



## MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 19<sup>th</sup> of MAY 2025

**PRESENT:** Councillors: Steve Voller (Chairman), Simon Arlidge, Mike Bailey, Paul Harding, Nick Manley, Nina Thain, Matthew Thomson, (Vice-Chairman) & Tara Wright.

**IN ATTENDANCE:** Mrs Liz Shayler (Clerk)  
**WARD COUNCILLOR:** Cllr Tristram  
**MEMBERS OF THE PUBLIC:** 1 member of the public

Cllr Harding welcomed everyone and announced that Paul Blatchford had decided to resign as Councillor after 13 years. He will be greatly missed.

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

i) **Members of the public.**

No members of the public wished to speak.

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

No PCSO was present, and no report had been received.

iii) **Ward Councillor's report.**

Cllr Tristram gave a brief update on the public toilets and the current owners. He has visited the registered address, which is no longer valid, but has since obtained an alternative address. He also reported on the closure of Riverside and the resulting issues with access for pigs and silage cutting. The bypass team has spoken to the farmer, and it has been agreed that any future access requests can be rerouted via the haul road when it is open.

**The meeting was convened.**

**071/25 To elect a Chairman of the Parish Council for 2025/26 and to receive the Chairman's Declaration of Acceptance of Office (agenda item 1).**

**Resolved –** To elect Cllr Steve Voller as Chairman of the Parish Council for 2025/26.

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

Cllr Voller read and signed the declaration of acceptance of office.

**072/25 To elect a Vice Chairman of the Parish Council for 2025/26 and to receive the Vice Chairman's Declaration of Acceptance of Office (agenda item 2).**

**Resolved –** To elect Cllr Matthew Thomson as Vice Chairman of the Parish Council for 2025/26

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

Cllr Thomson read and signed the declaration of acceptance of office.

**073/25 To receive apologies for absence (agenda item 3).**

Apologies were received from Cllr Steve Davies.

**074/25 To appoint Members to Committees and Working Groups for 2025/26 (agenda item 4)**

**Resolved** – To appoint the following Members to Committees and Working Groups for 2025/26.

<b>Planning</b>	<b>Youth and Community Centre</b>
Cllr Arlidge	Cllr Harding
Cllr Davies	Cllr Manley
Cllr Harding	Cllr Smith
Cllr Manley	Cllr Thain
Cllr Thomson	Cllr Thomson
	Cllr Wright
<b>Employment</b>	<b>Appeals</b>
Cllr Arlidge	Cllr Davies
Cllr Bailey	Cllr Thomson
Cllr Harding	Cllr Voller
Cllr Thain	
Cllr Wright	
<b>Cemetery &amp; Memorials Working Group</b>	<b>Banwell Environment Working Group</b>
Cllr Davies	Cllr Arlidge
Cllr Harding	Cllr Bailey
Cllr Manley	Cllr Harding
Maggie McCarthy (co-opted)	Cllr Smith
John Keate (co-opted)	Cllr Voller
<b>Wolvershill Development Liaison Group</b>	<b>Wolvershill Development Working Group</b>
Chairman of the Parish Council	Cllr Arlidge
Vice-Chairman of the Parish Council	Cllr Bailey
Chairman of the Planning Committee	Cllr Harding
	Cllr Manley
	Cllr Thomson
	Cllr Voller

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

**075/25 To appoint members of outside bodies for 2025/26 (agenda item 5).**

**Resolved** – That the following members be appointed as the Parish Council’s representatives on outside bodies in 2025/26 in accordance with the following schedule: -

<b>Outside Body</b>	<b>2024/24 Representatives</b>
ALCA North Somerset Group	Cllr Harding & VACANCY
Banwell Allotment Society	VACANCY
Banwell in Bloom	Cllr Thomson
Banwell Scouts Association	Cllr Smith
Banwell School Community Governor	Cllr Thomson
Banwell Village Hall Management Committee	Cllr Thain
Churchill and Langford Minibus Society	Cllr Bailey
Parochial Church Council	VACANCY
Meadfields Stakeholders Group	Clerk, Cllr Thain and Cllr Bailey
NSC Standards Sub-Committee	Cllr Harding
Winscombe & Banwell Patient Participation Group	Cllr Wright
<b>Other</b>	
Defibrillator Guardians	Cllr Manley
Weekly Visual Checks of Play Areas	Cllr Harding, Cllr Bailey & Cllr Thomson
Vehicle Activated Speed Sign	Cllr Harding & Cllr Thomson

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

**076/25 To receive members' declarations of interest on any agenda item (agenda item 6)**

No interests were declared.

**077/25 To approve as a correct record, the minutes of the Parish Council meeting on the 21<sup>st</sup> of April 2025 (agenda item 7)**

**Resolved** – That the minutes of the Parish Council Meeting be approved as a correct record.

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

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

**078/25 To note the following minutes (agenda item 8)**

i) **Parish Assembly held on the 28<sup>th</sup> of April 2025**

The Chairman reported that he was very pleased with the turnout. He also shared a comment from a non-resident, who remarked on the strong sense of community and the wide range of activities taking place.

ii) **Planning Committee on 12<sup>th</sup> of May 2025**

iii) **Youth & Community Centre Committee on 12<sup>th</sup> of May 2025**

iv) **Employment Committee on 12<sup>th</sup> of May 2025**

The minutes from the meetings above were noted.

**079/25 To review and approve all Banwell Parish Council Committees and Working Group and their Terms of Reference (agenda item 9).**

**Resolved** – To approve the Banwell Parish Council Committee and Working Groups Structure and their Terms of Reference.

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

**080/25 To approve the following documents (agenda item 10).**

i) **Calendar of Meeting dates**

**Resolved** – To approve the Calendar of Meeting Dates.

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

ii) **Standing Orders**

**Resolved** – To approve the Standing Orders.

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

iii) **Financial Regulations**

**Resolved** – To approve the Financial Regulations.

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

iv) **Risk Assessment and Management Plan**

**Resolved** – To approve Risk Assessment and Management Plan.

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

v) **Artificial Intelligence Policy**

**Resolved** – To approve the Artificial Intelligence Policy.

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

**081/25 To review and approve all Banwell Parish Council Policies and Procedures (agenda item 11).**

**Resolved** – To approve the reviewed Banwell Parish Council Policies and Procedures

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

**082/25 To receive the Clerk's report/Exchange of information (agenda item 12)**

i) **Banwell Bypass update**

Works are underway; approximately 90% of the haul road is now complete, along with the temporary culverting of the River Banwell.

**Traffic Management:**

- The Knightcott traffic lights have been reinstated for approximately two months to allow for a BT chamber diversion.
- The Towerhead traffic lights have now been removed.
- Riverside is now closed and is expected to remain so until mid-July.

**Communications and Engagement:**

A new Communications Officer is expected to begin on 19th May. The postponed "Meet the Contractor" event has been confirmed for Wednesday the of 18th June at Banwell Village Hall, between 4pm and 7:30pm.

ii) **£1500 grant received from Winscombe Parish Council**

Thanks were given to Winscombe and Sandford Parish Council who have award the Youth & Community Centre a grant of £1,500 to support activities benefiting both communities.

iii) **Community Infrastructure Payment (CIL).**

A Parish Council has received a CIL payment of £3,839.96. While a current list of potential projects for CIL funding exists, it is suggested that a "tea and buns" meeting be convened at the end of June / July to revisit and review the priorities. Final recommendations can then be brought forward for adoption at a full Parish Council meeting.

iv) **Mead Fields Stakeholder Meeting.**

It was reported that although there has been a delay to the play area and open space, it is still hoped these will be open in time for the summer holidays. The North–South Link Road and the footpath across the Ryne remain dependent on planning applications from developers on the opposite side of the site. Mowing of the open space near the hub has been delayed due to liability concerns.

A monthly Parish Council surgery has been proposed, requiring the attendance of at least two councillors and the Clerk. The Mead Fields Hub will canvas residents for preferred times, and the Clerk is seeking Councillor volunteers. It is hoped a six-month schedule can be agreed, with representation from North Somerset Council or one of the three developers. The Hub has indicated the space would be provided free of charge.

Volunteers are also being sought to join the Hub committee and support community activities. The care home has agreed a location for a defibrillator at the entrance to the site and has committed to funding the cabinet and associated lighting.

