

## **Committee / Working Group Members 2025/26**

**Current members already filled in.** Please consider carefully whether you will be available when the committee is held.

<b>Planning</b> 1 <sup>st</sup> Monday of the month	<b>Youth and Community Centre</b> 1 <sup>st</sup> Monday of the month (every 2 months)
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> 1 <sup>st</sup> Monday March & September	<b>Appeals</b> When needed
Cllr Arlidge	Cllr Davies
Cllr Bailey	Cllr Thomson
Cllr Harding	Cllr Voller
Cllr Thain	
VACANCY	
<b>Cemetery &amp; Memorials Working Group</b>	<b>Banwell Sustainability Working Group</b>
Cllr Davies	Cllr Arlidge
Cllr Harding	Cllr Bailey
VACANCY	Cllr Harding
VACANCY	Cllr Smith
VACANCY	Cllr Thomson
Maggie McCarthy (co-opted)	Cllr Voller
John Keate (co-opted)	Cllr Wright
<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 Chairman & Vice Chairman of the Parish Council are able to attend any committee & working party as ex-officio with voting rights unless it is the Appeals Committee and they are on the Employment Committee.*

## **To appoint members of outside bodies for 2025/2026**

<b>Outside Body</b>	<b>Members below are from 2024/25</b>
ALCA North Somerset Group	Cllr Harding & VACANCY
Banwell Allotment Society	VACANCY
Banwell in Bloom	Cllr Thomson
Banwell Scouts Association	Cllr Thomson & Cllr Smith
Banwell School Community Governor	VACANCY
Banwell Village Hall Management Committee	VACANCY X 2
Churchill and Langford Minibus Society	VACANCY
Parochial Church Council	VACANCY (although elected in April)
NSC Standards Sub-Committee	Cllr Harding
Winscombe & Banwell Patient Participation Group	VACANCY
<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 Thompson



## MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 14<sup>th</sup> of APRIL 2025

**PRESENT:** Councillors: Paul Harding (Chairman), Paul Blatchford, Mike Bailey, Kelly Smith, Matthew Thomson, Steve Voller (Vice-Chairman) & Tara Wright.

**IN ATTENDANCE:** Mrs Liz Shayler (Clerk)  
**WARD COUNCILLOR:** Cllr Tristam  
**MEMBERS OF THE PUBLIC:** None

Cllr Harding welcomed everybody.

**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.**

The following report was received for the period 19/03/2025 to 12/04/2025.

A total of 28 incidents were reported, including the following crimes: 3 abandoned 999 calls, 2 antisocial behaviour, 2 concern for welfare, 1 stalking, 3 suspicious activity, 1 theft, 1 threat, 9 traffic related.

Residents are encouraged to stay informed via the Avon & Somerset Police website or by following their Facebook page: North Somerset Neighbourhood Policing. If you see anything suspicious in the area or wish to speak to local officers, please call 101, or 999 in an emergency. You can also report anonymously to Crimestoppers on 0800 555 111.

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

Cllr Tristam gave a brief update on Thomas Close Parking. All parties involved have agreed to take part in conflict resolution, which will be organised by Allianz.

**The meeting was convened.**

**046/25 To receive apologies for absence (agenda item 1).**

Apologies were received from Cllrs Steve Davies, Nick Manley and Simon Arlidge.

**047/25 To receive members' declarations of interest on any agenda item (agenda item 2)**

An interest was declared by Cllr Smith on agenda 6 (vii) due to the Council's use of Microbitz.

**048/25 To approve as a correct record, the minutes of the Parish Council meeting on the 17<sup>th</sup> of March 2025 (agenda item 3)**

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

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

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

**049/25 To note the minutes from the Planning Committee on 7th April 2025 (agenda item 4).**

The minutes above were noted.

**050/25 To receive the Clerk's report/Exchange of information (agenda item 5)**

**i) Banwell Bypass update**

North Somerset Council has approved the decision to proceed to Stage Two, allowing main construction work on the Banwell Bypass to begin.

**Traffic Management** - The Knightcott traffic lights have been removed. The Towerhead traffic lights will remain in place for a few more weeks before being removed. Additional signs either side of the the traffic lights on Wolverhill Rd to ensure they are only for haul road. The closure of Riverside delayed to at least the 22<sup>nd</sup> April for a duration of 11 weeks.

**Communications and Engagement** - Galliford Try's new Communications Officer is now in post and has met with the Clerk. She, along with members of the Bypass team, will be attending the Parish Assembly on 28th April to give a brief presentation on the scheme. As a result, the Parish Council's formal update has been postponed until June, when more information about the construction timetable is expected to be available. A "Meet the Contractor" event has been scheduled for Thursday, 22nd May.

**ii) Baseline Ecology**

Due to be undertaken in June. The resident currently grazing has been informed of the dates.

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

A payment of £3,839.96 has been received from North Somerset in relation to the planning application on Whitecross Lane.

**iv) Grumble pill Footpath.**

Residents raised concerns with the Chair about the lack of a safe walking or cycling route for students travelling from Meadfields and West Wick to Winterstoke Academy. Although the school is nearby, there is no public transport or safe crossing at the Somerset Avenue roundabout, leaving driving as the only option. A current planning application proposes a foot/cycle bridge across the rhyne near Meadfields, but progress appears to be delayed as objections were raised by The Internal Drainage Board. Mead Realisations have been contacted by NSC councillors Solomon and Tristram who are in discussion with Mead Realisations. Residents were encouraged to comment on the application and contact their local district councillors.

**051/25 To approve the following expenditure (agenda items 7)**

**i) £105 for the annual membership to the Institute of Cemetery & Crematorium Management (ICCM).**

**Resolved** – To approve the cost of £105 for the annual membership to the ICCM.

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

**ii) £417.60 + VAT for the annual Scribe Bookings.**

**Resolved** – To approve the cost of £417.60 + VAT for the annual Scribe Bookings.

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

**iii) £910.37 for the Annual Avon Local Council Association (ALCA) subscription (£640.15) and Annual National Association of Local Councils (NALC) subscription (£270.22).**

**Resolved** – To approve the cost of £910.37 for the ALCA / NALC subscription.

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

**iv) £2000 annual contribution to the Older Peoples Service.**

**Resolved** – To approve a grant of £2000 annual contribution to the Older Peoples Service.

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

**v) £25 + VAT for an A3 YCC private carpark sign.**

**Resolved** – To approve the cost of £25 + VAT for an A3 YCC private carpark sign. To be reviewed in 6 months to see if another one is needed.

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

vi) **£250 + VAT Annual PAT testing and Emergency Lights in the YCC.**

**Resolved** – To approve the cost of £250 + VAT Annual PAT testing and Emergency Lights in the YCC.

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

vii) **£180 for additional batteries for two of the councillor laptops.**

The Clerk told the meeting that the cost of the batteries was £95 each. However, the laptop currently with Mircobitz had needed additional work.

**Resolved** – To clerk to have delegated power to approve the cost of up to £250 + VAT for additional batteries and any works needed for two of the councillor laptops.

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

**052/25 To note the training and events available and agree any attendance (agenda item 6)**

- 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.

**053/25 To agree an initial £100 budget for the Community Picnic (agenda item 8).**

The Clerk clarified that there was unlikely to be a need for more than the £100 budget.

**Resolved** – To agree an initial £100 budget for the Community Picnic.

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

**Resolved** – To authorise the use of temporary signage on Riverside Green for this and future large-scale events.

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

**054/25 To discuss the request for a cream tea to replace the soup and a roll for June to August (agenda item 9).**

**Resolved** – To offer a cream tea every Thursday from 12:30 to 1:30pm during June. If successful and with no cost to the Parish Council, the initiative would continue through July and August.

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

**055/25 To discuss the request for horse warning signs along Riverside (agenda item 10).**

**Resolved** – It was agreed that Cllr Bailey will meet with residents to identify specific areas of concern along Riverside. The matter will then be brought back to Council for further consideration. Additionally, Cllr Thomson will assess the situation along the High Street.

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

**056/25 To note the donation from Mead Realisations of £1050 for dog bins located in Mead Fields and to agree the cost of an additional bin, installation of approximately £630 (agenda item 11).**

**Resolved** – To thank Mead Realisations for the £1050 donation for three dog bins and agree the cost of an additional bin and installations totalling £630 + VAT.

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

**057/25 To discuss a request from the Village Hall for a grant to cover the land registry fees (agenda item 12).**

**Resolved** – To authorise the Clerk to use the Parish Councils Planning Portal Access to register the Village Hall with Land Registry and to agree a grant of up to £150 to cover the land registry fees.

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

**058/25 To note the Environment and Biodiversity survey outcomes and suggested actions (agenda item 13).**

The Environment and Biodiversity survey outcomes and suggested actions were noted.

**059/25 To agree the following new documents (agenda item 14).**

i) **Annual Parish Council Action Plan.**

**Resolved** – To approve the Annual Parish Council Action Plan, with the removal of the action relating to the war memorial renovation, which will be delayed until the bypass has been completed.

