



**MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING
HELD IN BANWELL YOUTH & COMMUNITY CENTRE
AT 7pm ON MONDAY 27th of OCTOBER 2025**

PRESENT: Councillors: Steve Voller (Chairman), Simon Arlidge, Mike Bailey, Mike Dolling, Paul Harding and Nick Manley.

IN ATTENDANCE: Mrs Liz Shayler (Clerk)

The meeting was convened.

186/25 To receive apologies for absence (agenda item 1).

Apologies were received from Cllr Tara Wright.

187/25 To receive members' declarations of interest on any agenda item (agenda item 2)

No interests were declared.

188/25 To approve as a correct record, the minutes of the Parish Council meeting on the 20th of October 2025 (agenda item 3)

Resolved – That the minutes of the Parish Council Meeting on the 20th of October 2025 be approved as a correct record.

The resolution was correctly proposed and seconded (unanimous with three abstentions due to absence)

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

189/25 Exclusion of the press and public. (The Committee is recommended to resolve that members of the press and public be excluded from the meeting during consideration of agenda item 5 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (agenda item 4).

Resolved – That members of the press and public be excluded.

The resolution was correctly proposed and seconded (unanimous)

190/25 To receive an update regarding the adverse possession claim and to agree next steps (agenda item 5)

The Parish Council noted the update regarding the adverse possession and the response received from the applicant.

Resolved – That the Clerk revisit relevant previous minutes and that a budget of up to £1,500 be approved for formal legal advice and the drafting of a legal agreement.

The resolution was correctly proposed and seconded (unanimous)

191/25 Dates of the next meetings (agenda item 6)

- Monday 3rd of November 2025, 7pm Planning Committee, Youth and Community Centre (YCC)
- Monday 3rd of November 2025, 7pm Youth & Community Centre Committee, YCC.
- Monday 17th of November 2025, 7:30pm Parish Council Meeting at the YCC

The Chairman closed the meeting at 20:05Chairman

DRAFT



Minutes of the meeting of the Planning Committee held at Banwell Youth & Community Centre, 7pm on Monday 3rd November 2025.

PRESENT: Paul Harding (Vice-Chairman), Simon Arlidge, Mike Dolling

IN ATTENDANCE: Amy Symonds (Environment and Biodiversity Officer).

MEMBERS OF THE PUBLIC: 1

Cllr Harding welcomed everybody.

The meeting was convened.

58/25 To receive apologies for absence. (Agenda item 1)

Councillors Nick Manley, Steve Davies, Matthew Thomson.

59/25 To receive members' declarations of interest on any agenda item. (Agenda item 2)

No declarations of interest were received.

60/25 To approve as a correct of the minutes from the Planning Committee meeting on the 6th of October 2025. (Agenda item 3)

Resolved – That the minutes of the Planning Committee Meeting held on the 6th October are a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous)

61/25 To note and comment upon planning applications. (Agenda item 4)

(i) 25//P/1884/FUL Land Off Catworthy Lane Banwell

Erection of an Equestrian building, creation of an access track and hardstanding.

Resolved – To support the application but request that the following conditions be applied:

1. The applicant, restrict all building works to daylight hours to ensure compliance with the North Somerset and Mendip Bats Special Area of Conservation.
2. The application to provide details on the enhancements that will be made to the grassland to ensure the BNG uplift can be successfully achieved and sustained.

The resolution was correctly proposed and seconded (unanimous)

(ii) 25/P/1439/FUH 7 Littlefields Road Banwell BS29 6BHZ

Proposed erection of a single storey rear and side extension and new front porch. Partial demolition of the existing garage and store and creation of a new parking area at front of property.

Resolved -To object on the basis that the plans fail to adequately demonstrate that the proposed development would provide the requisite three off-street parking spaces for a four-bedroom dwelling in accordance with North Somerset Council's standards for parking space dimensions and access arrangements. If North Somerset are minded to grant permission, we request the following:

1. The application provides further evidence of parking for three cars off roads.
2. To include a condition or advisory note requiring 13cm x 13cm access gaps in solid boundary to maintain hedgehog connectivity through the site to support ecological connectivity in line with NPPF paragraph 179.
3. The applicant be encouraged to incorporate sustainable fittings such as low-flow taps and dual-flush toilets in line with North Somerset Core Strategy Policy CS2.

The resolution was correctly proposed and seconded (unanimous)

62/25 To note the following applications (Agenda item 5)

- (i) **25/P/2011/AOC Land At Parklands Churchland Way**
Request to discharge condition 38 (Remediation) from Application 12/P/1266/OT225/P/1726/AOC.
- (ii) **25/P/2079/NMA At Parklands Churchland Way Weston-super-Mare**
T1 lawson conifer - fell because it is damaging a retaining wall.
- (iii) **25/P/1975/AOC Land South Of Churchland Way Wolvershill Road Banwell**
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 pursuant to 12/P/1266/OT2)) to allow for 1) boundary wall on the western boundary of plot 36 has had an L shape kink put in 2) Plot 31's garden has been changed to be completely hard standing.
- (iv) **25/P/2074/AOC Parklands Churchland Way Weston-super-Mare**
Request to discharge condition 24 (External lighting) on application 16/P/2744/OT2. Phase 6.
- (v) **25/P/1872/TPO The Caves Whitley Road Banwell BS29 6NA**
Felling of 3no. dead/dying ash trees (0-25% canopy cover).
- (vi) **25/P/1959/AOC Meadfields Phase 6 Land At Parklands Churchland Way**
Request to discharge conditions 32 (Contamination), 38 (External Surfaces Samples), 39 (Pathways Samples) from application 16/P/2744/OT2.

