MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE (YCC) AT 7:30pm ON MONDAY 19th OCTOBER 2026

PRESENT: Councillors: Steve Voller (Chairman), Mike Bailey (Vice Chairman), Simon Arlidge, Andrew Base, Mike Dolling, Paul Harding, Darren Salvage and Matthew Thomson.

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

Cllr Voller welcomed everyone.

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

i) **Members of the public**
No members of the public were present.

ii) **Community Beat Manager's Report**
No report was received.

iii) **Ward Councillor's Report**
Cllr Tristram sent his apologies but no report was received.

The meeting was convened.

161/26 To receive apologies for absence (agenda item 1)

Apologies were received from Cllrs Tara Wright and Steve Davies. Cllr Davies observed the meeting online.

162/26 To receive members' declarations of interest on any agenda item (agenda item 2)

No declarations of interest were received.

163/26 To approve as a correct record the minutes of the Parish Council Meeting held on the 21st of September 2026 (agenda item 3)

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

The resolution was correctly proposed and seconded and carried unanimously with one abstention due to absence.

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

164/26 To note the following minutes (agenda item 4)

i) **Planning Committee 5th October 2026**
ii) **Employment Committee 12th October 2026**

The minutes above were noted.

Cllr Salvage joined the Meeting

165/26 To note the training and events available and agree any attendance (agenda item 5)

i) **ALCA events and training from £30 each**

ii) **ALCA e-learning through Nimble £14 each**
iii) **Breakthrough communications training £30**
iv) **Various finance training £30**
v) **Various Scribe finance training - Free**
vi) **Various NALC training from £32.68**

The training above was noted.

166/26 To receive the Clerk's report/Exchange of information (agenda item 6)

i) **Banwell Bypass update**
Programme delays on the Banwell Bypass continue to centre around utility diversion works. North Somerset Council is due to consider an update at its Full Council meeting on 10 November, with further information expected to be published alongside the meeting papers on 2 November. Mitigation works are continuing in neighbouring parishes, and all but one of the water culvert diversions have now been completed. The remaining diversion has been delayed by utility company works. Locally, Bristol Water has been unable to locate the water main on Dark Lane in the position shown on its records, and Castle Hill will therefore need to close while bore surveys are carried out to establish its actual location. Temporary traffic lights have also been installed on Knightcott Road and are expected to be in place intermittently over the next few months. Wolvershill Road is now expected to reopen on 30 October, and it is hoped this will be the final closure before resurfacing takes place. During the overnight closure on 29 October, the team is aiming to reopen the bypass end of Wolvershill Road to maintain access for residents.

ii) **Mead Fields Surgery**
The Clerk and Cllr Base attended the latest Mead Fields Surgery with District Cllr Tristram. No members of the public attended, although a representative from the Methodist Church called in for a cup of tea and an informal discussion.

iii) **Grumblepill Ryne**
Mead Realisations has confirmed that the new pedestrian bridge across the rhyne has now been completed. The remaining rubbish and temporary bridge are due to be removed shortly. A resident raised concern about whether the waste materials would remain beside the rhyne, where they could potentially be thrown back into the water. This concern has been passed on.

iv) **Remembrance Day Parade and War Memorial**
A reminder that the Remembrance Day Parade will take place on Sunday 8 November this year. Councillors are reminded to meet at West Street Car Park at 2.30pm for the parade, or alternatively at the Church for 3.00pm

v) **Great Western Air Ambulance Charity**
A letter of thanks has been received from the Great Western Air Ambulance Charity for the Council's £200 donation.

vi) **District Council Boundary Review**
Despite representations made by the Parish Council, the District Council Boundary Review has resulted in Mead Fields being moved from the Banwell and Winscombe Ward into the Locking, Hutton and Bleadon Ward.

167/26 To agree the following items of expenditure (agenda item 7)

i) **Approximately £92 + VAT for the annual fire extinguisher survey.**

Resolved – To agree the cost of £90.55 + VAT for the annual fire extinguisher survey.