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

ii) **General Volunteers Policy and associated Risk Assessment.**

**Resolved** – To approve the General Volunteers Policy and associated Risk Assessment, subject to an amendment in the safeguarding section to clarify that Parish Council events will always require a parent to be present unless the event is contracted out.

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

**060/25 To note the internal audit reports from the 17th of March and agree any recommendations (agenda item 15)**

The internal audit report was noted with no recommendations.

**061/25 To review and approve the updated Asset Register (agenda item 16).**

**Resolved** – To approve the updated Asset Register.

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

**062/25 To carry out a review of the effectiveness of the system of internal control and review the Internal Audit Plan (agenda item 17)**

**Resolved** – To approve the reviewed Internal Audit Plan and that the effectiveness of the system of internal controls in good and adequately meet the needs of Banwell Parish Council.

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

**063/25 To confirm that the Parish Council have no conflicts of interest with the external auditor BDO LLP (agenda item 18).**

**Resolved** – To confirm that the Parish Council have no conflicts of interest with the external auditor BDO LLP.

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

**064/25 To note the Internal Auditors section of the Annual Return for 2024/25 (agenda item 19)**

The Internal Auditors section of the Annual Return for 2024/25 was noted.

**065/25 To approve the Annual Governance Statements for 2024/25 (agenda item 20)**

**Resolved** – To approve the Annual Governance Statements for 2024/25.

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

**066/25 To approve the Statement of Accounts for 2024/25 (agenda item 21)**

**Resolved** – To approve the Statement of Accounts for 2024/25.

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

**067/25 To note the Parish Council's end of March's net position, reserves, bank balances and bank reconciliation (agenda item 22)**

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

**068/25 To note the Parish Council's 2025/26 budget (agenda item 23)**

The Parish Council's 2025/26 budget was noted.

**069/25 To authorise bills for payment for April (agenda item 24).**

The Clerk tabled an additional bills for payment schedule.

**Resolved** – To authorise the bills for payment for April of £85679.31. Cllr Harding and Cllr Blatchford to authorise the BACs payments.

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

**070/25 Dates of the next meetings (agenda item 25)**

- Monday 28<sup>th</sup> April 2025 7:30pm Parish Assembly / Annual Meeting of Electors at the YCC.
- Monday 12<sup>th</sup> of May 2025, 7pm Planning Committee at the YCC.
- Monday 12<sup>th</sup> of May 2025, TBD Youth & Community Centre Committee at the YCC.
- Monday 12<sup>th</sup> of May 2025, TBD Employment Committee
- Monday 19<sup>th</sup> of May 2025, 7:30pm Parish Council Meeting at the YCC.

The Chairman closed the meeting at 20:30

.....Chairman

.....Date

**Bills for Payment - 18th March to the 10th April 2025**  
**Banwell Parish Council**

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
<b>Already Paid in 24/25 Financial Year</b>						The Parish Council
BACs	Avon Armour	Part Payment for annual door inspection	£ 85.00		036/25 (ii)	
BACS	Webglu	Quarterly web maintenance	£ 243.84		083/24	
<b>Already Paid in 25/26 Financial Year</b>						
DD	YU	Streetlight Power	£ 234.61		083/24	
DD	Mainstream	Phone and Broadband	£ 73.32	Query additional cost	083/24	
<b>To Pay</b>						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		083/24	
BACS	Ambience Landscape	Dog Bin Emptying	£ 648.07		083/24	
BACS	YMCA	Youth Club Sessions	£ 540.00		083/24	
BACS	Insight Cleaning	YCC Cleaning	£ 256.00		083/24	
Chq	GB Sport	All Weather Path	£ 54,974.92		158/24	
BACS	GB Sport	Quarterly inspection	£ 132.00		083/24	
BACS	GB Sport	Wetpour under toddler equipment	£ 17,604.00	<b>TOTAL £17,736.00</b>	174/24	
BACS	Scribe	Annual Bookings Renewal	£ 501.12		051/25 (ii)	
BACS	Bridget Bowen	2nd internal audit	£ 85.00		113/23	
BACS	ALCA	Annual Subs	£ 910.37		051/25 (iii)	
BACS	Churchill Minibus Society	Contribution to the ' Older People Service'	£ 2,000.00		051/25 (iv)	
BACS	K. Gunningham	Annual Banwell Allotment Payment	£ 1,647.88		095/23	
BACS	ICCM	Annual subscription	£ 105.00		051/25 (i)	
BACS	Microbitz	Additional battery and repairs to councillor lap top.	£ 139.99		051/25 (vii)	
BACS	Officer overtime + Expenses	Overtime, expenses (rolls & butter)	£ 114.97		contractual & 022/24	
DD	EDF	YCC Electricity	£ 18.58		083/24	
DD	Lloyds Bank PLC	Multipay charge & costs (Open AI, YC, YCC misc, plaque)	£ 202.20		069/25	
SO	Officer Salaries	Officer Salaries	£ 2,957.40	New Env & Tax code	083/24	
DD	Nest	Pension contributions	£ 199.38		083/24	
DD	Unity Trust	Bank Charges	£ 12.15		083/24	
DD	North Somerset	YCC Waste Collection	£ 9.50		083/24	
BACS	HMRC	PAYE and NI	£ 1,080.66		083/24	
<b>Totals</b>			<b>£ 85,819.30</b>			

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

**MINUTES OF BANWELL PARISH ASSEMBLY  
HELD AT THE YOUTH AND COMMUNITY CENTRE ON MONDAY 28<sup>th</sup> APRIL 2025**

The meeting was chaired by Councillor Paul Harding (Chairman of Banwell Parish Council).

**Present:** 26 members of the public, 9 Parish Councillors, 1 District Councillor and the minutes were taken by Liz Shayler (Clerk to Banwell Parish Council).

**1. APOLOGIES**

Apologies were received from Parish Councillor Steve Davies.

**2. MINUTES OF LAST PARISH ASSEMBLY**

The minutes of the Annual Parish Assembly held on 22<sup>nd</sup> of April 2024 were approved as a correct record of the meeting and were duly signed by Cllr Harding.

**3. BANWELL PARISH COUNCIL –**

**i. Chairman's Report**

The Chairman, Paul Harding, gave the following report.

I think I can only start with after a hundred years, despite the nay sayers and purveyors of untruths, Banwell is finally getting its Bypass. Finance, planning and a contractor are all in place to deliver this essential piece of infrastructure and you can't fail to notice the works are progressing aplomb. Expect disruption until 2027, but in the end, a significant proportion of the traffic will be removed from the village. On the evidence from our Vehicle Activated Speed unit, we estimate more than 5,000,000 vehicles enter the village each year. We are aware that not everyone is in favour of the Bypass and BPC have been fully aware from the start of the current project that this meant the Garden Village originally proposed in the Joint Spatial Plan would become a reality. However, as the late Derek Mead once said to the Parish Council: "You can have the houses and a Bypass, or just the houses." BPC has liaised closely with NSC and the Bypass team who are here tonight. In case you were wondering - YES, there will be a party on the Bypass before it opens.

That leads me on to the Wolverhill Road development. We have had meetings with the main developers and NSC to influence the developers to benefit both current and future residents. We have held public meetings for residents to air their views. There are still areas of concern regarding the strategic green gap and placing of facilities, but we will continue to challenge where necessary. We have met with NSC to discuss the disastrous proposal to close the bridge over the M5 towards Worle for cars – now withdrawn, in no small part to the efforts of Steve Voller. We look forward to NSC putting the M5 Junction 21 relief road on the Master Plan for the Wolverhill Rd estate, and the completion of the North South link road through Locking Parklands and Mead Fields, or at the very least pedestrian access to the new Locking Parklands schools from Mead Fields.

Whilst I have started with the two biggest events affecting us, Banwell is far more than just the Bypass and Wolverhill Road development.

In the last year we have lost Cllrs Gibbons and McCarthy but gained Cllr Thain. I thank both Cllrs Gibbons and McCarthy for their service to the community. We have a vacancy if anyone is interested. We have recruited an Environment and Biodiversity Officer – Amy Symonds who will talk to you next. The Clerk and Cllrs Blatchford and Thian have attended stakeholder meetings on the Mead Fields development. We intend to hold PC meetings on Mead Fields in the future once a suitable venue is in place.

We work closely with our Ward Councillor Joe Tristram who is quick to take up matters when we raise them.

We have enhanced the Recreation Ground from CIL monies, and we now have the toddler area accessible 365 days a year, and an all-year accessible path constructed which means Banwell now has a safe place for children on bikes/scooters to safely exercise away from the traffic.