The applications above were noted.

63/25 To note planning decisions (Agenda item 6)

- (i) **25/P/1504/TPO Wells Wood Banwell Woods Towerhead Road Banwell**
Fell 5 ash trees (plan A1-A5, approximate locations) that have been severely affected by ash dieback; Hazel stools (plan areas H1 and H2) – coppice. **APPROVED**
- (ii) **24/P/2611/LBC 16 High Street Banwell BS29 6AE**
Listed building consent for extended bay window (rear extension) with door and steps at the rear of the property in place of the existing bay. **APPROVED**
- (iii) **24/P/2610/FUH 16 High Street Banwell BS29 6AE**
Extended bay window (rear extension) with door and steps at the rear of the property in place of the existing bay. **APPROVED**
- (iv) **24/P/2611/LBC16 High Street Banwell BS29 6AE**
Listed building consent for extended bay window (rear extension) with door and steps at the rear of the property in place of the existing bay. **APPROVED**
- (v) **25/P/1817/TRCA The Manor 1 Castle Hill Banwell BS29 6BL**
T1 lawson conifer - fell because it is damaging a retaining wall. **No objection (tree/hed) unconditional**
- (vi) **25/P/1792/TRCA Churchyard Church Street Banwell**
T1 - Magnolia - Reduce to previous points, approximately 2 meters of growth to be removed. **No objection (tree/hed) unconditional**
- (vii) **23/P/2689/RM Land South of Churchland Way, Wolvershill Road (Parklands, Mead Fields)**
Reserved matters application for approval of access and landscaping in relation to the construction of cycle and footpath connection along the Grumblepill Rhyne to the M5 bridge crossing, pursuant to outline planning permission 12/P/1266/OT2. **APPROVED**

The planning decisions above were noted.

64/25 Date of the next meeting (Agenda item 7)

Planning Committee Meeting Monday 1st of December 2025 7pm at the Youth and Community Centre.

The Chairman closed the meeting at 19:15

.....Chairman

.....Date



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 3rd of NOVEMBER 2025

Present: Cllrs Mike Bailey, Paul Harding & Kelly Smith.

In attendance: Liz Shayler (Clerk).

37/25 Appointment of Chair for the Meeting

As both the Chair and Vice Chair had sent their apologies, members were required to appoint a Chair for the meeting.

Resolved: That Cllr Harding be elected as chairman of the meeting.

The resolution was correctly proposed and seconded (unanimous)

38/25 To receive apologies for absence: (agenda Item 1)

Apologies were received from Cllr Wright and Cllr Manley.

39/25 To receive members' declarations of interest on any agenda item (agenda Item 2).

No interests were declared.

40/25 To approve, as a correct record, the minutes of the Youth & Community Centre Committee (YCC) minutes from the 4th of August 2025 (agenda Item 3)

Resolved: To approve, as a correct record, the minutes of the YCC Committee meeting from the 4th of August 2025.

The resolution was correctly proposed and seconded (unanimous)

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

41/25 To note the YMCA Dulverton report on the current Youth Club (agenda Item 4)

The report was noted. The Committee were pleased with how well attended the trips were.

42/25 To complete the YMCA Dulverton appraisal process (agenda Item 5)

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

The resolution was correctly proposed and seconded (unanimous).

43/25 To receive the Officer's report/Exchange of information (agenda Item 6)

i) Mentoring bookings

The regular mentoring sessions, previously held on Mondays, Wednesdays, and Fridays from 12:00–2:00pm, have been changed to an "on request" basis following several weeks of non-attendance. This provides greater flexibility for other groups to use the building.

ii) Free Bookings

The Committee noted that several thank-yous had been received for the free use of the building, including from groups who had held community activities, events, and support sessions.

iii) Environment and Biodiversity Officer Update

Youth Club environmental activities began with a bat walk and a soil biodiversity session run by Garden Organic. The Woodland Trust will supply whips for a new hedgerow along the metal

fence side of the YCC's outdoor space, with possible planting support from Galliford Try. Two clothing repair workshops are planned for late November, and the installation of swift and bat boxes around the YCC and Scout buildings is scheduled to take place soon.

iv) **ARUP Project Update**

Arup have secured internal funding to carry out a feasibility study to identify ways to improve the Youth & Community Centre's energy efficiency and reduce gas reliance. Their Technical Services Agreement, setting out the project scope and terms, is being finalised for Parish Council review and sign-off. The study will assess various options using input from Arup's mechanical, acoustic, and civil engineering teams.

44/25 To note the following inspections and agree a way forward (agenda Item 7).

i) **Lift Maintenance**

The inspection report highlighted three actions. Following the Clerk's comments, it was agreed that no further work was needed at this stage other than the wobbly post, which will be added to the handyman list.

ii) **Sewage Pump Maintenance**

Members discussed the option of installing an emergency float but agreed that this was not required at the present time.

45/25 To discuss a way forward with the NEST heating system (agenda Item 8).

Resolved: To approve the replacement of the thermostat.