**083/25 To approve the following expenditure (agenda items 13)**

i) **£561.60 + VAT for Annual Scribe Accounts subscription.**

**Resolved** – To approve the cost of £561.60 + VAT for Annual Scribe Accounts subscription.

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

ii) **£1,872.03 for the Insurance Premium.**

The meeting was informed that, as Clear Councils' underwriter is changing from Aviva to Ecclesiastical, the Council has been offered a new three-year fixed contract. With the Quality Council discount applied, the cost would be £1,845.01.

**Resolved** – To enter into a three-year fixed contract with Clear Councils at a cost of £1,845.01.

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

**084/25 To note the training and events available and agree any attendance (agenda item 14)**

- i) **ALCA e-learning on nimble**
- ii) **Breakthrough Communications Training via ALCA**
- iii) **Various Finance Training via ALCA**
- iv) **Various 'Scribe' Finance Training**
- v) **Various NALC training from £30**

The training above was noted.

The Clerk tabled additional training received.

- vi) **£45 Nailsea Town Council 'Responding to Planning Applications' 9<sup>th</sup> July 7-9pm.**

**Resolved** – To approve £90 for the Environment and Biodiversity Officer and Cllr Thain to attend 'Responding to Planning Applications' at Nailsea Town Council.

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

- vii) **£45 ALCA 'Chairmanship Skills' 3<sup>rd</sup> July 6:15pm.**

**Resolved** – To approve £45 for Cllr Thomson to attend 'Chairmanship Skills'.

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

**085/25 To discuss the request from a Jubilee Gardens resident for a dog bin located at the entrance of Jubilee Gardens and to agree the cost of the annual collection of £270.40 (agenda item 15).**

The Chairman informed the meeting that the developers of Jubilee Gardens, Strongvox, had declined to donate a dog bin for this location. Cllr Manley noted that, as part of the planning application, two litter bins were due to be installed in the area.

It was suggested that, as dog waste can be disposed of in litter bins, North Somerset Council (NSC) should be informed that the litter bins have not yet been installed. It was agreed that the request for a dog bin would be reconsidered once the litter bins are in place.

**086/25 To note the operational play inspections and agree any expenditure (agenda item 16).**

The operational play inspections were noted. Suggested works are to be added to the Community Payback Team's schedule. The Clerk will source a quote for a replacement seat and chains from this year's budget and obtain additional quotations in September for inclusion in the 2026/27 budget. The Clerk will also investigate the issue with the concrete step by the gates.

**087/25 To note the internal checks report from the 10<sup>th</sup> of April and agree any recommendations (agenda item 17)**

The internal checks were noted with no recommendations.

**088/25 To note the Parish Council's end of April's net position, reserves, bank balances and bank reconciliation (agenda item 18)**

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

**089/25 To agree regular standing order, direct debit, card and BACS payments made for 2025/26 (agenda item 19).**

**Resolved** – To agree the following regular standing order, direct debit and BACS payments made from the Unity Bank account / Lloyds Credit Card.

Method	Item	Frequency
SO	Clerk basic salary	Monthly
SO	Communications Officer basic salary	Monthly
SO	Administration Officer basic salary	Monthly
DD	Pension – NEST	Monthly
DD	YU – unmetered electricity streetlights	Monthly
DD	EDF – metered electricity YCC	Monthly
DD	Mainstream telephone & app for YCC	Monthly
DD	North Somerset – waste collection at YCC	Monthly
DD	Lloyds Multipay Card fee	Monthly
DD	Multipay Card purchases	When requested
DD	Water-2-Business YCC	Quarterly
DD	Unity Trust Bank Charges	Quarterly
DD	CF Corporate Printer hire	Quarterly
DD	XCS Printing charges	Quarterly
DD	Avantia gas Standing Charge	Quarterly
DD	Avantia LPG Delivery	When requested
DD	Rentokil-initial - YCC hygiene waste removal	Annually
DD	Information Commissioners Office - data protection	Annually
DD	TV Licence	Annually
VDD	Land Registry	When requested
Card	Chatgpt Subscription	Monthly
Card	Zoom Subscription	Annual
Card	Microsoft Subscription	Annual x 3
BACS	HMRC	Monthly
BACS	JK Gardening - Grass Cutting / Village Orderly Contract	Monthly
BACS	Corporate Cleaning Services Dog Bin Contract	Monthly
BACS	Insight Cleaning - YCC Cleaning Contract	Monthly
BACS	YMCA Dulverton - Youth Club Contract	Monthly
BACS	Banwell News – Quarterly newsletter and advert	Quarterly
BACS	GB Sport & Leisure - Play area operational inspections	Quarterly
BACS	Weston Rail Services - Street light Maintenance	Quarterly
BACS	Webglu - website maintenance and associated fees	Quarterly
BACS	YCC PPL/PRS Music Licence	Annually
BACS	Scribe Accounting, Bookings, Cemetery and Civicly	Annually
BACS	Allotment payment to K Gunningham	Annually

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

**090/25 To agree to update the bank mandate for Unity Trust Bank (agenda item 20)**

**Resolved** – To agree the addition of Cllr Manley online access Cllr Voller to be on Bank Mandate.

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

**091/25 To authorise bills for payment for May (agenda item 21).**

The Clerk tabled an updated payment schedule, which included the cost of three new dog bins (£1,340.89) and the revised, reduced cost of the annual insurance.

**Resolved** – To authorise the bills for payment for May of £11,695.07. Cllr Harding and Cllr Bailey to authorise the BACS payments.

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

**092/25 Dates of the next meetings (agenda item 22)**

Monday 2<sup>nd</sup> of June 2025, 7pm Planning Committee at the Youth & Community Centre (YCC).

Monday 2<sup>nd</sup> of June 2025, 7pm Environmental Group at the YCC.

Monday 16<sup>th</sup> of June, 7pm Recreation Ground Trust at the YCC.

Monday 16<sup>th</sup> of June 2025, 7:30pm Parish Council Meeting at the YCC.

The Chairman closed the meeting at 20:30

.....Chairman

.....Date

DRAFT

**Bills for Payment - 18th April to the 19th May 2025**  
**Banwell Parish Council**

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
<b>Already Paid</b>						The Parish Council
DD	YU	Streetlight Power	£ 204.93		089/25	
DD	EDF	YCC Electricity	£ 15.40		089/25	
DD	Mainstream	Phone and Broadband	£ 57.29		089/25	
<b>To Pay</b>						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		089/25	
BACS	J K Gardening	Emptying NSC bins	£ 15.00		198/24 (ii)	
BACS	J K Gardening	Environmental Fee x 2	£ 80.00	<b>Total: £1138.34</b>	Admin	
BACS	Corporate Cleaning Services	Dog Bin Emptying	£ 436.80		089/25	
BACS	YMCA	Youth Club Sessions	£ 405.00		089/25	
BACS	Insight Cleaning	YCC Cleaning	£ 248.00		089/25	
BACS	Scribe	Scribe Accounts	£ 673.92		083/25 (i)	
BACS	Avon Armour	2nd part payment for annual service	£ 35.60		036/25 (ii)	
BACS	Microbitz	Additional battery and repairs to councillor lap top.	£ 95.00		051/25 (vii)	
BACS	Weston Rail Services	Emergency lighting and PAT	£ 300.00		051/25 (vi)	
BACS	Clear Councils Insurance	Annual Insurance 1st year of 3.	£ 1,845.01		083/25 (ii)	
BACS	Officer overtime + Expenses	Overtime, expenses (rolls & butter)	£ 224.08		contractual & 022/24	
DD	Lloyds Bank PLC	Multipay charge & costs (Open AI, microsoft, paper, sign)	£ 258.04		Admin & 089/25	
SO	Officer Salaries	Officer Salaries	£ 2,957.40		089/25	
DD	Nest	Pension contributions	£ 202.48		089/25	
DD	Unity Trust	Bank Charges	£ 10.35		089/25	
DD	North Somerset	YCC Waste Collection	£ 9.50		089/25	
DD	CF Corporate	Quarterly Printer hire	£ 132.00		089/25	
BACS	HMRC	PAYE and NI	£ 1,105.04		089/25	
		<b>Totals</b>	<b>£ 10,354.18</b>			

The Parish Council have resolved to use the General Power of Competence as of the 15th May 2023



## Notes of the meeting of the Environmental Working Group at Banwell Youth & Community Centre, 7:15pm on Monday 2<sup>nd</sup> of June 2025.