The resolution was correctly proposed and seconded (unanimous)

ii) **Approximately £420 + VAT for the erections and removal of the Christmas Trees along West Street and The Square.**

Resolved – To agree the cost of £421.38 + VAT for the erections and removal of the Christmas Trees along West Street and The Square.

The resolution was correctly proposed and seconded (unanimous)

iii) **£472 for the October annual weed spray.**

Resolved – To approve expenditure of £472 for the October annual weed spray.

The resolution was correctly proposed and seconded (unanimous)

168/26 To consider options for a pay-as-you-go card reader and approve the purchase of a suitable device for occasional Council payments and events (agenda item 8)

Resolved – To approve the purchase of a SumUp Solo Lite card reader at a cost of approximately £25+ VAT.

The resolution was correctly proposed and seconded (unanimous)

169/26 To note the Community picnic report and agree dates for 2027 (agenda item 9)

Resolved – To note the Community Picnic report, agree the recommendations and agree the picnic dates of 19th June (Mead Fields) and 10th July (Banwell) for 2027.

The resolution was correctly proposed and seconded (unanimous)

170/26 To discuss the current Mead Fields Surgery Dates and agree a way forward (agenda item 10)

Resolved – To discontinue the existing bi-monthly standalone Mead Fields surgeries and approve the proposed 2027 programme, providing a monthly Parish Council presence at Mead Fields through the Coffee, Craft and Chat sessions and other planned community activities.

The resolution was correctly proposed and seconded (unanimous)

171/26 To note the quotes received for Riverside Fencing and agree a way forward (agenda item 11)

Resolved – To approve Second Life Products Wales (Contractor 10) as the preferred supplier for the recycled plastic post and rail fencing at a cost of £4,051.04 + VAT, subject to the contractor being able to meet the Council's requested four-week lead time. If the four-week lead time cannot be met, the matter is to be referred back to Council.

The resolution was correctly proposed and seconded (unanimous)

172/26 To consider supporting in principle a temporary management and administrative role for Banwell Parish Council at the Mead Fields Community Hub (agenda item 12)

Resolved – To support in principle Banwell Parish Council providing temporary management and administrative support to the Mead Fields Community Hub for a period of up to 12 months; for this support to sit within the remit of the Youth & Community Centre Committee, with delegated authority to agree the detailed operational arrangements; to authorise the Clerk to continue discussions with North Somerset Council, Mead Realisations and the Mead Fields Hub community volunteers to establish a mutually acceptable arrangement; and for the temporary arrangement to be reviewed in April 2027, with the longer-term position to be considered by the new Council following the May 2027 elections.

The resolution was correctly proposed and seconded (unanimous)

173/26 To note and comment upon the Enforcement Notice Number 26/P/00216/COU - Kingsmead Farm, Riverside, Banwell (agenda item 13)

Resolved – To support North Somerset Council's Enforcement Notice and to consider that the requirements of the Notice are necessary and proportionate to remedy the unauthorised change of use of the land.

The Parish Council is particularly concerned about the scale of vehicle parking associated with the site and the resulting impact on the surrounding rural road network. The local lanes are narrow and unsuitable for significant additional traffic movements, and the Council is aware of ongoing concerns regarding vehicles using and affecting the lanes in the vicinity of the site. There are also concerns locally that some of the vehicle parking may be connected with off-site airport parking activity. For this reason, the Parish Council does not consider that lesser steps which would allow any substantial element of the unauthorised vehicle parking or storage use to remain would adequately overcome the planning harm identified.

The Parish Council also considers that an appropriate and reasonable period should be allowed for compliance but, in the absence of compelling evidence to the contrary, supports the compliance period specified by the Local Planning Authority.

The resolution was correctly proposed and seconded (unanimous)

174/26 To note the first draft of the 2027/2028 budget (agenda item 14)

The first draft of the 2027/2028 budget was noted.

175/26 To note the Parish Council's end of September net position, bank balances, bank reconciliation and reserves (agenda item 15).

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

176/26 To authorise bills for payment for October (agenda item 16).

The Clerk tabled an amended schedule of bills for payment.