The resolution was correctly proposed and seconded (unanimous)

46/25 To consider a request from the Scouts to remove one carparking space (agenda Item 9).

Members noted that the issue prompting the request has only occurred once in the past five years. New signage has since been installed to clarify that the car park is private, and it was felt this should prevent further incidents.

Resolved: To reject the request to remove one car parking space and to review the matter again in six months' time to determine whether there have been any further incidents.

The resolution was correctly proposed and seconded (unanimous)

47/25 To note the Youth and Community Centre and Youth Club budgets (agenda Item 10).

The Youth and Community Centre and Youth Club budgets were noted.

48/25 To note the Youth and Community Centre and Youth Club budgets (agenda Item 11).

Resolved: To recommend a Youth & Community Centre budget of £13,155 and a Youth Club budget of £12,650 (total £25,805) be put forward to the Parish Council as part of the 2026/27 annual budgeting process.

The resolution was correctly proposed and seconded (unanimous)

49/25 Date of Next Meeting (agenda item 12)

Youth & Community Centre (YCC) Committee Meeting at Banwell YCC on 2nd of February 2025.

The meeting closed at 20:00

Chairman.....

Date.....

YMCA –REVIEW OF PERFORMANCE

Period under review 1st September 2025 to 28th October 2025

- 1 Are all contracted sessions being held? **Yes** / No where possible
Comments...
- 2 Are the numbers attending increasing? **Yes** / No / NA
Comments ... Experiencing a surge with the new Year 6 intake. Currently approximately 30. Will need to consider additional member of staff if numbers continue at this rate.
- 3 Is a comprehensive range of activities being organised? **Yes** / No / NA
Comments... Yes. .
- 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 Holiday activities and October half term day trip. Restricted by size of minibus.
- 5 YMCA arranging activities outside of the village? **Yes** / No / NA
Comments... Summer Holiday activities around North Somerset and October day trip at YMCA headquarters.
- 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... Concern about rubbish around the Youth CC. See report but predominately new cohort pushing boundaries.
- 9 Have there been any behavioural issues at the Youth Club including damage? **Yes** / No / NA
Comments....
- 10 Have any unannounced visits been made by Committee members since the review? Yes/**No**
Comments... No, due this term.
- 11 Any other comments:
In January, the Clerk will meet with the YMCA to discuss summer holiday provision. The NSC Children's Services Manager has also expressed an interest in being involved in these discussions, with the potential to provide staff support. This would enable both trips and in-house activities to take place simultaneously during the summer holidays.
- 12 Conclusion – **Satisfactory** / Unsatisfactory
- 13 Action points for YMCA
 - To ensure that Tuck and Subs are being banked correctly at least every half term.
 - To encourage young people to use the litter bins.
- 14 Action points for Youth Club Management Committee.
 - None at this time.

5. To note the training and events available and agree any attendance.

i) ALCA preventing sexual harassment part 1 and 2 (29th Jan) £65 – The Clerk

With the forthcoming changes in employment law regarding the prevention of sexual harassment in the workplace, it is recommended that the Clerk, attend the Preventing Sexual Harassment training. The session is designed to explain Parish Council responsibilities under the new legislation. It will cover key topics including the wider equality, diversity, and inclusion landscape; types of harassment and legal protections; distinguishing between bullying, harassment, and banter; recognising examples of sexual harassment; understanding roles and responsibilities in promoting a safe workplace; and appropriate ways to raise or respond to concerns.

ii) SLCC Public Procurement for Town and Parish Councils 19th Jan £77 – The Clerk

With the potential new projects the Parish Council will be undertaking in relation to the Youth and Community Centre, it is recommended that the Clerk attend the Public Procurement training session. This session offers guidance to help councils implement effective and lawful procurement practices, particularly in relation to when and how to go to tender. It also provides practical advice on developing clear and robust written agreements and contracts, ensuring value for money and compliance with the Procurement Act 2023, which came into force earlier this year.

iii) ALCA events and training from £30 each [Upcoming-events](#)

iv) ALCA e-learning on nimble £14 each [E-Learning Courses ALCA](#)

v) Breakthrough communications training £30 [Communications Courses ALCA](#)

vi) Various finance training £30 [Finance Training ALCA](#)

vii) Various Scribe finance training (this is our accounting package) Free [Scribe Training](#)

viii) Various NALC training from £32.68 www.nalc.gov.uk/nalc-events

6. 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 first watercourse diversion has almost been completed, and work on the Moor Road link road is progressing swiftly. Piling is ongoing, with approximately a quarter now complete. There have been challenges with utilities, including a Bristol Water leak requiring a redesign of the diversion, and Wessex Water's rising main issue and associated redesign. These utility works are currently the biggest risk to the programme schedule, though overall, the scheme remains on track.

Embankments are settling well, and work continues on the flood compensation areas. Progress on the southern link has temporarily stalled due to adverse weather. There will be a Christmas shutdown of works.

Traffic management mostly due to utilities works.