**PRESENT:** Councillors Steve Voller (Chairman), Simon Arlidge, Mike Bailey (Vice-chairman), Paul Harding and Tara Wright

**Officers Present:** Liz Shayler (Clerk) and Amy Symonds (Environment and Biodiversity officer)

**Members of the public Present:** 3

**The meeting was convened.**

### **001/25 To elect a Chairman (agenda item 1)**

Councillor Voller was elected as chairman.

**The resolution was correctly proposed and seconded**

### **002/25 To elect a Vice-chairman (agenda item 2)**

Councillor Bailey was elected as Vice-chairman

**The resolution was correctly proposed and seconded**

### **003/25 To receive apologies for absence (agenda item 3)**

Apologies were received from Councillor Manley

### **004/25 To receive declarations of interest (agenda Item 4)**

No interests were declared.

### **005/25 To agree the minutes from the Sustainability Working Group on the 2nd of February 2023 (agenda item 5)**

**Resolved** – The minutes of the Sustainability Working Group on the 2<sup>nd</sup> of February 2023 were approved as a correct record of the meeting.

**The resolution was correctly proposed and seconded**

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

### **006/25 To note the terms of reference for the Environment Working Group. (Page 2) (agenda item 6 )**

The Environment and Biodiversity officer talked through the terms of reference, and they were noted.

### **007/25 Introduction to the Environment and Biodiversity Officer (Page3-6) (agenda item 7).**

The Environment and Biodiversity officer gave a brief presentation on her role as an officer. No questions were received.

### **008/25 To consider opportunities in relation to the parish council green spaces (owned or leased) (Agenda item 8).**

- (i) **Nature**
- (ii) **Community**

The group gathered informally around a shared table for a collaborative discussion. While the focus was intended to be on Parish Council owned or leased green spaces, all ideas were welcomed.

To help structure the discussion, overlapping circles were used, one each for community and nature, with the overlap between the two. Ideas were recorded on post it notes and placed within the relevant sections of the circles.

The full list of suggestions is included in the table below. These, alongside the ecologist's recommendations, will be brought back for discussion and prioritisation at the next meeting.

World Book Day outfit & nativity swap	School uniform swap (Primary & Secondary)	Clothing swap
Identify land for off-lead dog areas	Research into bat decline	Discourage unregulated cat breeding
PC lights off after midnight	Buy Abbey Field for recreation/nature	Nature trails
Community orchard	Community allotments	Vegetable plots
Wildflower meadow	Community composting	Plug fixing workshops
Hedgehog / bat awareness day	Volunteers with skills to support others	Tree walk
Dawn chorus walks	Wellness in nature walks	Foraging
Wildlife watching	Seed bomb making	Talks/demos on low-carbon lifestyles
Clothing repairs (e.g. zip repair)	Hedgehog highways	Reduce lighting for bats and owls
Road signs to slow traffic for wildlife	Pollinator corridors	Encourage less black bin rubbish
More footpath forays	Bat boxes on PC trees	Maximise bird watching
Nesting boxes	More trees	Plant a hedge
Community herb garden	Sensory garden	Making bat boxes
Recycle items not taken by standard recycling	Repair café	Bat walks
Promote national campaigns (e.g. No Mow May)	Link with local businesses	

**009/25 Date of the next meeting (agenda item 9)**

Monday 7<sup>th</sup> of July 2025 7:15pm Environment Working Group Meeting at the YCC.

**The Chairman closed the meeting at 8:00pm**

.....Chairman

.....Date

## 6. To agree the cost of up to £50 to run two seed bomb workshops over the summer

As suggested at the Environment Working Group, it is proposed that the Parish Council hosts two wildflower seed bomb workshops during the summer. These free sessions will give residents the opportunity to create their own seed bombs using a mix of native wildflower seeds, clay, and compost. Each participant will be able to take home 2–3 seed bombs to plant in their garden or local green space, supporting pollinators and promoting local biodiversity.

The workshops will be run by the Environment and Biodiversity Officer with the Clerk supporting (unless councillor volunteers are available), with no venue or facilitation costs. It is recommended that an initial budget of up to £50 for 2 sessions be allocated to cover materials, such as seeds, clay, compost, and take-home packaging. We are proposing 2pm Thursday 7<sup>th</sup> and 10am Tuesday 12<sup>th</sup> August for up to 20 people per session on a sign-up basis. If oversubscribed, we can look at running further sessions towards the end of August.

## 8. To receive the Officer report/Exchange of information: Please note that the Council is unable to make any formal decision under this item.

### i) Banwell Bypass update

The section of haul road between Moor Road and Riverside is the final portion still to be completed. Ground improvement works are currently underway. Piling works will be necessary in the future. Galliford Try's Public Liaison is seeking to understand the potential impacts of this work and how best to communicate them to residents and stakeholders along the affected part of the route.

#### Traffic Management:

- Emergency Road Closure along Wolverhill on the 11<sup>th</sup> of June for road improvement works.
- The Knightcott traffic lights will remain in place but will be repositioned along different sections of the road to facilitate works by multiple utility companies scheduled to carry out work in the area.

#### Communications and Engagement:

The Clerk has met with Galliford Try's new Communications Officer. The "Meet the Contractor" event will take place on Wednesday, 18<sup>th</sup> June at Banwell Village Hall from 4:30 - 7:30pm. Display boards from the event will be brought to the Youth & Community Centre and made available during Public Living Room sessions. The communications theme is "A Hundred Years in the Making", with further engagement planned in partnership with the local school.

### ii) YCC Emergency lights

Two lights not working picked up in annual review. Swap will occur for one and replacement for the other. Work to be completed the morning of Friday 13<sup>th</sup>.

### iii) YCC Book / Puzzle swap.

The new bookcases have now been installed, and social media posts to promote the book and puzzle swap area are scheduled for release by the end of the week. Due to the volume of donated books, additional shelving has been installed above the radiator to accommodate the puzzle swap. The collection has been organised into clear categories: fiction (alphabetically), auto/biography, non-fiction (grouped by subject), preschool books, and primary/secondary school books. The space was set up by the Clerk with the help of her family. It is hoped that this will become a well-used and valued community resource for all ages.



## 9. To note the increased printing costs of the quarterly Parish Council update in the Parish Magazine from £28.50 per page to £30.

It has been noticed that the printing costs for the Parish Magazine have gone up from £28.50 to £30. The latest invoice showed a further increase of 40p which is being investigated.

## 10. To agree the costs for the proposed movement to the .gov.uk domain.

This document outlines the recommended technical and costed approach for Banwell Parish Council's transition to a .gov.uk domain, including Microsoft 365 business for officers and councillors.

**Overview** The Council previously resolved to pursue a .gov.uk domain, contingent upon administrative support (now confirmed).

### This proposal recommends:

- Registering and maintaining the .gov.uk domain through JNR Computer Services.
- Keeping Webglu for website hosting, support and, if necessary, content updates.
- Migrating email accounts to Microsoft 365, hosted directly with Microsoft.
- Using Business Standard licences for officers.
- Using Business Basic licences for councillors.

**Email Management Structure:** Each councillor will use a personalised email address (e.g. paul.harding@banwell.gov.uk). These accounts will be centrally managed by the Clerk to ensure continuity and data security when councillors change.

### Cost Breakdown

Microsoft 365 Business Standard (Officers – 3 users)	£370.80
Microsoft 365 Business Basic (Councillors – 12 users)	£705.60
Domain Registration (Year 1 – JNR)	£20.00
Domain Renewal (Annual – JNR)	£15.00
Website Migration & Redirects (Webglu)	£90.00
Email Setup & Transfer (Webglu)	£90.00
Ongoing Website Hosting & Social Media (Webglu)	£103.00

**Total Estimated Annual Cost (ex VAT): £1,394.40** (currently £443.20 +VAT)

It is important to note that the .gov.uk domain itself is inexpensive to register and renew. The majority of the cost in this transition comes from implementing secure, compliant email accounts using Microsoft 365, which requires individual per-user licences. These ensure each councillor and officer has a managed account with appropriate access, continuity, and audit controls.

**Recommendation:** That the Parish Council

- Registers the .gov.uk domain through JNR Computer Services
- Authorises Webglu to migrate the website, manage redirects
- Implements Microsoft 365 Business Standard for officers
- Implements Microsoft 365 Business Basic for councillors
- Implements alias routing and centralised account control to ensure continuity and compliance

## 11. To agree a new contract for YCC electricity which ends on the 29th of July.

The Parish Council's current fixed-term 100% green electricity tariff has now come to an end. Members are asked to consider options for renewing the electricity contract for the YCC. As part of our commitment to environmental sustainability, continuing with a green tariff—sourced from certified renewable energy.