We continue to offer support to the residents through:

- Tea and Tech / You Can Do I.T. – at the YCC.
- Village Cleans.
- Provision of dog bins in Banwell and Mead Fields.
- Community Picnic on the Rec – this year's will be at Banwell Football Club.
- Continued live streaming of our meetings.
- Continued provision of the Banwell Youth Club – meets Tuesdays 6.30 – 8.30 (10-18yr).
- Despite storm Darragh, we put on another very successful Christmas Market.
- Soup and a Roll – cream teas for the summer at the YCC.
- Continued support to Citizens Advice.
- Continued provision of volunteers for the school crossing – particular thanks go to Jonathan and Cllr Arlidge. If anyone else can assist – speak to the Clerk.
- Joined the West of England Impact Alliance initiative looking at eradicating loneliness.
- Regular updates to the community by our Communications Officer Sally on Facebook, Instagram and our Website. We no longer use Twitter/X.
- Continued outpost of Weston Foodbank.

Finally, much of what we do could not occur without the input of our volunteers, councillors past and present and especially Liz our Clerk and her family who are always available and give up significant amounts of their time - Russ, Bella, Tom and Anne. Thank you.

Banwell – A Community, Not Just A Traffic Jam.

## ii. Clerks report

The Clerk reported that the Parish Council's Statement of Accounts for the 2024/25 financial year is now available on the website, with hard copies available on request. The level of reserves was highlighted, including earmarked reserves for a cemetery extension and Community Infrastructure Levy (CIL) funds allocated to the recently constructed all-weather path around the Recreation Ground.

The Clerk was pleased to report that, due to an increase in the Council Tax Base, the cost to a Band D property has increased by only 4p, bringing the annual charge to £86.01. The Council recognised the continued challenges posed by rising household utility costs and has sought to minimise the financial impact on residents.

The Clerk invited the Assembly to seek clarification on any issues. No queries were raised.

## iii. Environment and Biodiversity Officer

The Environment and Biodiversity Officer gave a brief PowerPoint presentation outlining her current role and future plans. No questions were raised following the presentation. A copy of the presentation is available on request from the Clerk.

## 4. NORTH SOMERSET COUNCIL

### i) Ward Councillors Report

Councillor Tristram introduced himself and provided an overview of his responsibilities, along with examples of how he has supported Banwell residents. These included:

- Assisting with waste and recycling issues.
- Liaising with and on behalf of residents in the new Mead Fields development.
- Addressing concerns related to the proposed Wolverhill development and its potential impact on existing residents.
- Supporting the resolution of footpath issues, including a collapsed culvert.

The Chairman expressed gratitude to Councillor Tristram for his consistent presence and invaluable contributions to the community.

**5. MEET THE CONTRACTOR - Galliford Try and the NSC Banwell Bypass Team**

Representatives from the NSC Banwell Bypass Team and their contractor, Galliford Try, introduced themselves and gave a brief presentation. They outlined some of the challenges encountered to date and highlighted the progress made since Galliford Try joined the project. This included photographs of the newly constructed haul road and waterway diversions, followed by a high-level programme overview with key project milestones.

**6. AVON & SOMERSET CONSTABULARY**

No PCSO was present, and no annual report had been received. The public was reminded that a monthly report is presented at each Parish Council meeting and is recorded under public participation in the minutes.

**7. RECOGNITION OF SERVICE TO THE COMMUNITY AWARD 2025**

The Clerk was pleased to present the 2025 Recognition of Service to the Community Award. This annual award recognises individuals who have made an outstanding contribution to village life, often working quietly and consistently without expectation of thanks. The 2025 recipient was acknowledged for long-standing service as a bell ringer, and more recently as Tower Captain, where she has led the team and helped maintain this valued local tradition.

Following the withdrawal of the toddler group by North Somerset Children’s Services in February 2024, the recipient stepped forward to establish a new group. Her efforts have provided a welcoming and much-needed space for families with young children, which has been greatly appreciated by both parents and children alike.

In recognition of this significant contribution to the community, the 2025 award was presented to Jade Longmoor.

**8. PUBLIC COMMENTS**

A resident asked about plans for the centre of the Parish now that the Banwell Bypass build and construction contract have been signed. The Clerk reiterated that, according to the Banwell Bypass presentation, mitigation works in the village centre are scheduled to take place after the Bypass opens, in order to help divert traffic away from the village. It is hoped that the detailed design for these works will be published in approximately 18 months. The Bypass team will liaise with the Parish Council, who will ensure that the plans are publicised and that any comments received are considered.

**9. REPORTS BY VILLAGE ORGANISATIONS**

Reports were presented by the following village organisations over the past year.

- Banwell Village Hall – Neil Humphries-Smith
- Banwell Bell Ringers – Jade Longmoor
- Royal British Legion\* – Penny Motram
- Women’s Institute\* - Viv Bailey
- Banwell Methodists\* – John Batt
- Banwell School PTA – Cllr Tara Wright
- Men’s Breakfast\* – Denis Cruze
- Banwell Potigny Town Twinning\* – Dinah Harrison
- 1<sup>st</sup> Banwell Scouts – Laurence Pool
- Banwell Gardening Club – Lynne Ralph
- Banwell Football Club – Brian Peat

(\*Copies of these written reports are held by Banwell Parish Council and may be inspected by making application to the Parish Clerk).

**10. DATE OF THE NEXT MEETING OF ELECTORS – Monday 27<sup>th</sup> April 2026**

There being no further business the Chairman closed the meeting at 9pm and thanked all those who had attended.

..... Chairman

..... Date



## **Minutes of the meeting of the Planning Committee held at Banwell Youth & Community Centre, 7 pm on Monday 12<sup>th</sup> of May 2025.**

**PRESENT:** Councillors Paul Blatchford (Vice-chairman), Simon Arlidge, Steve Davies, Paul Harding & Matthew Thomson.

**IN ATTENDANCE:** Liz Shayler (Clerk), Cllr Nina Thain and 4 members of the public.

Cllr Blatchford welcomed everybody.

**The meeting was convened.**

### **24/25 To receive apologies for absence (agenda item 1)**

Apologies were received from Cllr Nick Manley.

### **25/25 To receive declarations of interest (agenda item 2)**

No declarations of interest were received. Cllr Arlidge declared a personal interest in agenda item 6 (v) planning application 25/P/0629/FUL 6 The Paddock Banwell BS29 6DH.

### **26/25 To approve as a correct record the minutes of the Planning Committee Meeting held on the 7<sup>th</sup> of April 2025 (agenda item 3)**

**Resolved** – That the minutes of the Planning Committee Meeting held on the 7<sup>th</sup> of April be approved as a correct record of the meeting.

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

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

**The Chairman of the meeting then moved Agenda item 6(v) 25/P/0629/FUL 6 The Paddock forward.**

### **27/25 To note and comment upon planning application 25/P/0629/FUL 6 The Paddock BS29 6DH (agenda item 6 (v))**

Proposed erection of 1no. 4-bed dwelling including creation of new vehicular access and associated hardstanding. Alteration of existing dwelling including the block-up of all windows to the South elevation.

**Standing orders were suspended to allow members of the public to speak.**

Two members of the public spoke strongly against the application for the following reasons.

- The Paddocks is a quiet, rural area, and additional development would increase traffic.
- No consideration has been given to the impact on neighbouring properties on Knightcott Road.
- Overlooking concerns from proposed upper floor windows to properties on Knightcott Road.
- Potential loss of light to neighbouring properties.
- Existing drainage issues in the area would be exacerbated by the development.
- The proposed dropped kerb would be dangerous in this location as it is too close to a busy footpath used by families, children, and the elderly.
- With new housing coming as part of the bypass development, there is no need to overdevelop existing garden space.

**Standing orders were reinstated**

**Resolved:** To recommend refusal of this proposed development on the following grounds:

- The proposal would represent overdevelopment of the site, which lies on a road defined by properties with large gardens. The construction of an additional dwelling in this location

would undermine the established character of the street and harm the visual appearance of the area.

- The positioning of bedroom windows raises concerns regarding overlooking and a loss of privacy for neighbouring properties particularly those on Knightcott Road.
- The plans do not clearly demonstrate that the site can accommodate the required six off-street parking spaces (three per 4-bedroom dwelling, in line with North Somerset Council's parking standards), nor adequate bicycle storage. This raises concerns about the practicality of the scheme and the potential for increased on-street parking pressures.
- The site is located at the end of a cul-de-sac within the turning circle, where on-street parking is not feasible without obstructing access for refuse collection and emergency vehicles. This makes the lack of sufficient off-street parking provision particularly problematic.
- The proposed dropped kerb would be dangerous in this location as it is too close to a busy footpath used by families, children, and the elderly.

If North Somerset Council is minded to approve the application, the Committee recommends the following conditions and requirements:

- Inclusion of water-efficient fixtures and fittings in all proposed bathrooms and utility areas, in line with Policy CS1 of the North Somerset Core Strategy, to mitigate increased water demand.
- Submission of a BNG report, as this is already a mandated requirement which has not yet been met.
- Provision of a Sustainable Drainage System (SuDS) management plan to ensure appropriate surface water handling and long-term maintenance.