- Towerhead Road and Castle Hill will have two-way traffic management lights between 9:30am and 3:30pm 24th-28th of November.
- Well Lane will be closed at the junction to the industrial estate between 7pm and 5am on the evenings of the 24th & 25th November for drainage surveys.
- Knightcott Road will be fully closed for one to two hours at 12am on the 25th of November for installation of an overhead cable.
- Wolverhill Road will reopen before Christmas but will need to be reclosed afterwards. Once it has fully reopened, Riverside will then need to be closed again.
- Summer Lane / Well Lane junctions – full realignment requires extensive utility diversions. Temporary traffic lights will remain in place for the foreseeable future, controlling traffic flows toward Locking and Banwell.
- Due to high traffic volumes, road damage, and safety concerns, a hard closure of Summer Lane has been requested.
- Silvermoor Lane – signage will be installed stating “Residents Only / Not Suitable for Diverted Traffic” to discourage rat running.

Communications and Engagement: The next quarterly newsletter is planned for January, aligning with the February Parish Magazine. Weston College has recently visited the site. The Traffic Management Team supported both the Remembrance Day Parade and Winscombe Christmas event. Positive communications and engagement activities continue.

ii) Mead Fields Surgery

The recent drop-in session was attended by two residents. They asked whether any further facilities for young people were planned and when these were likely to be delivered. Other residents also requested an update on the proposed footway to Locking Parklands and raised concerns that it may no longer be progressing.

iii) Christmas Market

The decoration of the Youth & Community Centre (YCC) will take place on Saturday 29th November, 10:00am–12:00pm. All help is very welcome. It is hoped that councillors will take turns in the entrance hall during the market to distribute hard copies of the parish consultation and encourage visitors to complete it electronically.

iv) Remembrance Day Parade

Thank you to those who were able to attend the parade, despite the rain. Thanks has been sent to HW Martin for supplying the traffic management team.

v) Step-over Gate

This has been ordered and is likely to be installed by the end of the month.

vi) Grit Bins

The grit bin on North Road, previously thought to have been stolen, has been located and is full of grit. There are currently two grit bins at the Cart Wash; it has been suggested that the spare bin be relocated to the YCC.

vii) Great Western Air Ambulance Charity

Thanks have been received for the £200 donation.

7. To consider requesting a review of speed limits and signage along Riverside and Rolstone Road through North Somerset Council's "One Front Door" process.

Background: A resident has contacted the Parish Council expressing concern about vehicle speeds and the safety of vulnerable road users along Riverside and Rolstone Road. The concerns include limited visibility, narrow bends, and an increased risk to pedestrians, cyclists, and horse riders.

Similar concerns were discussed by the Parish Council earlier in the year following an earlier enquiry.

As you are aware speed limits, statutory signage, and road maintenance fall under the responsibility of North Somerset Council (NSC) Highways, and that the Parish Council has no direct powers to make or enforce changes.

Councillor Bailey has been liaising with local residents regarding possible informal measures to improve driver awareness along the route.

Current Position: The Council may submit a formal request to NSC through the "One Front Door" process, which is the recognised route for parishes and residents to raise matters requiring review or assessment by NSC officers.

If approved, the request would ask NSC to review:

- The existing speed limits along Riverside and Rolstone Road; and
- The adequacy and positioning of existing signage, with consideration of potential improvements.

It should be noted that:

Riverside, particularly near the play area, may meet the criteria for a formal review of speed limit and signage, given the higher level of pedestrian activity.

Rolstone Road is classified as a rural (country) road, and under NSC and Department for Transport guidance, such roads rarely qualify for reduced speed limits unless supported by collision data or strong safety evidence.

However, submitting a formal request ensures NSC are aware of local concerns and can assess whether any changes or minor improvements are justified.

Informal Options: As agreed, over the summer the Parish Council could support non-statutory awareness signage (e.g. “Please Slow Down” or “Pass Wide and Slow”) on private or parish-owned land along Rolstone Road, if landowners are willing. These signs are advisory only but can be effective in promoting more considerate driving where formal measures are unlikely.

Councillor Bailey and local residents have been asked to identify suitable landowners.

Recommendation: That the Parish Council:

- Submit a request through North Somerset Council’s “One Front Door” process for a review of speed limits and signage along Riverside and Rolstone Road; and
- Note that informal signage opportunities are being explored with local landowners, to be brought back to Council if funding or further support is requested.

8. To agree to take over the administration of the Burgess Trust and to contact Lloyds Bank to change the Clerks address to the Parish Office.

The Burgess Trust was established nearly 100 years ago to provide financial assistance to those on a low income, helping them purchase tools or equipment needed for their apprenticeships. The Trust’s bank account has been dormant for over 20 years, though statements continue to be sent to the address of the Parish Clerk from that time.

Over the years, several councillors have offered to take on responsibility for the Trust but have been unable to progress matters. The former Clerk has now formally requested that correspondence from the bank be stopped.

To enable this, the current Clerk suggests that the Parish Council take over the administration of the Burgess Trust in order to ascertain the balance of the account (believed to be around £300). The intention would then be to close the account and consider donating the remaining funds—potentially to Weston College—to support their apprenticeship students.

It should be noted that the Burgess Trust no longer appears on the Charity Commission register.

Recommendation

It is recommended that the Parish Council:

1. Formally assume temporary administrative responsibility for the Burgess Trust in order to contact the bank and confirm the account balance.
2. If confirmed that the account is dormant and the charity is no longer registered, take the necessary steps to close the account.
3. Subject to confirmation of the balance, approve the transfer of the remaining funds (approximately £300) to Weston College in support of their apprenticeship students.
4. Notify the bank of the change of correspondence address to prevent further letters being sent to the former Clerk.