Resolved – To authorise October payments totalling £15,395.07. Cllrs Harding and Base were authorised to approve the BACS payments on behalf of the Council.

The resolution was correctly proposed and seconded (unanimous)

177/26 Dates of the next meetings (agenda item 17)

Wednesday 21st of October 2026, 5:30pm Cemetery Working Group at Banwell Cemetery.
Monday 2nd of November 2026, 7pm Planning Committee at the Youth & Community Centre (YCC).
Monday 2nd of November 2026, TBD Youth & Community Centre Committee at the YCC.
Monday 16th of November 2026, 7:30pm Parish Council Meeting at the YCC.
Monday 23rd of November 2026, 7pm Environment Working Group at the YCC.

The Chairman closed the meeting at 8:30pm

……...Chairman

……Date

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Bills for Payment - 18th September to the 16th October 2026
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
Already Paid						
DD	Octopus	YCC Electricity	£ 34.02		094/26	
DD	Octopus	YCC Electricity	£ 31.64		094/26	
DD	Mainstream	Phone and Broadband	£ 59.36		094/26	
To Pay						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		094/26	
BACS	J K Gardening	Emptying NSC bins **Total: £1058.34**	£ 15.00		198/24 (ii)	
BACS	Corporate Cleaning Services	Dog Bin Emptying	£ 520.00		094/26	
BACS	Insight Cleaning	YCC Cleaning	£ 264.00		094/26	
BACS	YMCA	Youth Club Summer Holiday Provision	£ 540.00		YCC 022/26	
BACS	Scribe	Civic.ly monthly cost	£ 63.60		172/24	
BACS	Webglu	Website quarterly charge	£ 161.46		094/26	
BACS	Citizens Advice	Outreach provision	£ 4,092.42		011/26	
BACS	Jessica Grayson	Baking Club	£ 200.00		118/26	
BACS	Avondale Ecology	Ecology survey and associated Management Plans	£ 792.50		038/25	
BACS	Officer expenses	Overtime, NJC backpay and expenses (rolls, butter & milk)	£ 256.38		Contractual & 060/26	
DD	Lloyds Bank PLC	Multipay charge & costs (Open AI, Fridge Freezer, microsoft, Tuck, watering cans, paper and ycc cleaning)	£ 1,575.81		various inc ycc 21/26	
DD	Conrad Energy	Streetlighting	£ 216.75		094/26	
SO	Amy Symonds	Impact Alliance Officer Salary	£ 238.13	To be claimed back	MVJC 05/26	
SO	Officer Salaries	Officer Salaries	£ 3,471.96		094/26 & E04/26	
DD	Nest	Pension contibutions	£ 320.52		094/26	
DD	Unity Trust	Bank Charges	£ 12.40		094/26	
DD	North Somerset	YCC Waste Collection	£ 10.06		094/26	
BACS	HMRC	PAYE and NI	£ 1,475.72		094/26	
		Totals	£ 15,395.07			

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

Banwell Parish Council

Banwell Youth & Community Centre
West Street, Banwell. BS29 6DB
Telephone: (01934) 820442
Email: clerk@banwellparishcouncil.gov.uk

MEETING: Cemetery and Memorials Working Group.
DATE & TIME: Wednesday, 21st October 2026 at 5:30pm.
LOCATION: Banwell Cemetery, St Andrews Church, Church Street, Banwell.

PRESENT: Parish Councillor Paul Harding, together with co-opted members John Keate (Cemetery Orderly) and Maggie McCarthy (Church Warden).
Also present: Liz Shayler (Clerk).

NOTES

10/26 To elect a chair of the meeting

Resolved: That in the absence of the Chairman Cllr Paul Harding was elected to Chair the meeting.

The resolution was correctly proposed and seconded (unanimous)

11/26 To receive apologies for absence (agenda item 1)

Apologies were received from Cllr Thomson.

12/26 To receive members' declarations of interest on any agenda item (agenda item 2)

John Keate as Cemetery Orderly declared an interest in all matters of expenditure.

13/26 To agree the notes of the meeting held on the 8th of July 2026 (agenda item 3)

Resolved: To agree the notes of the meeting held on the 8th of July 2026.