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

**28/25 To agree the Planning Committee Terms of Reference to be presented to the Full Council at the Annual meeting (agenda item 4)**

**Resolved** – To approve the Planning Committee Terms of Reference to be presented to the Full Council at the Annual meeting.

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

**29/25 To discuss recommending that the Planning Application 24/P/0967/OUT Land South of Knightcott Road be called into NSC Planning Committee (agenda item 5)**

**Resolved** – To request that the Planning Application 24/P/0967/OUT Land South of Knightcott Road be called into NSC Planning Committee.

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

**30/25 To note and comment upon planning applications (agenda item 6).**

- (i) **25/P/0063/FUL. Building At Chestnut Farm Wolvershill Road Banwell BS29 6LA.**  
Retrospective application for the change of use of a building from agriculture to a mixed use Class B2 (motor vehicle and plant servicing and repairs) and Class B8 (general storage).

**Resolved:** To note this application.

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

- (ii) **25/P/0133/FUH Briar Patch 9 Dark Lane Banwell BS29 6BP.**

Proposed removal of front balconies alongside the demolition of existing conservatory and storage below with subsequent erection of a 2-storey side extension. Creation of a second storey with rear

flat-roof dormer. Fenestration alterations including the removal, replacement and installation of windows, doors, finishing and fencing.

**Resolved:** To recommend refusal of the proposed development on the following grounds:

- The overall height, size, and scale of the development, combined with the removal of existing trees without suitable replacement, would fail to respect the character of the existing property and would cause harm to the Banwell Conservation Area.
- The site lies in close proximity to Bat Special Area of Conservation (SAC) Consultation Zone B and the Mendip National Landscape. The introduction of large roof windows raises concerns regarding light spill and the resulting impact on protected bat species. No assessment has been provided to demonstrate that the development would avoid ecological harm.

If North Somerset Council is minded to approve the application, the Parish Council recommends that:

- A full bat survey is undertaken, and
- Any necessary mitigation measures, such as black-out glass, are conditioned to ensure the protection of nearby protected species.

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

(iii) **25/P/0323/RM Land South of Churchland Way, Wolvershill Road, Banwell.**

Reserved Matters application for access, appearance, landscaping, layout and scale for the erection of 469no. dwellings and associated works on Site A pursuant to Outline Permission 12/P/1266/OT2 (Outline application and Environmental Impact Assessment with all matters reserved except for main accesses from West Wick Roundabout and from Wolvershill Road, for a mixed use development comprising: Residential: 1,150 residential dwellings, a 60 bed care home(Use Class C2), 60 close care units (Use Class C2), 120 bedroom Hotel (Use Class C1), Employment: 20,000 square metres comprising offices, research and development and light industry (Use Class B1,a,b,c), 1,000 square metres Veterinary practice, 1000 square metres development comprising 2 x 60 place nursery, leisure use, doctor/dentist surgery (Use Classes D1 & D2), 600 square metre community building (Use Class D2), 200 square metre convenience shop (Use Class A1), 200 square metre building for Use Classes A3, A4 & A5, primary school and 40-place nursery, 9.98 hectares of strategic open space, 10.47 hectares of public open space, including multi-use games area, neighbourhood equipped play areas and local equipped play areas, allotments and community orchard, 3.39 hectares of sports provisions including 1 senior and 1 junior pitches and 2 tennis courts, 2.43 hectares strategic buffer space, 1 vehicle access off West Wick Roundabout and 1 access from Wolvershill Road with other internal road connections to adjoining land, site infrastructure and demolition of existing buildings).

**Resolved:** To object to this application to the proposed development due to insufficient parking provision, which is likely to lead to substantial on-street parking. This could obstruct access for essential services, including refuse collection and emergency vehicles, and would have a negative impact on the safety and usability of the internal road network.

While the total number of parking spaces may meet policy on paper, the development places a heavy reliance on garage spaces (which are frequently underused) and tandem driveways (which are often avoided in practice). This design flaw significantly reduces the effectiveness of the parking provision.

Furthermore, the development proposes only 9 dedicated visitor parking spaces for 469 dwellings, which is entirely inadequate. This is expected to further exacerbate on-street parking pressures.

If North Somerset is minded to approve the application, then the Planning Committee recommends the following conditions and observations:

- Prioritisation of the North South Link Road (Apprentice Way): The Committee strongly recommends that the North South Link Road be constructed and opened prior to the further development of the site. Currently, there is no direct vehicular access between Locking Parklands and Mead Fields. The completion of this link is essential to divert traffic from neighboring roads and to provide necessary connectivity between these settlements.

- A condition stating the minimum dimensions of the dense planting zone and the requirement for ongoing maintenance of the bat corridor.
- A condition stating that within Area 2 (Grumblepill corridor), lighting levels will not exceed 0.5 lux, in line with best practice for protecting light-sensitive bat species.
- A condition requiring that at least 80% of all trees and shrubs planted are native species, to support local biodiversity.
- The Committee notes a lack of explicit recognition of passive design principles or future provisions for renewable energy installations, and encourages that these be addressed to ensure long-term environmental sustainability.

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

**(iv) 25/P/0743/RM Land South of Churchland Way, Wolvershill Road, Banwell**

Reserved Matters application for access, appearance, landscaping, layout and scale for the erection of the following: 120 space Nursery; Wellness Centre (including doctors' surgery, gym, spa facilities, cafe); Commercial facilities including food retail and cafe; and Veterinary Surgery pursuant to Outline Permission 12/P/1266/OT2 (Outline application and Environmental Impact Assessment with all matters reserved except for main accesses from West Wick Roundabout and from Wolvershill Road, for a mixed use development comprising: Residential: 1,150 residential dwellings, a 60 bed care home (Use Class C2), 60 close care units (Use Class C2), 120 bedroom Hotel (Use Class C1), Employment: 20,000 square metres comprising offices, research and development and light industry (Use Class B1,a,b,c), 1,000 square metres Veterinary practice, 1000 square metres development comprising 2 x 60 place nursery, leisure use, doctor/dentist surgery (Use Classes D1 & D2), 600 square metre community building (Use Class D2), 200 square metre convenience shop (Use Class A1), 200 square metre building for Use Classes A3, A4 & A5, primary school and 40-place nursery, 9.98 hectares of strategic open space, 10.47 hectares of public open space, including multiuse games area, neighbourhood equipped play areas and local equipped play areas, allotments and community orchard, 3.39 hectares of sports provisions including 1 senior and 1 junior pitches and 2 tennis courts, 2.43 hectares strategic buffer space, 1 vehicle access off West Wick Roundabout and 1 access from Wolvershill Road with other internal road connections to adjoining land, site infrastructure and demolition of existing buildings).

**Resolved:** To note this application and welcomed the inclusion of three proposed car parks within the development. However, the Committee would like to request that consideration be given to opening up the car parks for residential or public use, where appropriate.

This could help alleviate the wider parking shortfall identified in the adjacent residential application and contribute to improved accessibility and reduced on-street parking pressures within the wider development.

In addition, the Planning Committee recommends the following design and environmental enhancements:

- Prioritisation of the North South Link Road (Apprentice Way): The Committee strongly recommends that the North South Link Road be constructed and opened prior to the further development of the site. This connection is vital not only for traffic management but also to enable residents from both settlements to access key facilities—such as the secondary school, veterinary surgery, wellness centre, and retail units—without needing to use longer or less suitable routes.
- Revise building layout to incorporate outdoor working options, including: Dedicated bin and recycling areas for offices and public amenities such as water fountains and a bike pump station to support sustainability and active travel.
- Provide an installation plan showing clear, species-specific box locations (e.g. bird/bat boxes) and required height to ensure ecological value.
- Extend the Ryne maintenance zone from 9m to 10m to allow sufficient space for watercourse management and ecological buffer.
- Incorporate fine-leaved, dense hedges between parking bays and pedestrian walkways to enhance visual screening, biodiversity, and pedestrian safety.

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

(v) **25/P/0701/FUL Kings Field Land Off Moor Road Banwell**

Section 73 application for the removal of Condition 3 (temporary consent) and variation of condition 4 (amount of development) of permission granted on appeal ref: APP/D0121/W/21/3274284 (Creation of 1no. traveller and gypsy caravan pitch together with the formation of hardstanding and the retention of a day room, stables and shed) to allow permanent occupation of the site and for a total of 5no. caravans, including 3no. static caravans.

**Resolved:** To recommend the refusal of the removal of Condition 3 (temporary consent) and variation of Condition 4 (amount of development). While the Committee does not object to an extension of the temporary consent until the adoption of the new Local Plan and the identification of alternative traveller sites, it strongly opposes any permanent site in this location or an increase in the number of caravans on the site.

The Committee notes that the Inspector's 2022 findings regarding flood risk, harm to the character and appearance of the area, and car dependency remain valid. Any intensification of the site's use would serve only to exacerbate these issues.