9. To consider signing the Armed Forces Covenant and agreeing any associated commitments

Background: The Armed Forces Covenant is a national pledge that aims to ensure those who serve or have served in the Armed Forces, and their families, are treated fairly and not disadvantaged as a result of their service. The Covenant is open to all organisations, including parish councils, to demonstrate their support for the Armed Forces community.

Purpose: By signing the Covenant, the Parish Council would be making a public commitment to recognise and support members of the Armed Forces community living and working in the parish. This includes serving personnel, reservists, veterans, and their families.

Typical commitments may include:

- Promoting awareness of the Covenant within the local community.
- Supporting local events and activities recognising Armed Forces personnel, such as Armed Forces Day or Remembrance events.
- Considering the needs of serving personnel, veterans, and their families in relevant council decisions and policies (e.g. community support or local facilities).

- Displaying the Covenant logo on the council website to demonstrate support.

Benefits:

- Strengthens community links with serving and former Armed Forces members.
- Enhances the Parish Council's reputation for inclusion and community support.
- Allows the Parish Council to be listed as a formal supporter on the national Armed Forces Covenant register.
- Access to information and potential partnerships through the Ministry of Defence's regional Covenant teams.

Commitments required:

There is no financial cost or formal legal obligation in signing the Covenant. The level of engagement is flexible and can be tailored to what is realistic for the council. A named contact (usually the Clerk) would be required for the Covenant register.

Recommendation:

That the Parish Council:

1. Signs the Armed Forces Covenant; and
2. Authorises the Clerk to complete and submit the online registration form on behalf of the council.

11. To consider Martyn's Law (Terrorism (Protection of Premises) Bill) in relation to the Christmas Market

Agenda item 9 is the approval of the Christmas Market risk assessment, which includes consideration of the principles of Martyn's Law (the Terrorism (Protection of Premises) Bill), the Council is asked to formally record that it has considered the forthcoming legislation in relation to the event.

Martyn's Law seeks to enhance public safety at publicly accessible events by requiring organisers to assess the risk of terrorist acts and implement proportionate protective security measures. Although the legislation has not yet been enacted, recording that the Parish Council has considered its principles ensures compliance with emerging best practice and demonstrates the Council's commitment to the safety of attendees, volunteers, and staff.



Banwell Parish Council

Winter Planning Procedure

1. Aim

This procedure sets out how Banwell Parish Council prepares for and responds to winter weather conditions to ensure the safety of the public, councillors, and staff; to protect Parish Council assets; and to support the continued delivery of essential services. It fulfils the Parish Council's duty to take reasonable steps to manage risks associated with snow, ice, and freezing weather and meets the expectations of the Council's insurance provider.

2. Scope

This procedure applies to:

- Parish Council-owned or managed assets (including the Youth & Community Centre, Recreation Ground, Riverside, and Cemetery).
- All grit bins located within Banwell Parish, whether owned by the Parish Council or maintained by North Somerset Council (NSC).
- All councillors and staff involved in the annual winter readiness checks.

3. Objectives

The objectives of this procedure are to:

- Ensure grit bins are inspected, maintained, and reported in line with NSC requirements.
- Minimise risk to residents and visitors caused by ice or snow.
- Protect council-owned property and infrastructure.
- Maintain clear communication between councillors, staff, and the public during severe weather.
- Demonstrate good risk management and record keeping for insurance purposes.

4. Grit Bin Inspection Procedure

4.1 Timing

- Grit bins are inspected annually in September by Parish Councillors before the onset of winter.

4.2 Inspection Process

- Each councillor is assigned a number of grit bins to check.
- During inspection, councillors should:
 - Confirm the bin is in good condition (no cracks, vandalism, or obstructions).
 - Check that the bin is clearly visible and accessible.
 - Estimate the remaining grit level (e.g. full, half, low, empty).
 - Note any maintenance needs or relocation suggestions.

4.3 Recording and Reporting

- Councillors record their findings on the Grit Bin Inspection Sheet provided by the Clerk.
- Once all inspections are complete, the Clerk collates and submits the inspection sheet to the NSC Highways Officer for action.
- Any urgent issues (e.g. damaged or missing bins) are reported immediately to NSC via their customer contact centre.

4.4 Refilling

- NSC refills grit bins during October and November in line with their annual schedule.
- Additional refills can be requested by the Clerk if bins become empty during the winter period.

4.5 New or Replacement Bins

- Requests for new or replacement bins must be submitted by the Parish Council to NSC.
- NSC will assess eligibility based on factors such as road gradient, traffic levels, and distance from other bins.

5. Council-Owned Buildings

5.1 Heating and Water Systems

- Heating systems in Parish Council buildings are serviced annually before November.
- Frost protection thermostats are set to a minimum of 5°C.
- Exposed pipes are insulated, and stop valves are labelled and accessible.
- The Clerk confirms completion of checks and retains all service records.

5.2 Roofs and Guttering

- Roofs and gutters are inspected each autumn and cleared of debris.
- Repairs are arranged promptly to prevent leaks or ice buildup.

6. Trees and Open Spaces

- All Parish Council–owned trees are inspected every 15 months by a qualified arboriculturist.
- Contractors will respond to any storm damage, fallen branches, or blocked paths.
- Access to the Recreation Ground, Riverside, or Cemetery may be temporarily restricted if conditions are unsafe due to snow, ice, or flooding.