Company	Term	Unit Rate	Standing Charge	Annual Cost	Comments
EDF	Until 29/07	35.000	25.000	£698.50	Current supplier
	Standard	38.00	139.5	£1179.23	
	Fixed	No Quote received despite phone call & email.			
Octopus	1 year	24.57	43.94	£586.67	Indicative prices, not expected to change much. Excellent customer service.
	1 year	30.37	0.00	£527.26	
	2 year	24.68	43.6	£587.16	
British Gas	3 years	28.21	45.00	£653.69	Very poor customer service
YU	3 years	23.740	70.57	£669.47	Our current unmetered supply provider.

**Recommendation:** To move to the Octopus Energy 100% green electricity tariff with a fixed unit rate of 30.39p/kWh and no standing charge, for a period of 12 months.

## 12. To discuss the request from a Jubilee Gardens resident for a dog bin located at the entrance of Jubilee Gardens and to agree the cost of the annual collection of £270.40.

This item was previously deferred last month after it was noted that two litter bins were included in the planning application. However, it has since been confirmed that these bins will be located at the far side of the development, near the wooden play equipment (to the far left of the map above). As such, there will be no bin provision at the front of the site or the adjacent public open space.

**Background:** A resident of the Jubilee Gardens development has contacted the Parish Council requesting the installation of a dog waste bin at the entrance to the public open space. The area is well-used by dog walkers from both within the development and surrounding areas, particularly Wolverhill Road. Installing a bin would help promote responsible dog ownership and maintain cleanliness in this green space. As with the Meadfields development, the Parish Council has previously worked with developers to agree suitable bin locations, with the developer typically funding the bin and the Council covering installation and collection. In this case, the Clerk has spoken directly with a representative from Strongvox Homes, who agreed to the proposed locations but confirmed that they are not willing to contribute to the cost of the bin or installation.

Two possible locations have been identified (marked with blue pins), both near the Wolverhill Road entrance. These provide convenient access for contractors and avoid encouraging increased footfall through the main residential area.



### Financial Implications:

- Cost of dog waste bin (including pole): £268.21
- Estimated installation cost: £100.00
- Weekly collection cost: £5.20, totalling £270.40 per year

The replacement of the bin previously lost on Knightcott Road (due to pole erosion and theft) has not yet taken place, so the overall cost of this bin remains within the current year's budget allocation.

**Recommendation:** That the Parish Council approve the purchase and installation of a dog waste bin at Jubilee Gardens (estimated total upfront cost of £368.21) and agree to cover the ongoing weekly collection cost of £270.40 per year. The bin is to be installed near the Wolverhill Road entrance, in a location already agreed with Strongvox Homes.

## 13. To discuss the cost of replacing the seat and chains on the swings on the Recreation Ground.

As discussed at last month's meeting, the current swing seats require replacement. Two options have been considered:

### Sutcliffe Bumper Seat (like-for-like replacement):

- This option involves replacing the seat and shackles but retaining the existing chains.
- However, due to the design, the seat rubs against the chain over time. This causes wear to the chain links, necessitating the removal of links periodically, which gradually raises the seat height.

### Alternative Curve Flat Seat:

- This option includes replacing the seat, chains, and shackles.
- The design is more durable and prevents chain erosion. Future replacements would only require a new seat, not chains or shackles.

### Cost comparison:

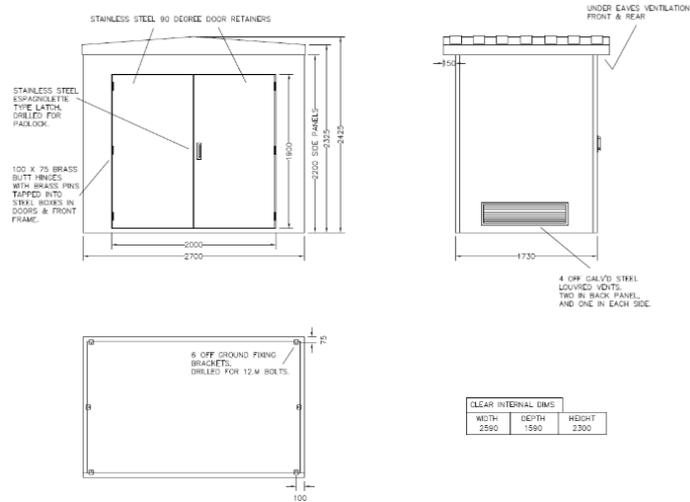
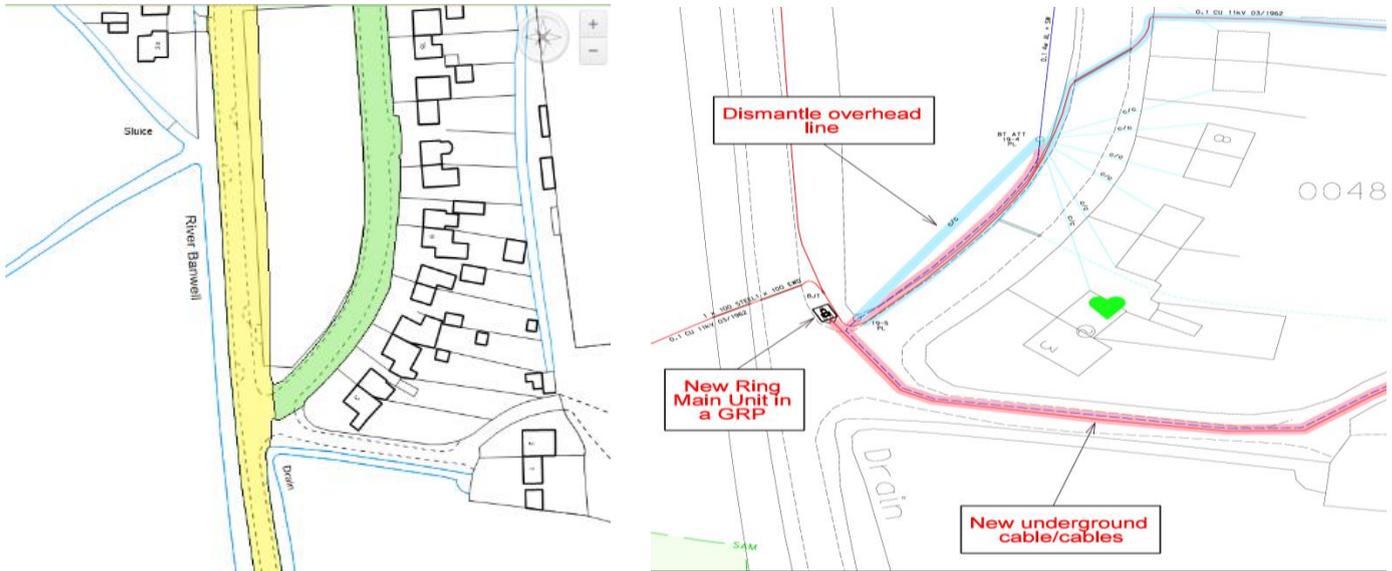
- Sutcliffe bumper seats with shackles (retain existing chains): £596.88 + VAT
- Curve flat seats with new chains and shackles: £420.25 + VAT

### Recommendation:

To replace the swing seat, chains, and shackles with the curve flat seat option at a cost of £420.25 + VAT, due to its improved durability and lower long-term maintenance costs.

**14. To discuss a request from National Grid for the installation of underground cables and a xxx at Riverside Green.**

National Grid has approached the Parish Council regarding the potential installation of a green Glass Reinforced Plastic (GRP) unit to house electrical switchgear, as part of wider works to underground existing overhead cables. The proposed GRP unit would be located at the edge of Riverside Green. While the structure itself is likely to be positioned on land classed as adopted highway (highlighted in yellow and green on the map below), associated underground cabling may encroach onto Parish-maintained land.



A site meeting was held to discuss the proposal. National Grid has indicated that, in recognition of possible disturbance and the Parish’s maintenance responsibilities in the area, they would be willing to offer a financial consideration. This could cover damage and disturbance, reseeding, grass management, and potential tree planting if required.

Members should note that, while the Parish Council can provide comments on the proposal, final approval for works on adopted highway lies with North Somerset Council. Councillors will be aware that this area is the last viable turning point for large vehicles and is adjacent to junction, which can be busy when the clubhouse is in use. Considerations around visibility and access may need to be raised with North Somerset.