If North Somerset Council is minded to approve the application, the Committee recommends the following conditions be applied:

- A condition to ensure that all structures with internal light (e.g. caravans) are located at least 10 metres from any hedgerow or tree, to reduce light spill and ecological disturbance.
- Confirmation that either a septic tank or connection to the public sewer network is already in place, or will be secured within the next 6 months, to ensure appropriate wastewater management.
- A condition requiring that either: A drainage strategy is provided, or All caravans are located only on existing hardstanding, to avoid surface water and ground contamination risks

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

(vi) **25/P/0850/FUL Land at the Moor Dairy (Log Cabin) Moor Road Banwell**

Section 73 application to vary condition 2 attached to planning permission 22/P/2396/FUL (Demolition of an existing dwelling (log cabin) and the erection of a replacement dwelling) to allow for repositioning of dwelling approved.

**Resolved:** To note this application.

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

**32/25 To note the following planning applications (agenda item 7).**

(i) **25/P/0737/TRCA Briar Patch 9 Dark Lane Banwell BS29 6BP.**

Leyland cypress (G1)- remove

(ii) **25/P/0785/NMA Parcels 2.1a, 2.1b, 2.2a and 2.2b at Parklands Churchland Way.**

Non-material amendment to application 23/P/2647/MMA (Minor material amendment to application 20/P/3081/RM (Reserved matters application for matters of access, appearance, landscaping, layout, scale for the erection of 77no. dwellings with associated roads, footways, parking, drainage, landscaping and public open space pursuant to 12/P/1266/OT2) to allow for the redesign of multiple house types and alterations to the proposed layout to improve frontage onto the main link road.) to allow for the removal of the car port serving the parking of plots 40-42, and the omission of boundary walls to that of fences in several locations.

The applications above were noted.

**32/25 To note planning decisions – (agenda item 8)**

(i) **25/P/0130/AOC Banwell Bypass Land to North and East of Banwell Including Mitigation Highway Land In Sandford, Winscombe and Churchill**

Application for the discharge of details reserved by conditions 7(k), 9, 10, 11, 13 and 33 attached to planning permission 22/P/1768/R3EIA (herein referred to as 'Package D') relating to the Banwell

Bypass and Highways Improvement Scheme road construction Phase 2c. **APPROVED (discharge condition) (RDC)**

(ii) **25/P/0638/NMA Land to South of William Daw Close Banwell**

Non-material amendment to application 18/P/3334/OUT (Outline planning application for a residential development of up to 26no. dwellings and associated infrastructure with access for approval; appearance, landscaping, layout and scale reserved for subsequent approval.) to allow for an amendment to plot 12 (AG) for an already approved house type (SC) to provide greater separation and privacy for Hatherleigh House. **APPROVED**

**33/25 Date of the next meeting (agenda item 9)**

Monday 2<sup>nd</sup> of June 2025 at 7pm Planning Committee Meeting at the YCC.

**The Chairman closed the meeting at 19:45**

.....Chairman

.....Date

DRAFT



# Banwell Parish Council

## MINUTES OF A MEETING OF THE YOUTH & COMMUNITY CENTRE (YCC) COMMITTEE HELD AT THE YCC, WEST STREET, BANWELL AT 7:30pm ON MONDAY 12<sup>th</sup> OF MAY 2025

**Present:** Cllrs Matthew Thomson (Vice Chairman) Paul Harding, Kelly Smith, Nina Thain and Tara Wright.

**In attendance:** Liz Shayler (Clerk) and 1 member of the public.

**12/25 To receive apologies for absence: (agenda Item 1)**

Apologies were received from Cllr Nick Manley.

**13/25 To receive members' declarations of interest on any agenda item (agenda Item 2).**

There were no declarations of interest received.

**14/25 To approve, as a correct record, the minutes of the Youth & Community Centre Committee (YCC) minutes from the 4th of November 2024 and the 3rd of February 2025 (agenda Item 3)**

**Resolved:** To approve, as a correct record, the minutes of the YCC Committee on the 4th November and the 3rd of February 2025.

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

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

**15/25 To note YMCA Dulverton report on the current Youth Club provision (agenda Item 4)**

The report was noted.

**16/25 To complete the YMCA Dulverton appraisal process (agenda Item 5)**

**Resolved:** The appraisal process was completed resulting in a satisfactory outcome (see attached sheet).

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

**17/25 To agree a budget of up to £1800 for weekly youth club summer holiday activities (agenda Item 6)**

**Resolved:** To agree a budget of up to £1800 for weekly youth club summer holiday activities.

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

**18/25 To agree the cost of up to £495 for an October residential trip (agenda Item 7)**

**Resolved:** To agree the cost of up to £495 for an October residential trip.

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

**19/25 To receive the Officer's report/Exchange of information (agenda Item 8)**

i) **Mentoring Bookings**

A mentoring group supporting a young person with complex needs had been using the YCC free of charge for two hours, three times a week. Usage had expanded beyond agreed times, causing disruption to other users. Incidents involving the young person, including property damage and safeguarding concerns, were reported. Following discussions, access was returned to agreed hours. A request from North Somerset SEN to extend usage was declined due to existing bookings and wider community demand.

ii) **Alzheimer's Society monthly booking**

The Alzheimer's Society are looking to have a group at the centre once a month. Currently they are looking at Tuesdays once a month. They have been offered the community discount.

iii) **Community Payback Team**

The team are due back at the end of May, and it is hoped that they will be repainting the fence at the YCC and benches at the Recreation Ground / throughout the village.

iv) **ARUP**

Following a presentation attended by the Parish Council, the Clerk contacted ARUP to explore support for developing the YCC. The enquiry outlined issues with heating, energy efficiency, and future use of the building and surrounding land. An initial meeting was held, and ARUP will assess eligibility for support before considering a site visit and possible environmental advice.

**20/25 To note the following documents (agenda Item 9).**

i) **£235 for general maintenance works.**

**Resolved:** To agree the cost of up to £235 for general maintenance work to include.

- Repainting of the YCC porch floor.
- Paint around the radiator in the top office after removal of radiator shield.
- Repair 2 chairs.
- Repair and repaint render at the front of the YCC.
- Repaint outside wall of storage cupboard (by side door to hall).

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

ii) **£91+ VAT external weather cover for the door safety sensor.**

**Resolved:** To agree the cost of £91+ VAT for an external weather cover for the door safety sensor.

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

**21/25 To consider purchasing additional bookcases and desk and repurposing the top office as a book / puzzle swap (agenda Item 10).**

**Resolved:** To agree purchasing additional bookcases and desk for up to £350.

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

**22/25 To consider the Youth Club Logos and agree a way forward (agenda Item 11).**

**Resolved:** To approve the final Youth Club logo design, which combines key elements from Designs 1 and 2 as shown in the agenda papers, subject to the agreed amendment: the removal of the letter "B" from the acronym and the addition of the word "Banwell" above "YC," forming the full title "Banwell YC."

It was further resolved to award both winning entrants a free item of tuck each week for five weeks, and to approve the cost of £30 + VAT for the production of an A2-sized sign displaying the logo at the Youth and Community Centre (YCC).

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

**23/25 To agree the Youth & Community Centre Committee Terms of Reference to be presented to Full Council at the Annual meeting (agenda Item 12).**

**Resolved:** To agree the Youth & Community Centre Committee Terms of Reference to be presented to Full Council at the Annual meeting.

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

**24/25 To note the Youth and Community Centre and Youth Club budgets (agenda Item 13).**

The Youth and Community Centre budgets were noted.

**25/25 Date of Next Meeting (agenda item 14)**

Youth & Community Centre Committee Meeting at Banwell YCC on Monday 4<sup>th</sup> of August 2025.

The meeting closed at 20:14

Chairman.....

Date.....

DRAFT

## YMCA –REVIEW OF PERFORMANCE

Period under review 1<sup>st</sup> February to the 30<sup>th</sup> March 2025

1. Are all contracted sessions being held? **Yes** / No where possible  
Comments...
2. Are the numbers attending increasing? **Yes** / No / NA  
Comments ... Currently above 20.
3. Is a comprehensive range of activities being organised? **Yes** / No / NA  
Comments... Yes, Summer Holiday Activities Planned and October residential camp. Air Hop not undertaken given behaviour issues experienced at Youth Club.
4. Are YMCA demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? **Yes** / No  
Comments.... Summer Holidays Activities and residential organised for October
5. YMCA arranging activities outside of the village? **Yes** / No / NA  
Comments... Summer Holidays Activities and residential organised for October.
6. Are YMCA seeking other sources of funding for Youth Club activities? Yes / **No** / NA  
Comments – N/A.
7. Is any feedback from users/parents positive? Yes / No / **NA**  
Comments – None received.
8. Have any complaints been received about the service? Yes / **No**  
Comments...
9. Have there been any behavioural issues at the Youth Club including damage? **Yes** / No / NA  
Comments.... See report
10. Have any unannounced visits been made by Committee members since the review? Yes/**No**  
Comments...
11. Any other comments:  
....
12. Conclusion – **Satisfactory** / Unsatisfactory
13. Action points for YMCA
14. Action points for Youth Club Management Committee.