7. Communication and Emergencies

- **The Clerk maintains an up-to-date Emergency Contact List including:**
 - NSC Highways and Flooding Team
 - Emergency services
 - Key contractors
 - Chairman and Vice-Chairman
 - Utility providers
- **During severe weather events:**
 - The Clerk and Chairman will determine whether to close, postpone, or cancel meetings or activities.
 - Updates will be shared through the Parish Council’s website, social media, and noticeboards.
 - Residents can report hazards or issues directly to the Parish Office.

8. Record Keeping and Insurance

- Records of grit bin inspections, maintenance, and building checks will be retained by the Clerk for insurance and audit purposes.
- The Parish Council will ensure its insurance policy provides adequate cover for winter-related risks such as slips, trips, and weather damage.
- Evidence of compliance with this procedure will be provided to insurers on request.

9. Winter Readiness Checklist

Task	Responsible Person	Completion Date
Visual Grit bin inspections (September)	Councillor	
Confirm NSC refill schedule	Clerk	
Service heating systems	Contractor	
Check frost protection and insulation	Contractor	
Inspect roofs and gutters	Contractor	
Update Emergency Contact List	Clerk	
Communicate winter preparedness to public	Clerk / Comms Officer	
Record all checks for insurance	Clerk	

10. Key Contact Numbers

Service	Contact	Notes
North Somerset Council (Highways & Gritting)	01934 888802	Report grit bin or road issues
Floodline (Environment Agency)	0345 9881188	Flood warnings and advice
Emergency Services	999	Life-threatening situations
Police (non-emergency)	101	Community or traffic issues
Electricity (National Grid)	105	Power outages
Bristol Water	0345 702 3797	Burst pipes / water supply issues



Event: Banwell Christmas Market

Date: Saturday 6th December 2025

Location: Banwell Youth & Community Centre and Scout Building

Time: 11:00am – 4:00pm. Onsite from 8:30am. Stall holders to arrive by 10:15am and unload by 10:45am. Take down from 4pm onwards.

Event Description: The Banwell Christmas Market will be held at the Youth & Community Centre and Scout Building with a range of small stall holders selling Christmas gifts located indoors.

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

Hazard	Who it Affects	Risk Rating	Control Measures	Risk Remaining	Further Actions
Access and Egress points Pedestrian Access/ parking	All Attendees Passers by Event Staff Others/ Children	2A	The Clerk will check all access and egress routes prior to the event to ensure they are clear, suitable and free from hazards. Fire exits to remain unobstructed and signed throughout the day. The porch floor will be checked for uneven or slippery areas and made safe or clearly marked. Disabled access to the main hall is via the lift or side path. Deliveries and unloading to be completed before 10:45am, and all vehicles parked away from entrances. Marshals will oversee entry and exit points during peak times.	3C	Review parking arrangements after the event for any future improvements..
Staff and Volunteer Training	Event Staff Stall holders, Other Support and Volunteers	2B	The Clerk will provide a full briefing prior to opening, covering event safety, emergency procedures, reporting lines and crowd management. All volunteers will be issued with clear instructions and identifiable clothing. Less experienced helpers will be paired with experienced staff. Contact details for the Clerk and duty officers will be circulated before the event.	3C	Gather feedback from volunteers post-event to improve future briefings.
Manual Handling – Lifting / Carrying Stalls or Equipment	All Event staff Managers Delivery personnel	2B	All heavy or awkward loads to be moved using mechanical aids such as sack trucks, trolleys, or dollies. Loads should be split into smaller manageable amounts. Access routes will be reviewed to ensure clear movement of goods. Stallholders will be advised to avoid manual handling wherever possible and seek assistance if needed. Hall door to be used for easier access to YCC Hall.	3C	
Electrical and Power Supplies	Stallholders, staff, and visitors	2A	All electrical installations to comply with BS7671 and BS7909 standards. Stallholders to use only approved extension leads and ensure cables are secured and protected from trips. No overloading of sockets. Christmas lighting to be battery-operated wherever possible. Emergency lighting and power isolation points to be checked before opening.	3B	
Catering and Food Hygiene	Food stallholders, event staff, and attendees	2A	All food vendors must provide evidence of Level 2 Food Hygiene certification and valid Public Liability Insurance. Handwashing facilities and sanitiser are available in both kitchens. Hot surfaces must be supervised at all times. Food to be stored appropriately for temperature control. Allergen information clearly displayed as per Natasha’s Law. Food waste to be disposed of in red bin.	3B	
Crowd Management	All attendees, staff, stallholders, and volunteers	2A	Both halls have adequate access and egress routes. Marshals will monitor visitor numbers and air flow, maintaining communication with the Clerk. Entry may be paused if areas become congested. A sound system and radios will be used for communication. Clear signage will be displayed for exits and assembly points.	3B	Review any pinch points identified for next year’s layout.