## **15. Establishment of a Joint Committee to Support the Mendip Villages Enabler Pilot**

This item seeks formal approval for Banwell Parish Council to enter into a joint arrangement with Winscombe & Sandford Parish Council and Churchill Parish Council to support the Mendip Villages Enabler pilot. In accordance with Section 101(5) of the Local Government Act 1972, the proposal is to establish a Joint Committee to oversee the delivery of the pilot, enabling shared decision-making and coordination across the three parishes.

Councillors are asked to consider and approve the Terms of Reference (see below), which outline the scope, structure, and responsibilities of the Joint Committee. By approving this item, the Council would delegate authority to the Joint Committee to carry out the functions detailed in the Terms of Reference, particularly relating to funding decisions and partnership coordination.

As part of this arrangement, the Council will be asked to nominate two councillors as voting members of the Joint Committee, with the Clerk attending in an advisory, non-voting capacity. It is also proposed that Winscombe & Sandford Parish Council will act as the host council for financial management, while Banwell and Churchill Parish Councils will share administrative responsibilities in support of the Committee's work.

### **Joint Committee Terms of Reference: Mendip Villages Enabler**

#### **1. Background**

In response to the Mendip Villages Enabler pilot under the Impact Alliance, the parish councils of Banwell, Winscombe & Sandford, and Churchill have agreed to establish a formal Joint Committee. The committee will act as the Enabler body, supporting grassroots initiatives to tackle loneliness and build belonging in the local area.

#### **2. Purpose**

The Joint Committee shall:

- Perform the role of Enabler in line with the roles and responsibilities remit
- Identify, support, and fund local Change Makers.
- Coordinate community engagement and stakeholder mapping.
- Monitor progress and report to the Impact Alliance.
- Ensure transparency, fairness, and legal compliance in its operations.

#### **3. Delegated Powers**

Each participating council delegates authority to the Joint Committee to:

- Allocate Enabler funding (Winscombe & Sandford Parish Council, as host, will receive, hold, and make payments as instructed by the Joint Committee).
- Approve funding for local Change Makers.
- Represent the collective Enabler at meetings of the Impact Alliance.
- Engage and collaborate with relevant external stakeholders.
- Commission support, facilitation, or services in line with the Enabler remit.

#### **4. Membership**

- Each member council shall appoint two councillors and one clerk to the committee.
- Each council may also appoint up to two named substitute councillors, who may attend and vote when acting in place of an appointed committee member, subject to advance notification to the Clerk of the host council.
- Clerks shall attend in a non-voting advisory/support capacity. While Winscombe & Sandford Parish Council will act as the host for finance, Banwell and Churchill Parish Councils will share administrative responsibilities for preparing agendas and minutes. Either of the clerks may step in to support or cover administrative duties if required, by mutual agreement.
- The committee may invite additional non-voting members or observers from relevant organisations or sectors (e.g. VCSEs, health, education, public services). A non-voting member may be designated by the committee to act as a liaison and report back to the Impact Alliance on behalf of the Joint Committee, in coordination with the Clerks and councillor members.

#### **5. Quorum**

- The quorum shall be three voting members, with at least one councillor present from each member council.

## **6. Chairing**

- The Chair shall be elected at the first meeting of the committee and reviewed annually.
- A Vice-Chair may also be elected.

## **7. Meetings and Administration**

- The committee shall meet as required, and not less than quarterly.
- Winscombe & Sandford Parish Council shall:
  - Hold and administer Enabler funding.
  - Maintain financial records.
  - Create and maintain a dedicated webpage where agendas, minutes, Terms of Reference, financial reports, and other key documents will be published for public access. Links to this webpage will be placed on the websites of Banwell and Churchill Parish Councils.
- Banwell and Churchill Parish Councils shall:
  - Share responsibility for preparing and circulating agendas and minutes in accordance with Local Government transparency rules.
  - Maintain administrative records collaboratively.

## **8. Financial Management**

- Winscombe & Sandford Parish Council will hold and administer Enabler funding.
- Expenditure decisions must be recorded in committee minutes.
- Winscombe & Sandford Parish Council shall include Enabler finances in its annual return and audit.

## **9. Conflict of Interest**

- All voting members must declare any conflict of interest.
- Where a conflict arises, the member must withdraw from discussion and decision on that item.

## **10. Reporting and Review**

- The committee will provide regular updates to each full council.
- The Terms of Reference shall be reviewed annually.

## **16. To consider of Reinvesting or Moving Funds from Maturing 1-Year Interest Account**

The Parish Council's 1-year interest-bearing account with Charity Bank is due to mature at the end of June. As a council committed to ethical banking and limited to institutions regulated by the Financial Conduct Authority (FCA) and covered by the Financial Services Compensation Scheme (FSCS), options have been reviewed within this.

If we were to reinvest with Charity Bank they are currently offers a 1-year fixed-term account at 4.01% AER, compared to 4.51% last year. While this reflects a reduction, it remains competitive among ethical providers. Other ethical institutions such as Triodos and Ecology Building Society are not offering comparable fixed-term products at present. Although the CCLA Public Sector Deposit Fund is considered an ethical investment, it is not FCA-regulated and is therefore excluded from consideration under the council's financial policy.

Given the council's ethical investment requirements, the competitive nature of the Charity Bank offer, and the administrative burden of opening a new financial product, the recommendation is to reinvest the lump sum with Charity Bank for a further year.

## Event Risk Assessment Form

**Name of Organiser: Liz Shayler & Banwell Football Club**

Risk Rating Matrix	A	B	C
	possibility of death, major injury, major damage or loss of property or equipment.		minor injury or minor damage to property or equipment
1 Extremely Likely			
2 Likely			
3 May but unlikely			

Event Name		Banwell Community Picnic (Outside)		Date	13 <sup>th</sup> July 2025	Venue	Banwell Football Club
Activity / area of concern	Hazards identified	Persons at risk	risk factor	Actions to be taken to minimise each risk			New risk factor
<b>Site</b>	<b>Management</b>						
Public entrance/ exit	Risk of injury at public entrance / exit	Attendees	B2	Clear, signed pedestrian-only routes. Accessible for disabled users. Marshals on entrance. Marshall to be positioned around bridge area, if necessary.			C3
Very wet weather on the day	Attendees slip over; ground damaged	Attendees	B2	Monitored forecast. Emergency contact and mobile phone access. Walki Talkies if necessary for marshals. Marshall to be positioned near bridge in very wet weather.			C3
First Aid	Minor injuries – insect bites, heat stroke, general accidents	Attendees	C2	Parents of children on site. Qualified First Aider / First Responder on-site with kits in clubhouse and near field. Mobile phone for emergency calls. Sound system on field.			C3
Care of Children	Lost Children	Members of the public - children	B2	Marshals in hi-vis. Designated lost child point (at clubhouse). Megaphone announcements.			C3
Car parking	Injuries caused by moving vehicles	Members of the public – especially children	B1	Clearly marked parking. Emergency access maintained. Marshals to assist with vehicle movement. Leaflet drop to Riverside & beginning of Moor Road residents.			C2
Litter	Litter or other debris generated by event	Complaints from members of the public	C2	Bin bags provided. Volunteers to do a litter pick after event. Waste removed from site. Two sets of recycling wheelie bins available from NSC.			C3
Moving Vehicles	Injuries caused by moving vehicles	Members of the public	A2	Vehicle access restricted to before 12:00 and after 4:00. Marshals/banksmen to supervise with radios. No movement during event.			C3