The resolution was correctly proposed and seconded (unanimous)

14/26 Matters for Information / Clerk's Report (agenda item 4)

i) **Remembrance Garden**
The soft landscaping had begun and was expected to be completed late November when the Environment and Biodiversity Officer returned.

ii) **Cemetery Capacity**
The remaining undeveloped area of the cemetery was measured to estimate future burial capacity. It could accommodate approximately 60 new full-burial plots, plus a separate row for cremated remains. Interments do not necessarily require new plots because existing graves may be reopened. For example, all 12 interments in 2025 used existing plots, whereas four of the five burials so far in 2026 required new grave spaces. The cemetery's remaining lifespan is therefore difficult to predict but is estimated at 12–15 years.

15/26 To review and recommend approval of the following documents (agenda item 5)

i) **Cemetery and Memorials Working Group Terms of Reference**

Resolved: To recommend to the Parish Council that no changes be made to the Cemetery and Memorials Working Group Terms of Reference.

The resolution was correctly proposed and seconded (unanimous)

ii) **Interment Application Form**

Resolved: To approve the updated Interment Application Form with the removal of cheque payment option.

The resolution was correctly proposed and seconded (unanimous)

iii) **Memorial Application Form**

Resolved: To approve the updated Memorial Application Form with the removal of cheque payment option.

The resolution was correctly proposed and seconded (unanimous)

iv) **Cemetery Fees**

Resolved: To recommend to the Parish Council that there be no increase to cemetery fees for 2027 and that the cheque payment option be removed from the fee schedule.

The resolution was correctly proposed and seconded (unanimous)

v) **Suggested Cemetery Budget for 2027/28**

Resolved: To recommend to the Parish Council that the cemetery budget be set at £8,750 and that cemetery income be used to offset cemetery expenditure for the financial year 2027/28.

The resolution was correctly proposed and seconded (unanimous)

16/26 To note the Cemetery and Memorials Budget and income (agenda item 6)

The Cemetery and Memorials Budget and income were noted.

17/26 To suggest any work needed on the paths, trees, garden and the bin in the Cemetery (agenda item 7)

No additional works were identified.

18/26 To undertake the annual memorial inspection (agenda item 8).
The annual memorial safety inspection was undertaken.

The following memorials were identified for referral to a memorial mason for further inspection:
39 – Gent, 70 – Warner and 82 – Tripp (cement)

19/26 Date of next meeting (agenda item 9)
TBD Wb 8th June 2027 Banwell Cemetery

The Chairman closed the meeting at 17:50 …..……...Chairman

……Date

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Banwell Parish Council

Minutes of the meeting of the Planning Committee held at Banwell Youth & Community Centre, 7pm on Monday 2nd November 2026.

PRESENT: Cllrs Mike Dolling (Chairman), Mike Bailey (Vice-Chairman), Simon Arlidge, Paul Harding, and Steve Voller (ex-officio).

IN ATTENDANCE: Liz Shayler (Clerk)
MEMBERS OF THE PUBLIC: None

Cllr Dolling welcomed everybody.

The meeting was convened.

60/26 To elect a Vice-Chairman of the Planning Committee (agenda item 1).
The Chairman thanked Cllr Harding for his contribution to the Planning Committee during his time as Chairman and Vice-Chairman.

Resolved – To elect Cllr Bailey as Vice Chairman of the Planning Committee.

The resolution was correctly proposed and seconded (unanimous)

61/26 To receive apologies for absence (agenda item 2).

Apologies were received for Cllr Thomson.

62/26 To receive members' declarations of interest on any agenda item (agenda item 3).
No declarations of interest were received.

63/26 To approve the minutes from the Planning Committee meeting held on the 5th October 2026 as a correct record (agenda item 4).

Resolved – That the minutes of the Planning Committee meeting held on the 5th October 2026 are a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous)

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

64/26 To discuss the Public Consultation Land at Knightcott Road, Banwell (Phase II) and agree a response to be considered by the Parish Council (agenda item 5).