Hazard	Who it Affects	Risk Rating	Control Measures	Risk Remaining	Further Actions
Security and Terrorism Awareness (Martyn's Law)	All attendees, staff, stallholders, volunteers, and visitors	2A	Staff and volunteers will remain vigilant for suspicious activity, unattended items or unusual behaviour and report immediately to the Clerk or Councillor stationed at the entrance. CCTV operates on site and can be reviewed if required. A Councillor will remain at the entrance to provide oversight and assist with any concerns. All event staff will receive a short briefing on security awareness, including procedures for contacting the police if required.	3B	Conduct a short debrief post-event to review any security feedback.
Fire Safety	All attendees, stallholders, staff, neighbours, and volunteers	2A	Fire extinguishers are located at key points throughout the halls. Fire exits will be kept clear and signed. No smoking permitted on site. The Clerk or nominated deputy will raise the alarm using the sound system and coordinate evacuation. The assembly point is in West Street Car Park. Extinguishers and exit routes will be checked prior to opening.	3B	Review extinguisher locations annually. Usually completed in November.
Waste Management	Stallholders, volunteers, staff, and visitors	2B	Bins provided for general and recycling. PPE (gloves, litter pickers) available for handlers. Bins checked regularly to prevent overflow. Monitor waste levels and empty as required. Encourage recycling.	3C	Evaluate waste capacity after event to determine future requirements.
Welfare Arrangements – Toilets, Drinking Water, Lost Children	All attendees and stallholders	2B	Toilets and handwashing facilities available for all users. Access to drinking water available from kitchens. Cleaning products and paper towels supplied. Lost child procedure in place with announcements via sound system.	3C	Review if any additional cleaning supplies are needed before next event.
First Aid Provision	All attendees and event staff	2A	One trained first aider (Sarah Harding) and one trainee paramedic will be present. First aid kit meeting BS8599 standard to be available on site. Isolation area identified for anyone feeling unwell. Entry to be kept clear for ambulance access. All incidents to be reported to the Clerk and recorded on incident forms.	3C	Review incident reports post-event for future learning.
Evacuation Plan	All attendees, stallholders, staff, and visitors	2A	Upon hearing the evacuation command via the sound system, staff and volunteers will direct everyone to the nearest exit and assembly point in West Street Car Park. The Clerk or deputy will coordinate the evacuation and liaise with emergency services. Marshals will ensure exits are clear and assist anyone requiring help.	3C	In the event of a full evacuation, the following announcement will be made: "Ladies and Gentlemen, this is a safety announcement. Due to circumstances beyond our control, please leave the site and walk to a place of safety in West Street Car Park as quickly and quietly as possible."
Provision of Information and Signage	All attendees, stallholders, and volunteers	2B	Event information and safety notices displayed at entrances and key areas. Layout map shows exits, toilets, and assembly points. Marshals briefed to assist with visitor information.	3C	Review signage before next year's event based on feedback

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	1,137.50	812.50
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	280.00	1,765.00
106	Cemetery software				450.00	555.00	-105.00
					9,945.00	£1,990.99	7,954.01

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			4,054.47			4,054.47
111	Cemetery Bank interest			3,981.13			3,981.13
					£8,035.60		8,035.60

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	29,925.09	18,074.91	
202	Clerk pension				2,400.00	1,473.58	926.42	
203	Advertising				650.00	497.00	153.00	
204	Insurance				1,900.00	1,845.01	54.99	
205	Subscriptions inc ALCA &				2,000.00	957.37	1,042.63	
206	Audit Fee				1,400.00	505.00	895.00	
207	Legal Costs				600.00	87.70	512.30	
208	Training Officers				600.00	255.00	345.00	
209	Training Councillor				500.00	155.00	345.00	
210	Grants & Donations				8,100.00	6,233.23	1,866.77	
211	Chairmans Allowance				400.00	76.95	323.05	
212	IT Equipment in software			58.10	1,500.00	2,098.86	-540.76	
213	Bank Charges				200.00	95.85	104.15	
215	Risk Assessments				180.00		180.00	
709	Office Equipment inc Web				1,500.00	743.80	756.20	
					£58.10	69,930.00	£44,949.44	25,038.66

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			920.00	2,000.00	301.85	2,618.15	
504	CIL 2022/23					60,482.43	-60,482.43	
505	CIL 2025/26			58,376.83			58,376.83	
718	Living Room			842.00		955.96	-113.96	
808	Social Perscribing Grant					250.00	-250.00	
					£60,138.83	2,000.00	£61,990.24	148.59

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	1,192.94	852.06		
303	Env Hedge / Fence / Tree				310.00	76.02	233.98		
304	Village Orderly		435.81	435.81	4,890.00	2,822.50	2,067.50		
305	Dog Bins			1,050.00	7,500.00	5,631.35	2,918.65		
306	Env Maintenance / Inspect				2,000.00	101.82	1,898.18		
307	Env Projects		245.00	245.00	8,200.00	1,380.82	6,819.18		
308	Env Grant		7,149.00		1,000.00		-6,149.00		
					9,477.69	£3,378.69	27,592.88	£12,853.33	8,640.55

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	1,353.00	1,647.00
402 Street light maintenance	1,500.00	947.00	553.00
403 Street light upgrade			
404 Highways related projects	3,000.00	137.47	2,862.53
	7,500.00	£2,437.47	5,062.53

Income

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
501	Misc Income		300.00	11.96			-288.04
502	Annual Precept		122,646.03	139,365.19			16,719.16
503	VAT						
			122,946.03	£139,377.15			16,431.12

Recreation Ground

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
601	Rec Grass Cutting				2,300.00	1,312.50	987.50
602	Rec Maintenance				8,600.00	420.25	8,179.75
603	Rec Tree & Fence Work				300.00		300.00
604	Rec Inspections				400.00	258.00	142.00
605	Rec Play Equipment & Be				6,000.00		6,000.00
					17,600.00	£1,990.75	15,609.25