<b>Emergency Vehicles</b>	Emergency vehicle access obstructed	Public	A2	Designated clear emergency routes, no parking in emergency lanes, monitored throughout event	C3
<b>Activities</b>					
<b>Football Skills (run by FC)</b>	Trips, falls, collisions	Children/participants	C2	Supervised by club coaches. Designated safe area. PLI in place. First aid nearby.	C3
<b>Sports / Games</b>	Trips on uneven ground. Dehydration / heat exhaustion	Entrants / members of the public Entrants	C2	Check route before races commence. Any hazards removed. First Aider on site.  Drinks available and fresh water supplied in the Clubhouse.	C3
<b>Bouncy Castle (Football Club)</b>	Falls, collisions, improper use	Children	A2	Supervised by contractor. Correct anchoring and PLI in place. Clear usage signage.	C3
<b>Face Painting</b>	Allergic reactions, hygiene risk	Children	C2	Where possible, artist to use hypoallergenic paints and clean brushes. Parental consent requested.	C3
<b>Ice Cream Van</b>	Food allergies	Everyone	C2	Clearly displayed ingredients. Vendor responsible for food hygiene and PLI.	C3
<b>Catering – food / drink</b>	Allergic reaction	Members of the public	C2	Ingredient signs displayed. First aider nearby. Volunteers trained.	C3
<b>Gazebos</b>	Guy ropes / stakes trip hazard	Members of the public	C2	Hazard tape around stakes. Checked regularly during event.	C3
<b>Music</b>	Noise pollution	Local residents attendees and volunteers	C3	Finish by designated time. Volume monitored.	C3
<b>Inside</b>					
<b>Clubhouse toilets</b>	Slips Overcrowding	Public	B2 C2	Toilets regularly cleaned. Signage in place. Well lit.	C3 C3
<b>Porta loos</b>	Hygiene, tipping	Public	A3	Regularly checked and secured. Sanitiser provided. Positioned near picnic area.	C3
<b>Bar on field under a Gazebo</b>	Excessive alcohol consumption leading to anti-social behaviour,	Other attendees, staff, children	A2	Football Club responsible for bar management and licensing. Bar run by licensed Football Club staff. Marshals to monitor behaviour. Clear messaging that the event is family-focused.	C3
	safeguarding concerns,	Other attendees, staff, children	A2	Football Club responsible for bar management and licensing. Challenge 25 policy in place. Bar staff trained and briefed. Marshals aware of safeguarding duties.	C3
	Drinks on field (glass)		B2	Use of plastic glasses only.	C3

Food Hut	Contact with steam, hot water and hot surfaces - scalding injuries or burns.	Banwell FC volunteers	B2	Football Club responsible for management and running of Food Hut.	C3
	COSHH	Volunteers	B2	COSHH list responsibility of Banwell Football Club.	C3
Homemade Cakes	Food Handling Frequent hand washing can cause skin damage.	WI volunteers	B2	Food grade, single use, non-latex gloves are available for tasks that can cause skin problems Where handling can't be avoided hands are washed promptly afterwards. Hand washing facilities are provided.	C3
	Cuts and abrasions	WI	B2	First Aid box provided. Where possible staff use tools (cutlery, tongs, cake slice etc.) to handle food rather than hands.	C3
	Food Poisoning	Members of the public	B2	WI to serve fresh homemade or bought cake. Food hygiene / safety is the responsibility of the WI.	C3
Martyns Law considerations					
Lack of preparedness for major incident (e.g. terrorist threat or suspicious item)	Panic, injury during evacuation, lack of coordination	All attendees, volunteers, public	A2	Voluntary compliance with Martyn's Law principles (see appendix 2). Volunteers/marshals briefed to be alert and report suspicious behaviour or items. Clear exits identified and kept clear. Megaphone available for announcements. Local police informed of event. "Run, Hide, Tell" guidance provided in volunteer briefing.	C3

## Volunteer Safety Briefing – Banwell Community Picnic 2025

**Event Organiser:** Liz Shayler & Abby Isaac

**Venue:** Banwell Football Club Grounds

### Welcome & General Info

Thank you for volunteering at this year's Community Picnic! This is a relaxed, family-friendly event. While the risk of anything serious is very low, your awareness and calm presence help keep everyone safe.

### On Arrival

- Please check in with the event organiser or lead marshal.
- Wear your hi-vis if provided so attendees can easily spot you.
- Familiarise yourself with:
  - First aid points (field and clubhouse)
  - Emergency exits
  - Bar and bouncy castle areas (higher supervision)
  - Lost child point (clubhouse)

### If You See Something That Doesn't Seem Right

Examples:

- An unattended bag
- Someone acting aggressively
- Fast-moving crowd behaviour
- Loud bangs or other disturbances

**Do NOT shout or act in a way that causes panic.** Instead:

1. Stay calm.
2. Report to the event organiser or use a radio/phone to alert a senior volunteer.
3. Use the Megaphone only if directed.

### If There's a Serious Incident

In the highly unlikely event of a credible threat:

#### "Run, Hide, Tell" – What This Means

- **Run** – If it is safe to do so and you are in immediate danger, guide others calmly to the nearest safe exit.
- **Hide** – If you can't escape safely, find shelter (e.g. behind locked doors, in buildings), silence your phone, stay out of sight.
- **Tell** – Once it's safe, call 999 and clearly explain what you saw and where.

Only apply this if you genuinely believe lives are at risk — otherwise, wait for clear instructions.

### If Asked to Evacuate

- Use calm voice and direct people to the nearest safe exit.
- Reassure people: "There's no need to panic. Please move calmly this way."
- Look out for children and vulnerable individuals.

### Lost Children

- Escort the child to the **Lost Child Point** (at the clubhouse).
- Inform the organiser or lead marshal.
- Use the Megaphone to make an announcement if needed.

### Key Reminders

- Keep your phone / walkie talkie on and nearby.
- Stay hydrated and take breaks if needed.
- Be friendly and approachable — you're the face of a safe, welcoming event!

## Appendix 2 – Martins Law Principles

<b>Area</b>	<b>Suggested Action</b>	<b>Why It Matters</b>
<b>Awareness of threats</b>	Brief volunteers/marshals to remain alert and report suspicious behaviour or unattended bags. Include this in your briefing.	Builds a vigilant culture; early warning can prevent incidents.
<b>Clear evacuation plan</b>	Identify and signpost clear exit routes. Have a basic plan in case of emergency (suspicious item, threat, crowd issue).	Ensures public safety and avoids panic.
<b>Communication</b>	Ensure marshals have radios or phones and that there's a way to alert attendees quickly (Megaphone).	Essential for fast coordination in emergencies.
<b>Training</b>	Give all volunteers/marshals a quick safety briefing including what to do in a major incident (e.g. “Run, Hide, Tell”).	Prepares team to respond calmly and effectively.
<b>Access control</b>	While open-air, try to loosely control entrances and monitor large bags, especially near the bar or bouncy castle.	Reduces vulnerability at key areas.
<b>Liaison with authorities</b>	Let your local police team know the event is happening — not because of a threat, but for general awareness.	Helps emergency services be prepared if needed.



## Tree Policy

### Introduction

Banwell Parish Council recognises the important role trees play in enhancing our village's character, supporting biodiversity, improving air quality, and contributing to public health and well-being. This policy sets out the Council's approach to the management of trees on Parish Council land.

### Scope

This policy applies to all trees located on land owned or managed by Banwell Parish Council. This includes:

- The Recreation Ground
- The Cemetery
- Riverside
- The Youth and Community Centre (YCC) – leased by the Council and included within this policy

### Aims and Objectives

The aims of this policy are to:

- Maintain a healthy, safe, and sustainable tree stock
- Minimise risk to people and property
- Promote biodiversity and climate resilience
- Ensure consistent, informed, and proactive tree management
- Respond responsibly to public enquiries and requests

### Inspection and Maintenance

All trees under the Council's care are professionally assessed by a trained arboriculturist every 15 months, ensuring inspections rotate through different seasons. This schedule enables a well-rounded understanding of tree health and potential risks throughout the year.

Following each inspection:

- A written report and survey schedule (e.g. 'Banwell Parish Report Statement 2024' and 'Banwell VTA Chart 2024') are provided following each inspection
- Identified hazards or high-risk trees are prioritised for action
- Recommended routine works are scheduled within available resources

### Tree Works and Removals

Tree works will be carried out when:

- A tree poses a risk to public safety or property
- A tree is dead, diseased, or in structural decline
- Works are required for arboricultural health or to promote long-term sustainability
- Necessary to accommodate Council-approved infrastructure or maintenance needs

Tree removal is considered a last resort. When a tree is removed, the Council is committed to replacing it with two new trees, space and conditions permitting, to ensure a net gain in canopy cover and long-term sustainability.

### Planting and Biodiversity

Banwell Parish Council supports the planting of trees to improve the local environment and support biodiversity. Where space and resources allow, tree planting will be prioritised in areas that:

- Enhance existing habitats

- Improve the visual amenity of public spaces
- Provide shade and climate resilience
- Are suitable for long-term tree growth

Tree species will be selected with consideration to native ecology, climate resilience, site conditions, and long-term maintenance.

### **Public Engagement and Enquiries**

The Parish Council encourages public interest in local trees. Requests relating to Parish Council trees—such as for pruning, concerns about safety, or suggestions for planting—will be considered on a case-by-case basis, with advice from the Council’s arboriculturist as appropriate.

### **Trees on Private Land**

The Council has no responsibility for trees on private land. However, it may offer guidance to residents in cases where private trees affect public areas or cause safety concerns, and may refer matters to the appropriate authority where necessary.