# **BANWELL PARISH COUNCIL**

## **MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 8pm ON MONDAY 12<sup>th</sup> of MAY 2025**

**Present:** Cllrs Paul Blatchford (Chairman), Simon Arlidge, Paul Harding & Nina Thain.

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

**12/25 To receive and accept apologies for absence (agenda item 1).**

No apologies were received.

**13/25 To receive members' declarations of interest on any agenda item (agenda item 2)**

No member's declarations of interest were received.

**14/25 To approve as a correct record the minutes of the meeting of the Employment Committee held on the 3<sup>rd</sup> of March 2025 (agenda item 3).**

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

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

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

**15/25 To agree the Employment Committee Terms of Reference to be presented to the Full Council at the Annual meeting (agenda item 4).**

**Resolved** – To agree the reviewed Employment Committee Terms of Reference to be presented to the Full Council at the Annual meeting.

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

**16/25 Exclusion of the press and public. (The Committee is recommended to resolve that member of the press and public be excluded from the meeting during consideration of agenda item 6 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (agenda item 5).**

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

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

**17/25 To discuss current workforce capacity and discuss any contingency plans (agenda item 6).**

**Resolved** – That the Clerk has delegated power to implement any contingency plans in the event of absence of a member of staff.

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

**18/25 To agree the date of the next meeting (agenda item 7)**

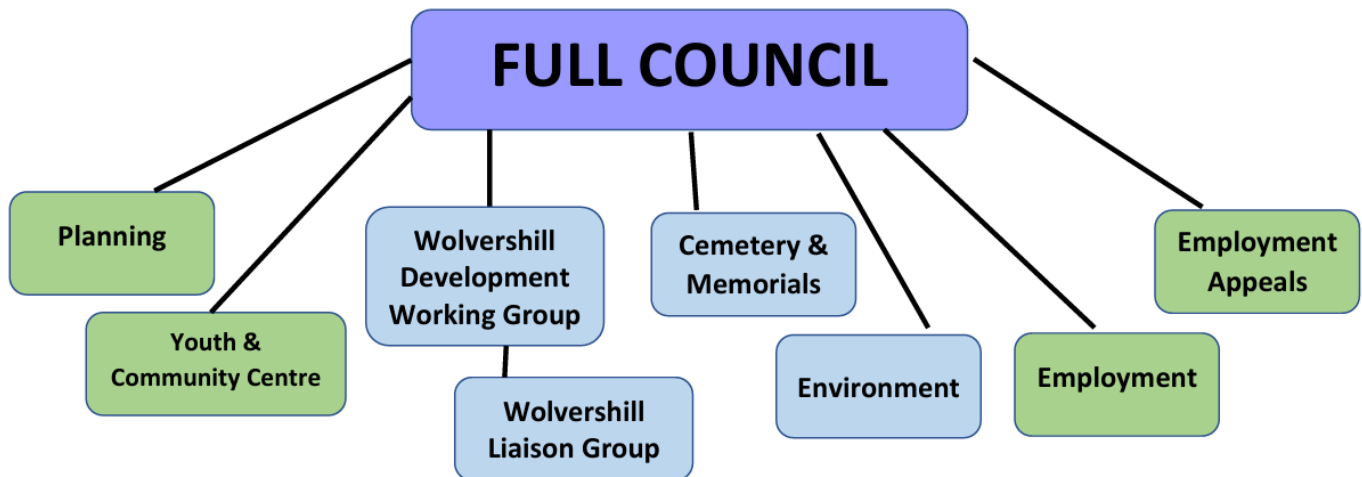
1<sup>st</sup> of September 2025 at Banwell Youth & Community Centre

The Chairman closed the meeting at 8:35pm .....

Chairman

.....Date

## Committee Structure



GREEN – Committee of the Council (with delegated powers)

BLUE – Working Group (advisory)

### **Employment Committee**

The Committee is responsible for the employment and welfare of the Parish Councils employees. This includes reviewing staffing structures / levels to make recommendations to the Council, reviewing the Clerk/RFO performance etc.

### **Appeals Committee**

The Appeals Committee adjudicates on all appeals to decisions regarding disciplinary & grievance matters by the Employment Committee.

### **Planning Committee**

The Planning Committee makes recommendations to North Somerset Council on behalf of Banwell Parish Council on all matters relating to planning within the Parish. This includes planning applications, planning appeals and on planning policy reviews at local, regional and national level.

### **Youth and Community Centre (YCC) Committee**

This Committee is responsible for the running of the Youth Community Centre.

### **Cemetery & Memorials Working Group**

This working group is responsible for the general running of the cemetery and memorials around the Parish. This covers recommending to Council the arranging of maintenance works etc. as well as carrying out regular inspections of the memorials.

### **Environmental Working Group**

This working group is established to co-ordinate the Parish's overall approach to biodiversity and sustainability and to monitor the Parish Councils Action Plan.

### **Wolvershill Working Groups x 2**

These new working group were established to feed into the Master Plan for the Wolvershill Development which will include design codes, green spaces, retail space, light industrial, schools, etc... One group of the Chair, Vice-chair, Chair of Planning and the Clerk will work directly with North Somerset and the three main developers. The second group will include more councillors and any members of the public wishing to become involved.

**The terms of reference for each of the committees / working parties can be found on our website**  
<https://www.banwellparishcouncil.org.uk/parish-council/parish-council-information/>



# TERMS OF REFERENCE

They are all available on our website

<https://www.banwellparishcouncil.org.uk/parish-council/parish-council-information/>

	REVIEWED	TO BE REVIEWED
Planning Committee Reviewed by committee 12/05/25	May 2025	May 2026
Youth and Community Centre Committee Reviewed by committee 12/05/25	May 2025	May 2026
Employment Committee Reviewed by committee 12/05/25	May 2025	May 2026
Cemetery and Memorials Working Party	May 2025	May 2026
Appeals Committee	May 2025	May 2026
Banwell Environment Group	May 2025	May 2026
Wolvershill Liaison Group	May 2025	May 2026
Wolvershill Working Group	May 2025	May 2026

# Banwell Parish Council Meeting Dates

All Parish Council meetings are held at the Youth & Community Centre. You are welcome to attend face to face, via zoom or they will be livestreamed on Facebook. **Dates highlighted in yellow are out of sequence due to the bank holidays.**

2025/26	Full Parish Council (7:30pm 3rd Monday)	Planning Committee (1st Monday 7pm)	YCC Committee (1st Monday)	Employment Committee (1st Monday)	Environment WG (1st Monday)	Cemetery & Memorials WG	Parish Assembly
May	19th	12th	12th	12th			
June	16th	2nd			2nd	11th / 12th	
July	21st	7th			7th		
August	18th	4th	4th				
September	15th	1st		1st			
October	20th	6th			6th	15th / 16th	
November	17th	3rd	3rd				
December	15th	1st					
January	19th	5th					
February	16th	2nd	2nd				
March	16th	2nd		2nd			
April	20th	13th			13th		27th
May	18th	11th	11th				

The agenda and associated paperwork is available the Wednesday before a Monday meeting. They can be found on our website [www.banwellparishcouncil.org.uk](http://www.banwellparishcouncil.org.uk) or a hard copy is available Thursday 10am until 12 at the Youth & Community Centre, West Street.



## **Artificial Intelligence (AI) Use Policy**

### **1. Purpose**

This policy sets out the Parish Council's approach to the use of Artificial Intelligence (AI) tools, including but not limited to large language models (LLMs), chatbots, and AI-powered assistants. It ensures AI is used in a responsible, ethical, and transparent manner while maintaining data protection standards and public trust.

### **2. Scope**

This policy applies to all Councillors, officers and volunteers using AI tools on behalf of the Parish Council.

### **3. Principles of Use**

The Parish Council commits to the following principles regarding AI use:

- **Transparency:** AI-generated content should be clearly reviewed and, where relevant, identified.
- **Human Oversight:** AI tools support, but do not replace, human decision-making. All outputs must be reviewed by an appropriate officer or councillor.
- **Ethical Use:** AI will not be used in a way that could cause harm, spread misinformation, or create bias.
- **Data Protection:** AI tools will not be used to process personal, sensitive, or confidential data unless approved and compliant with the UK GDPR.

### **4. Permitted Uses**

AI tools may be used for:

- Drafting minutes, reports, or press releases (with human review)
- Generating ideas for community engagement or communication
- Assisting with research or summarising information
- Supporting administrative efficiency

### **5. Prohibited Uses**

AI tools must not be used to:

- Make decisions affecting individuals or services without human oversight
- Process or store personal data unless the tool is fully GDPR-compliant
- Automate responses to the public without clear review or disclaimers
- Generate misleading or unauthorised information

### **6. Responsibilities**

- The Clerk is responsible for overseeing AI use and ensuring compliance with this policy.
- Users must ensure all AI-generated content is reviewed before use or publication.
- Users must report any concerns regarding AI tool outputs, accuracy, or data handling.