Youth & Community Centre

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
701	YCC upgrade				2,000.00	353.50	1,646.50
702	YCC repairs & maintenanc				3,000.00	1,986.99	1,013.01
703	YCC CCTV				800.00		800.00
704	YCC Electricity			154.22	800.00	151.72	802.50
705	YCC Gas				1,000.00		1,000.00
706	YCC water				600.00	221.97	378.03
707	YCC waste				300.00	175.71	124.29
708	YCC cleaning & supplies				3,000.00	1,854.38	1,145.62
710	YCC phone & wifi				600.00	347.60	252.40
711	YCC Grass cutting				1,125.00	656.25	468.75
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	294.00			-206.00
715	YCC Booking software				430.00	417.60	12.40
716	YCC Music Licence				600.00	589.83	10.17
717	YCC events refreshments			18.62	150.00	27.71	140.91
			1,500.00	£1,966.84	14,905.00	£6,783.26	8,588.58

Youth Club

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
801	YC sessions				8,000.00	2,295.00	5,705.00
802	YC budget				400.00		400.00
803	YC extraordinary activities				5,000.00		5,000.00
805	YC subscriptions		550.00	354.00			-196.00
806	Tuck Shop		100.00	212.50	100.00	284.95	-72.45
807	Youth Forum				200.00		200.00
			650.00	£566.50	13,700.00	£2,579.95	11,036.55

NET TOTAL

134,573.72	£213,521.71	163,172.88	£135,575.43	106,545.44
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Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Banwell Parish Council
Reserves Balance
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Cemetery Reserves	109,753.67			8,035.60	117,789.27
Social prescribing grant	863.57				863.57
Food Bank	2,623.64		301.85	920.00	3,241.79
New Banwell Solar	9,488.88				9,488.88
CIL 22/23	64,986.16		60,482.43		4,503.73
Refreshments	32.33		27.71	18.62	23.24
CIL 2023/24	5,598.67				5,598.67
Community Living Room	126.49		955.96	842.00	12.53
CIL 2025/26				58,376.83	58,376.83
Total Earmarked	193,473.41		61,767.95	68,193.05	199,898.51
TOTAL RESERVE	193,473.41		61,767.95	68,193.05	199,898.51
GENERAL FUND					127,512.49
TOTAL FUNDS					327,411.00

Banwell Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/10/2025		
	Cash in Hand 01/04/2025		248,375.73
	ADD Receipts 01/04/2025 - 31/10/2025		229,256.85
			477,632.58
	SUBTRACT Payments 01/04/2025 - 31/10/2025		150,221.58
A	Cash in Hand 31/10/2025 (per Cash Book)		327,411.00
	Cash in hand per Bank Statements		
	Natwest Current account (5335765 31/10/2025	5,248.23	
	Cemetery Reserve Account (59678 31/10/2025	23,424.80	
	PC Reserve Saver account (81413 31/10/2025	51.09	
	Unity Trust Bank (20398572) 31/10/2025	156,432.41	
	Lloyds Credit Card 31/10/2025	0.00	
	Charity Bank 31/10/2025	92,254.47	
	Unity Saver 31/10/2025	50,000.00	
			327,411.00
	Less unrepresented payments		327,411.00
	Plus unrepresented receipts		
B	Adjusted Bank Balance		327,411.00
	A = B Checks out OK		

Bills for Payment - 24th October to the 11th November 2025
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power	
Already Paid							
DD	Octopus Energy	YCC energy use Sept	£ 23.52		089/25	The Parish Council	
DD	YU	Streetlight Power	£ 268.54		089/25		
DD	Mainstream	Phone and Broadband	£ 57.14		089/25		
To Pay							
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	War Memorial Hedge	£ 85.00	Total: £1143.34	089/25		
BACS	Corporate Cleaning Services	Dog Bin Emptying	£ 598.00		089/25		
BACS	Insight Cleaning	YCC Cleaning	£ 256.00		089/25		
BACS	YMCA	July Youth Provision	£ 405.00		089/25		
BACS	Balmoral	Annual Fire Extinguisher Check	£ 108.66		089/25		
BACS	GB Sport	ROSPA Annual Report	£ 342.00		155/25 (ii)		
BACS	Complete Weed Control	Annual weed spray	£ 549.60		178/25 (ii)		
BACS	K Britton Funeral Services	Overpayment of interment fee	£ 160.00		Admin		
BACS	Mendip Memorials	Overpayment of memorials fee	£ 10.00		Admin		
BACS	Officer overtime + Expenses	Overtime, expenses (milk & rolls)	£ 130.91		contractual & 037/25		
DD	Lloyds Bank PLC	Multipay charge & costs (Open AI, microsoft business, food bank, youth club)	£ 597.47		Various, PC 089/25, 102/25		
SO	Officer Salaries	Officer Salaries	£ 3,181.35		089/25 & E29/25		
DD	Nest	Pension contributions	£ 204.16		089/25		
DD	Unity Trust	Bank Charges	£ 10.50		089/25		
DD	North Somerset	YCC Waste Collection	£ 9.77		089/25		
BACS	HMRC	PAYE and NI	£ 1,143.68		089/25		
Totals			£ 9,199.64				

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