### **Emergencies and Storm Damage**

In the event of storm damage, fallen trees, or immediate safety concerns on Parish Council land, Banwell Parish Council will arrange a prompt inspection and response, prioritising public safety.

### **Review of Policy**

This Tree Policy will be reviewed every three years, or sooner if there are changes in legislation, guidance, or local circumstances.



# Banwell Parish Council

## Tree Risk Management Plan (TRMP)

**Purpose** This Tree Risk Management Plan outlines the procedures Banwell Parish Council follows to manage and reduce risks posed by trees on Parish Council land. The plan ensures the safety of the public, protection of property, and the promotion of a healthy tree stock.

**Scope** This plan applies to all trees on Parish Council land, including:

- The Recreation Ground
- The Cemetery
- Riverside
- The Youth and Community Centre (leased)

### Responsibilities

- The Parish Clerk oversees implementation of this plan.
- Inspections are carried out by a qualified arboriculturist.
- Contractors appointed for tree works must meet insurance and competency requirements.

### Inspection Regime

- All trees are inspected every 15 months by a qualified arboriculturist using the Visual Tree Assessment (VTA) method, from ground level, in accordance with industry standards such as BS3998:2010.
- Where appropriate, trees will be classified into zones based on the level of public access or potential impact on property. Trees in high-access areas (Zone 1) will be prioritised for inspection and remedial action.
- A written report is provided, highlighting risks and recommended actions.
- Any high-risk trees identified are prioritised for immediate action.
- Inspection dates and actions are logged in a Tree Works Log.

### Risk Categorisation

Prior to undertaking any works, consideration is given to the presence of protected species such as bats or nesting birds. Work may be delayed or subject to further ecological assessment in accordance with the Wildlife and Countryside Act 1981 (as amended)

- **High:** Immediate threat to public safety/property → urgent work required.
- **Moderate:** Defects that need attention within a scheduled period.
- **Low:** Routine monitoring or minor maintenance.

### Emergency Reporting & Response

- Public reports of hazardous trees are directed to the Parish Clerk.
- An urgent inspection is arranged where necessary.
- Immediate cordoning off or access restriction may be arranged pending professional advice.
- Additional inspections may be arranged following extreme weather events, utility work near tree roots, or vehicle collisions involving trees.

### Record Keeping

- Tree inspection reports
- Tree works log
- Incident and emergency response log
- Contractor insurance and certification records

### Insurance and Contractor Requirements

- All arboriculturists and tree contractors must provide:
  - Public Liability Insurance (min £5m, preferably £10m)
  - Qualifications (e.g. NPTC, Arboricultural Association membership)
  - Risk Assessment and Method Statement (RAMS) before works

### **Tree Removal and Replacement**

- Felling is a last resort and must be justified by arboriculturist advice.
- For each tree removed, two replacement trees are planted where feasible.
- If trees are subject to Tree Preservation Orders (TPOs) or are within the Conservation Area , the necessary permissions will be sought from the Local Planning Authority before any work is undertaken.

### **Staff and Public Awareness**

- Parish Council staff and councillors are encouraged to report any visible signs of tree decline, storm damage, or changes in condition to the Clerk.
- In the event of extreme weather, staff should notify the Clerk of any fallen or visibly unstable trees for prioritised inspection.
- Members of staff and the public should not interfere with or prune Parish Council trees. All works must be conducted by qualified professionals.
- Reports or concerns raised by the public will be logged and escalated for professional review where necessary.

**Policy Review** This Plan will be reviewed every three years or after a significant incident.

## Banwell Parish Council

### Net Position by Cost Centre and Code

#### Cost Centre Name

#### Cemetery & Memorials

<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>
101	Cem Grass Cutting				1,950.00	325.00	1,625.00
102	Cem paths / trees / garder				300.00		300.00
103	Cem making up graves				200.00		200.00
104	Cemetery / Memorial Main				5,000.00	18.49	4,981.51
105	Env Fee				2,045.00	80.00	1,965.00
106	Cemetery software				450.00	105.00	345.00
					<b>9,945.00</b>	<b>£528.49</b>	<b>9,416.51</b>

#### Cemetery Income

<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>
110	Cemetery Income			837.31			837.31
111	Cemetery Bank interest						
					<b>£837.31</b>		<b>837.31</b>

#### Clerk & Administration

<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>
201	Salary & NI				48,000.00	7,262.59	40,737.41
202	Clerk pension				2,400.00	401.86	1,998.14
203	Advertising				650.00		650.00
204	Insurance				1,900.00	1,845.01	54.99
205	Subscriptions inc ALCA &				2,000.00	910.37	1,089.63
206	Audit Fee				1,400.00	85.00	1,315.00
207	Legal Costs				600.00		600.00
208	Training Officers				600.00		600.00
209	Training Councillor				500.00		500.00
210	Grants & Donations				8,100.00	2,000.00	6,100.00
211	Chairmans Allowance				400.00	76.06	323.94
212	IT Equipment in software				1,500.00	794.18	705.82
213	Bank Charges				200.00	28.50	171.50
215	Risk Assessments				180.00		180.00
709	Office Equipment inc Web				1,500.00	151.63	1,348.37
					<b>69,930.00</b>	<b>£13,555.20</b>	<b>56,374.80</b>

#### Earmarked Reserves

<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>	
214	Food bank			120.00	2,000.00	37.96	2,082.04	
504	CIL 2022/23					60,482.43	-60,482.43	
505	CIL 2025/26			3,839.96			3,839.96	
718	Living Room			300.00		25.44	274.56	
808	Social Perscribing Grant							
					<b>£4,259.96</b>	<b>2,000.00</b>	<b>£60,545.83</b>	<b>-54,285.87</b>

#### Environment

<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>		
301	Allotment		1,647.88	1,647.88	1,647.88	1,647.88			
302	Env Grass Cutting				2,045.00	340.84	1,704.16		
303	Env Hedge / Fence / Tree				310.00		310.00		
304	Village Orderly		435.81	435.81	4,890.00	800.00	4,090.00		
305	Dog Bins				7,500.00	976.86	6,523.14		
306	Env Maintenance / Inspec				2,000.00		2,000.00		
307	Env Projects		245.00		8,200.00	73.34	7,881.66		
308	Env Grant		7,149.00		1,000.00		-6,149.00		
					<b>9,477.69</b>	<b>£2,083.69</b>	<b>27,592.88</b>	<b>£3,838.92</b>	<b>16,359.96</b>

#### Highways

<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>

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**

401 Street light power		3,000.00	418.61	2,581.39
402 Street light maintenance		1,500.00		1,500.00
403 Street light upgrade				
404 Highways related projects		3,000.00		3,000.00
		<b>7,500.00</b>	<b>£418.61</b>	<b>7,081.39</b>

**Income**

<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>
501	Misc Income		300.00	11.73			-288.27
502	Annual Precept		122,646.03	69,682.60			-52,963.43
503	VAT						
			<b>122,946.03</b>	<b>£69,694.33</b>			<b>-53,251.70</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				2,300.00	375.00	1,925.00
602	Rec Maintenance				8,600.00		8,600.00
603	Rec Tree & Fence Work				300.00		300.00
604	Rec Inspections				400.00	110.00	290.00
605	Rec Play Equipment & Be				6,000.00		6,000.00
					<b>17,600.00</b>	<b>£485.00</b>	<b>17,115.00</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				2,000.00		2,000.00
702	YCC repairs & maintenanc				3,000.00	290.50	2,709.50
703	YCC CCTV				800.00		800.00
704	YCC Electricity				800.00	32.37	767.63
705	YCC Gas				1,000.00		1,000.00
706	YCC water				600.00		600.00
707	YCC waste				300.00	19.00	281.00
708	YCC cleaning & supplies				3,000.00	554.76	2,445.24
710	YCC phone & wifi				600.00	108.84	491.16
711	YCC Grass cutting				1,125.00	187.50	937.50
712	YCC hedge, fence & tree \				500.00		500.00
713	YCC grants & donations		1,000.00	1,500.00			500.00
714	YCC income		500.00	94.00			-406.00
715	YCC Booking software				430.00	417.60	12.40
716	YCC Music Licence				600.00		600.00
717	YCC events refreshments				150.00	4.55	145.45
			<b>1,500.00</b>	<b>£1,594.00</b>	<b>14,905.00</b>	<b>£1,615.12</b>	<b>13,383.88</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				8,000.00	945.00	7,055.00
802	YC budget				400.00		400.00
803	YC extraordinary activities				5,000.00		5,000.00
805	YC subscriptions		550.00	142.00			-408.00
806	Tuck Shop		100.00	58.00	100.00	32.82	25.18
807	Youth Forum				200.00		200.00
			<b>650.00</b>	<b>£200.00</b>	<b>13,700.00</b>	<b>£977.82</b>	<b>12,272.18</b>