### **7. Training and Awareness**

The Council will provide guidance or training as appropriate to staff or councillors using AI tools.

### **8. Review and Monitoring**

This policy will be reviewed every two years or sooner if significant changes occur in AI technology or relevant legislation.



## POLICIES, PROCEDURES AND PROTOCOLS

To review and approve the following highlighted policies & procedures. The original version are available <https://www.banwellparishcouncil.org.uk/parish-council/parish-council-information/>

The ones highlighted in blue have been sent in advance of the meeting for review.

POLICY	REVIEWED	TO BE REVIEWED
Acceptable use Policy	May 2025	May 2027
Accessibility Statement	May 2024	May 2027
Appraisal Policy	Sept 2023	May 2026
Artificial Intelligence (AI) Policy	May 2025	May 2027
Assets Management Policy	May 2025	May 2029
Asset Disposal Protocol	Sept 2023	May 2026
Body Worn Camera Policy	May 2024	May 2027
Business Continuity	May 2025	May 2026
CCTV	May 2025	May 2027
Cemetery Regulations Policy	May 2025	May 2028
Code of Conduct	May 2024	May 2027
Community Engagement Policy	May 2025	May 2027
Community Engagement Strategy	June 2024	June 2026
Complaints Procedure	May 2025	May 2027
Co-option Policy	May 2025	May 2027
Delegation (Scheme of)	May 2024	May 2027
Dignity at Work / Antbullying & harassment policy	May 2024	May 2026
Disciplinary Procedure inc. Hearing Procedure	May 2025	May 2027
Equal Opportunities Policy	May 2024	May 2027
Expenses – Travel & Subsistence Policy	May 2025	May 2027
Financial regulations	May 2025	May 2026
Flagpole and Flag Flying Policy	Nov 2024	May 2028
General Data Protection Regulations Policy <ul style="list-style-type: none"> <li>• Data Audit</li> <li>• Data Map</li> <li>• Legitimate Interest Form for CCTV &amp; Body Camera</li> <li>• Privacy Notice</li> <li>• Subject Access Policy</li> <li>• Subject Access Request Form</li> <li>• Appropriate Policy Documents (chapter 32 &amp; 10)</li> </ul>	March 2025	May 2027 Ongoing
Grant awarding Policy	May 2024	May 2027

Grievance Procedure	May 2025	May 2027
Health and Safety	May 2024	May 2029
Homeworking Policy	July 2024	May 2027
Hybrid Meeting Policy	Feb 2024	May 2027
Internal Controls	April 2025	May 2026
Investments Strategy	May 2024	May 2026
Legionella Management Policy	June 2024	May 2026
Lone Working Policy	June 2024	May 2026
Memorials Safety Policy	May 2023	May 2026
Noticeboard Policy	May 2024	May 2027
Planning Pre-Application Protocol	Sept 2023	May 2026
Press and Media Policy	May 2025	May 2028
Protocol for marking the death of a Senior Figure	May 2024	May 2029
Publication scheme and schedule of charges	May 2024	May 2027
Recording and Filming of Council Meeting Policy	May 2025	May 2028
Records Management Policy	May 2023	May 2026
Reserves Policy	May 2025	May 2028
Risk Management Strategy	April 2024	May 2029
Safeguarding Policy	May 2025	May 2027
Sickness Policy	May 2023	May 2026
Social Media Policy	May 2025	May 2028
Standing Orders	May 2025	May 2026
Training Policy	May 2024	May 2029
Volunteer Policy	April 2025	May 2027
War Memorial Policy	June 2024	June 2028

**5. 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**

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:**

Unfortunately, Galliford Try's new Communications Officer is no longer in post. A new Communications Officer is expected to begin on 19th May. The postponed "Meet the Contractor" event has been provisionally rescheduled to Wednesday, 18th June.

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

Since the transfer of the Banwell and Winscombe Children's Centre back to the Parish Council from North Somerset, Winscombe Parish Council has been awarding a £1,000 annual grant to support activities benefiting both communities. This year, they have increased the grant to £1,500.

**iii) Community Infrastructure Levy (CIL)**

The 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 to revisit and review the priorities. Final recommendations can then be brought forward for adoption at a full Parish Council meeting.

**6. To agree the following expenditure.**

**i) £561.60 for the annual Scribe Accounting Package.**

Budgeted for in the 2025/26 budget this is the formal agenda item authorising the payment.

**ii) £1817.60 + VAT for the Insurance Premium.**

Budgeted for in the 2025/26 budget this is the formal agenda item authorising the payment.

**8. 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.**

**Background:** A resident of the Jubilee Gardens development has contacted the Parish Council requesting the installation of a dog waste bin within the public open space. The area is regularly used by dog walkers, not only from the development but also from neighbouring properties on Wolvershill Road. The presence of a bin would help promote responsible dog ownership and support cleanliness in this well-used green space.

As you know with the Meadfields Development the Parish Council has worked with developers to identify appropriate bin locations, with the developer covering the cost of the bin, and the Parish Council covering installation and the ongoing emptying costs. The current collection cost is £5.20 per week.

**Current Situation:** An attempt was made to contact Strongvox Homes by phone at the beginning of May, but no response has been received. In addition, the general email address listed on their website (info@strongvox.co.uk) is currently not functioning so the Clerk has chosen to email the customer care team. It is hoped that a response will be received to agree a suitable bin location.

Two possible bin locations have been identified (blue pins). Both are positioned near Wolvershill Road, providing convenient access for waste contractors and without requiring dog walkers from outside the development to enter deeply into the site.



**Financial Implications:** the cost of collection is £5.20 per week, which equates to £270.40 per year. This would be added to the existing waste collection schedule. A dog waste bin and its supporting pole were recently lost on Knightcott Road after the pole eroded and fell over, and the bin was subsequently stolen. As this bin has not yet been replaced, installing a new bin at Jubilee Gardens would remain within the current year's budget allocation.

**Recommendation:** That the Parish Council agree to cover the cost of weekly collection (£270.40 per year) for a dog waste bin at Jubilee Gardens, subject to Strongvox Homes agreeing a suitable location and either funding or permitting the installation of the bin. A potential location has been identified near the Wolverhill Road entrance, which would allow access from outside the site and may help avoid encouraging increased footfall through the development itself.

**9. To note the operational play inspections and agree any expenditure.**

<b>Rec</b>	<b>Issue</b>	<b>Resolution</b>
Gate	Closing too fast.	On site this was rectified. Continue to monitor.
2 cradle swing	Corroding swing hangers	On handyman list. Rub down and repaint swing hangers.
Goal	soil erosion evident in front of one goal. Bolt cover cap missing and base of cap damaged	Monitor and replenish with topsoil and seed as required. Replace bolt cap.
4 seat swing	Corroding swing hangers Swing beginning to split	On handy man list. Rub down and repaint swing hangers. Replace seat when metal exposed. Clerk to get quote for frame and seats /shackles with a view to including in 2026/27 budget.
Junior Climber & MUGA	Wear to step tread rubber covers leaving metal exposed. Cover caps missing to chain net rings	Replace caps. Get quote for worn tread and net ring caps with a view to including in 2026/27 budget.
Cableway	Minor corrosion evident on cable tensioner at stop end of runway.	Due to be checked, re-tensioned and finger guard replaced in 2026.
<b>MUGA</b>	Tarmac surface is wearing slightly.	Monitor – currently of CIL list.
<b>Riverside</b>		
Boundary with Wessex Water	Vegetation encroaching through fence. There is some exposed barbed wire in very corner of area	See if barbed wire can be removed. Community Payback team to remove vegetation over the summer. Overhanging vegetation. Speak to Wessex.
Entrance	Concrete step is cracking	Monitor and repair when necessary.
Wet pour shrinkage	Trip point around bench wear pad. Moss Growing	Monitor trip point (fill with soil). Moss to be treated over the summer and then Payback team to remove.
Swing 4 seat	Minor corrosion to shackles	Monitor with a view to including in 2026/27 budget.

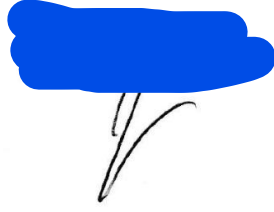
**Recommendation:** Works suggested for Community Payback Team to be added to their schedule. Clerk to source quote for bolt cap and seat for this years budget. Clerk to source other quotations in September for 2026/27 budget.

