10. To undertake training as and when required or requested including completion of ILCA
11. To work flexible hours when required to meet deadlines
12. To undertake other duties of a reasonable nature commensurate with the post



## PERSON SPECIFICATION

### Administration & Planning Officer

| CATEGORY                    | ESSENTIAL   | DESIRABLE  |
|-----------------------------|---|--|
| <b>Qualifications</b>       | <p>Educated to at least A level / BTEC / completed relevant apprenticeship or equivalent, including professional qualifications.</p> <p>Evidence of continual personal development</p>  | <p>Educated in business / administration or other relevant subject.</p>  |
| <b>Related Experience</b>   | <p>Previous administrative experience of a similar nature to the tasks specified for this role.</p> <p>Working in a public facing role with a customer focussed approach.</p> <p>Experience of working on your own initiative and as part of a team.</p>  | <p>Experience of engaging with residents and community groups or working within the public / voluntary sector</p> <p>Minute taking and servicing of committees.</p>  |
| <b>Skills and abilities</b> | <p>Excellent team working skills</p> <p>Excellent IT skills including the ability to use Microsoft Office.</p> <p>Strong interpersonal skills with an ability to liaise with a variety of different groups, bodies, organisations, individuals and stakeholders.</p> <p>Good communication, interpersonal and writing skills</p> <p>Excellent personal organisation and time management including ability to initiate, self motivate and work to tight deadlines with minimal supervision.</p> <p>To be willing and comfortable with learning new systems and adapting to changes with the growth of Parish Councils activities.</p> <p>Some experience of basic accounting functions</p> | <p>Aptitude for new technologies and computerised systems e.g., 'scribe'.</p> <p>A sound knowledge of how to effectively implement marketing, media and communications within a local authority context.</p> <p>Good presentation skills and the ability to speak confidently to a range of audiences</p> <p>Knowledge of social media and website content management.</p> |
| <b>Other Requirements</b>   | <p>Able to attend evening meetings when required (usually 1 evening a month).</p> <p>A positive outlook with a passion for the community.</p> <p>Willingness to commit to undertake ILCA and additional training including planning.</p>  |  |

**APPOINTMENT OF ADMINISTRATION & PLANNING OFFICER –**  
**DRAFT TIMETABLE**

Place advertisement – 18<sup>th</sup> October

Closing date – Friday, 18<sup>th</sup> November

Shortlisting – Monday 21<sup>st</sup> November

Interviews – 28<sup>th</sup> November

Advertisement could be placed in -

Our Website / noticeboards (Free)

Avon Local Councils' Association website (Free) and email to all local Clerks

Local Clerks Facebook Forum (Free)

North Somerset website £50 1 month – Possibility as looking for Admin

Society of Local Council Clerks website (1 week - £90, 2 weeks £175, 3 weeks £265) – no need as not looking for a Clerk

Weston Mercury (£230. Cost of a second week would be £195. The advert would also go into their midweek edition and into the North Somerset Times, as well as on their jobs24 website.) – not sure it is worth the amount.