**NET TOTAL**

<b>134,573.72</b>	<b>£78,669.29</b>	<b>163,172.88</b>	<b>£81,964.99</b>	<b>25,303.46</b>
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Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Banwell Parish Council**  
**Reserves Balance**  
**2025-2026**

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Cemetery Reserves	109,753.67			837.31	110,590.98
Social prescribing grant	863.57				863.57
Food Bank	2,623.64		37.96	120.00	2,705.68
New Banwell Solar	9,488.88				9,488.88
CIL 22/23	64,986.16		60,482.43		4,503.73
Refreshments	32.33		4.55		27.78
CIL 2023/24	5,598.67				5,598.67
Community Living Room	126.49		25.44	300.00	401.05
CIL 2025/26				3,839.96	3,839.96
<b>Total Earmarked</b>	<b>193,473.41</b>		<b>60,550.38</b>	<b>5,097.27</b>	<b>138,020.30</b>
<b>TOTAL RESERVE</b>	<b>193,473.41</b>		<b>60,550.38</b>	<b>5,097.27</b>	<b>138,020.30</b>
<b>GENERAL FUND</b>					95,938.57
<b>TOTAL FUNDS</b>					233,958.87

## Banwell Parish Council

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

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

*Name and Role (Clerk/RFO etc)*

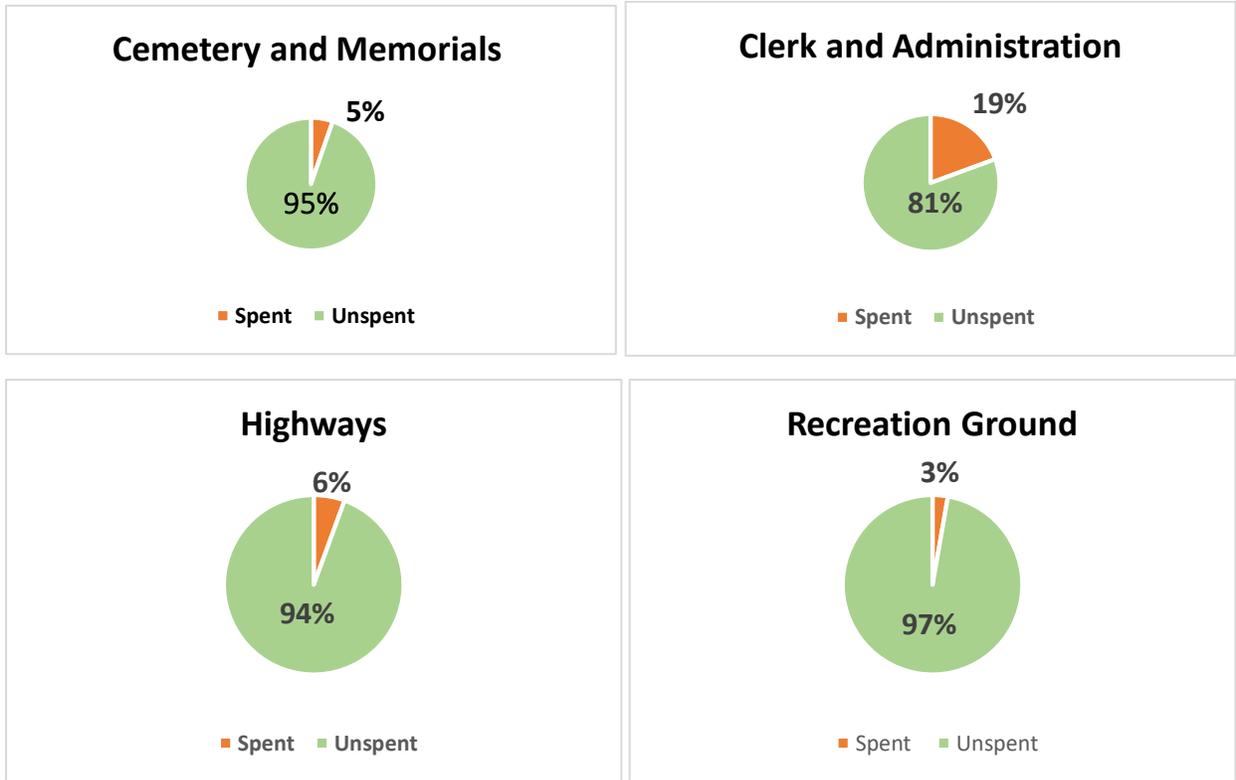
Approved by: \_\_\_\_\_

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

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

	<b>Bank Reconciliation at 31/05/2025</b>		
	Cash in Hand 01/04/2025		248,375.73
	<b>ADD</b> Receipts 01/04/2025 - 31/05/2025		80,190.74
			328,566.47
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/05/2025		94,607.60
<b>A</b>	<b>Cash in Hand 31/05/2025</b> (per Cash Book)		<b>233,958.87</b>
	Cash in hand per Bank Statements		
	Natwest Current account (5335765    31/05/2025	4,227.51	
	Cemetery Reserve Account (59678    31/05/2025	20,207.64	
	PC Reserve Saver account (81413    31/05/2025	50.86	
	Unity Trust Bank (20398572)    31/05/2025	71,199.52	
	Lloyds Credit Card    31/05/2025	0.00	
	Charity Bank    31/05/2025	88,273.34	
	Unity Saver    31/05/2025	50,000.00	
			<b>233,958.87</b>
	Less unrepresented payments		233,958.87
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>233,958.87</b>
	<b>A = B Checks out OK</b>		

## SUMMARY EXPENDITURE BY COST CENTRE



If useful, charting will be extended to include Environment, YCC and Youth club budgets.

**Bills for Payment - 18th May to the 10th June 2025**  
**Banwell Parish Council**

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
<b>Already Paid</b>						The Parish Council
DD	YU	Streetlight Power	£ 198.64		089/25	
DD	EDF	YCC Electricity	£ 16.83		089/25	
DD	Mainstream	Phone and Broadband	£ 57.14		089/25	
DD	XCS	Printer use	£ 29.48		089/25	
<b>To Pay</b>						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		089/25	
BACS	J K Gardening	Emptying NSC bins	£ 15.00		198/24 (ii)	
BACS	J K Gardening	Golling Lane <b>Total: £1148.34</b>	£ 90.00		089/25	
BACS	Corporate Cleaning Services	Dog Bin Emptying	£ 546.00		089/25	
BACS	YMCA	Youth Club Sessions	£ 405.00		089/25	
BACS	Insight Cleaning	YCC Cleaning	£ 264.00		089/25	
BACS	GB Sport	Operational Inspection	£ 132.00		089/25	
BACS	Glasdon	3 dog bins	£ 1,340.89		056/25	
BACS	ALCA	HR Training x 2	£ 240.00		035/25	
BACS	Bristol City Council	Part of Ecology Survey	£ 151.25		038/25	
BACS	Avon Armour	All weather strip for YCC automatic door	£ 109.20	Awaiting Invoice	YCC 20/25(ii)	
BACS	Parish News	Article and posters	£ 197.00	Query price increase	089/25	
BACS	Nailsea Town Council	Officer Planning Training	£ 45.00	Awaiting Invoice	084/25 (vi)	
BACS	Officer overtime + Expenses	Overtime, expenses (rolls, butter, milk & YCC bookcases)	£ 553.28		contractual & YCC 21/25	
DD	Lloyds Bank PLC	Multipay charge & costs (Open AI, misc YCC, food bank)	£ 365.75		Admin & 089/25	
SO	Officer Salaries	Officer Salaries	£ 2,957.40		089/25	
DD	Nest	Pension contributions	£ 207.13		089/25	
DD	Unity Trust	Bank Charges	£ 10.20		089/25	
DD	North Somerset	YCC Waste Collection	£ 9.77	New monthly cost	089/25	
BACS	HMRC	PAYE and NI	£ 1,133.13		089/25	
			<b>Totals</b>	<b>£ 10,117.43</b>		

The Parish Council have resolved to use the General Power of Competence as of the 15th May 2023