## BANWELL PARISH COUNCIL

### Quarterly Internal Controls Checklist

Financial Period covered: January - March 2025	Chq.No: N/A	Scb No:305	Scb No:329	Scb No:335	Scb No:355	Scb No:374	Scb No:377	Scb No:127	Month: Qtr	Month:Feb	Month:Mar	Month:Jan	Jan	Month: Feb	Month:Jan	Month:Feb
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Are payments authorised by a minimum of two members?	Y	Y														
Are original invoices initialled as evidence to confirm payment is accurate?	Y	Y	Y	Y	Y	Y										
Is the correct amount shown on the bank statement?	Y	Y	Y	Y	Y	Y										
Is the payment shown accurately on Scribe cashbook and initialled	Y	Y	Y	Y	Y	Y										
Are all receipts/income payments correctly shown as part of the 'Scribe Cashbook'?							Y	Y								
Are income receipts reconciled against bank statements							Y	Y								
Is VAT reclaimed correctly, checked as accurate and initialled by a member?									Y							
Is the VAT amount paid /claimed correctly shown on the bank statement?									Y							
Does a member review and countersign each reconciled and appropriate bank statement?										Y						
Are all Bank Accounts reconciled on a monthly basis?											Y					
Is there a separate S137 and VAT column shown as part of the Scribe accounts?												Y				
If funds needs to be transferred between Accounts has a 'Virement' been agreed by the Full Council and noted accordingly?													N/A			
Does the Full Council see the budget figures, monthly?														Y		
Is the PAYE initialled as accurate and NEST summary initialled as correct?															Y	
Is the PAYE and salary payments reconciled with the bank statement and Scribe accounts?															Y	
Card Statement to be checked against related invoices, with invoices initialled as correct.																Y
Do the monthly bills for payment schedules agree and are these presented as part of the monthly accounting process to Full Council?																Y
<b>Additional Comments</b>	All accounts in order															
Changes suggested in January, 2025 to the wording of the staff policy related to expenses have been implemented.																

**Reviewed by Councillor:** Steve Voller  
**Date:**10th April, 2025



**BANWELL PARISH COUNCIL**  
**Annual/End of Year Internal Controls Checklist**

<b>Financial Period covered:</b> 2024 - 2025	
Have all usual income amounts been received?	Y
Has an End of Year VAT Return been completed?	Y
Is the correct amount shown on the bank statement?	Y
Is the payment shown accurately on Scribe cashbook and initialled	Y
Have all cheques been accounted for and cheque books been countersigned?	N/A
Has the Full Council adequately considered Council insurance provision/risk management and adjusted the premium accordingly?	Y
Has the Annual Return Form been correctly completed by RFO ready for submission to the Independent Auditor?	Y
Have the end of year accounts been audited/agreed by the Independent Internal Auditor?	Y
Do all employees have a contract of employment/job descriptions?	Y
<b>Comments</b>	
All information supplied as requested and in order.	

**Reviewed By:**



**Date:** 10th April, 2025

## 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	162.50	1,787.50
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		2,045.00
106	Cemetery software				450.00	105.00	345.00
					<b>9,945.00</b>	<b>£285.99</b>	<b>9,659.01</b>

**Cemetery Income**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
110	Cemetery Income			229.42			229.42
111	Cemetery Bank interest						
					<b>£229.42</b>		<b>229.42</b>

**Clerk & Administration**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
201	Salary & NI				48,000.00	3,063.98	44,936.02
202	Clerk pension				2,400.00	199.38	2,200.62
203	Advertising				650.00		650.00
204	Insurance				1,900.00		1,900.00
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		400.00
212	IT Equipment in software				1,500.00	135.29	1,364.71
213	Bank Charges				200.00	15.15	184.85
215	Risk Assessments				180.00		180.00
709	Office Equipment inc Web				1,500.00		1,500.00
					<b>69,930.00</b>	<b>£6,409.17</b>	<b>63,520.83</b>

**Earmarked Reserves**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance	
			Budget	Actual	Budget	Actual	Budget	
214	Food bank			60.00	2,000.00	37.96	2,022.04	
504	CIL 2022/23					60,482.43	-60,482.43	
718	Living Room			100.00		17.18	82.82	
808	Social Perscribing Grant							
					<b>£160.00</b>	<b>2,000.00</b>	<b>£60,537.57</b>	<b>-58,377.57</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				2,045.00	170.42	1,874.58		
303	Env Hedge / Fence / Tree				310.00		310.00		
304	Village Orderly		435.81	435.81	4,890.00	392.50	4,497.50		
305	Dog Bins				7,500.00	540.06	6,959.94		
306	Env Maintenance / Inspec				2,000.00		2,000.00		
307	Env Projects		245.00		8,200.00	36.67	7,918.33		
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>£2,787.53</b>	<b>17,411.35</b>

**Highways**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
401	Street light power				3,000.00	223.44	2,776.56

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**

402 Street light maintenance	1,500.00	1,500.00
403 Street light upgrade		
404 Highways related projects	3,000.00	3,000.00
	7,500.00	£223.44
		7,276.56

**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	11.68			-288.32
502 Annual Precept		122,646.03	69,682.60			-52,963.43
503 VAT						
		122,946.03	£69,694.28			-53,251.75

**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	187.50	2,112.50
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
				17,600.00	£297.50	17,302.50

**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		3,000.00
703 YCC CCTV				800.00		800.00
704 YCC Electricity				800.00	17.70	782.30
705 YCC Gas				1,000.00		1,000.00
706 YCC water				600.00		600.00
707 YCC waste				300.00	9.50	290.50
708 YCC cleaning & supplies				3,000.00	306.76	2,693.24
710 YCC phone & wifi				600.00	61.10	538.90
711 YCC Grass cutting				1,125.00	93.75	1,031.25
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				-500.00
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
		1,500.00	£1,500.00	14,905.00	£910.96	13,994.04

**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	540.00	7,460.00
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
		650.00	£200.00	13,700.00	£572.82	12,677.18

**NET TOTAL**

	134,573.72	£73,867.39	163,172.88	£72,024.98	30,441.57
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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			229.42	109,983.09
Social prescribing grant	863.57				863.57
Food Bank	2,623.64		37.96	60.00	2,645.68
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		17.18	100.00	209.31
CIL 2024/25					0.00
<b>Total Earmarked</b>	<b>193,473.41</b>		<b>60,542.12</b>	<b>389.42</b>	<b>133,320.71</b>
<b>TOTAL RESERVE</b>	<b>193,473.41</b>		<b>60,542.12</b>	<b>389.42</b>	<b>133,320.71</b>
<b>GENERAL FUND</b>					106,034.06
<b>TOTAL FUNDS</b>					239,354.77

## Banwell Parish Council

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

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

*Name and Role (Clerk/RFO etc)*

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

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

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

	<b>Bank Reconciliation at 30/04/2025</b>			
	Cash in Hand 01/04/2025			248,375.73
	<b>ADD</b>			
	Receipts 01/04/2025 - 30/04/2025			75,388.84
				323,764.57
	<b>SUBTRACT</b>			
	Payments 01/04/2025 - 30/04/2025			84,409.80
<b>A</b>	<b>Cash in Hand 30/04/2025</b> (per Cash Book)			<b>239,354.77</b>
	Cash in hand per Bank Statements			
	Natwest Current account (5335765	30/04/2025	59,202.43	
	Cemetery Reserve Account (59678	30/04/2025	19,599.75	
	PC Reserve Saver account (81413	30/04/2025	50.81	
	Unity Trust Bank (20398572)	30/04/2025	77,203.36	
	Lloyds Credit Card	30/04/2025	0.00	
	Charity Bank	30/04/2025	88,273.34	
	Unity Saver	30/04/2025	50,000.00	
				<b>294,329.69</b>
	Less unrepresented payments			54,974.92
				239,354.77
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>239,354.77</b>
	<b>A = B Checks out OK</b>			

**Regular payments to be made by direct debit, standing order, Card or BACs– for 2025/26**

		<b>Frequency</b>
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	Monthly
Card	Zoom	Annual
Card	Microsoft	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

Approval of this schedule of regular budgeted payments is used for business continuity purposes. A monthly 'Bills for Payment Schedule' will still be produced and authorized by two Councillors.

**Bills for Payment - 18th April to the 13th 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		083/24	
DD	EDF	YCC Electricity	£ 15.40		083/24	
DD	Mainstream	Phone and Broadband	£ 57.29		083/24	
<b>To Pay</b>						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		083/24	
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		157/24	
BACS	YMCA	Youth Club Sessions	£ 405.00		083/24	
BACS	Insight Cleaning	YCC Cleaning	£ 248.00		083/24	
BACS	Scribe	Scribe Accounts	£ 673.92		Agenda Item	
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 2nd year of 3.	£ 1,872.03		Agenda Item	
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	
SO	Officer Salaries	Officer Salaries	£ 2,957.40		083/24	
DD	Nest	Pension contributions	£ 202.48		083/24	
DD	Unity Trust	Bank Charges	£ 10.35		083/24	
DD	North Somerset	YCC Waste Collection	£ 9.50		083/24	
DD	CF Corporate	Quarterly Printer hire	£ 132.00		126/24	
BACS	HMRC	PAYE and NI	£ 1,105.04		083/24	
		<b>Totals</b>	<b>£ 10,381.20</b>			

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