Resolved – To recommend to Full Council the following response:
Banwell Parish Council has considered the emerging proposals for up to 34 additional dwellings on land south of Knightcott Road. The Council has significant concerns regarding the further extension of residential development southwards into this area of open countryside. In particular, the Council is concerned about:

- the progressive erosion of the open land and separation between Banwell and Knightcott;
- the potential for incremental development of the wider landholding beyond the current Phase 2 proposal;
- the landscape and visual impact of extending built development farther south towards the Mendip Hills National Landscape;
- the need to demonstrate that the development would avoid or minimise adverse effects on the setting and special qualities of the National Landscape;

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- potential effects on Greater and Lesser Horseshoe bats, including established foraging and commuting routes, dark corridors, hedgerows and the impact of artificial lighting;
- the cumulative impact of further development when considered alongside Phase 1, the Wolvershill strategic development and other planned growth around Banwell; and
- the need to ensure that the proposed public open space, ecological areas and landscaping are permanently protected and are not subsequently brought forward for further development;
- the proposed development lies outside Banwell's existing settlement boundary, and the land was considered but not selected for residential allocation as part of North Somerset Council's emerging Local Plan.

The Parish Council seeks clarification as to whether the current Phase 2 proposal represents the intended final extent of residential development within the wider landholding. The Council recognises that this is a pre-application consultation and that the proposals may change before any planning application is submitted. Should an application subsequently be made, the Parish Council will consider it separately on its merits and having regard to the plans, supporting evidence and planning policies applicable at that time.

The resolution was correctly proposed and seconded (unanimous)

65/26 To note and comment upon planning applications (agenda item 6).

(i) 26/P/2099/FUL 'Rolstone Manor', West Rolstone Road, Hewish. BS24 6UR
Demolition of existing Dutch barn, conversion and extension of 2no. barns to create 1no. residential dwelling and detached garage with associated gardens alongside the change of use of agricultural access track to mixed residential and agricultural use.

Resolved – To raise no objection to this application, subject to the Local Planning Authority being satisfied that flood risk, including safe access and egress, has been adequately addressed.

The resolution was correctly proposed and seconded (unanimous)

66/26 To note the following applications (agenda item 7).

(i) **26/P/1923/CQA Cannaways Lodge Silver Moor Lane Banwell BS29 6LQ**
Application to determine whether Prior Approval is required for the change of use and conversion of existing agricultural building to create 1no. dwelling with operational development of the insertion of new windows and doors, insertion of 2no. external flues, re-roofing, new cladding and demolition of 2no. sub-standard lean-to buildings.

(ii) **26/P/2021/AOC 'Rolstone Manor Farm' West Rolstone Road Hewish BS24 6UR**
Request to discharge conditions 9 (Natural England Licence), 10 (Installation of suitable provisions) and 12 (Biodiversity Enhancement) on application 23/P/0815/FUL

(iii) **26/P/2111/MOD Land South of Wolvershill Road Banwell**
Deed of Variation to a Section 106 legal agreement dated 27/10/2017 on planning permission 16/P/2744/OT2 to allow amendments to the affordable housing provisions in the Section 106 Agreement.

(iv) **26/P/2200/MOD Land South of Churchland Way, Wolvershill Road Banwell.**
Modification of section 106 legal agreement dated 07/04/2015 relating to planning permission 12/P/1266/OT2 to allow changes to the original obligation (as varied) in respect of specific plots on Phase 5b only, for charging purposes.

The planning applications above were noted.

67/26 To note planning decisions for information (agenda item 8).

(i) **26/P/1354/FUL Land at Knightcott Road Banwell**
Proposed creation of new vehicular access and concrete hardstanding off Knightcott Road**.**
WITHDRAWN

(ii) **26/P/1635/LDP 53 Tanner Road Banwell BS29 6AT**
Certification of Lawful Development for the conversion of existing loft, including structural alterations and roof windows. **Approved (Lawful)**

(iii) **26/P/1717/TRCA Abbey Cloisters East Street Banwell BS29 6BW**
T1 - Horse Chestnut - Crown reduce by approx 3m over road and fire station to reduce risk of limb failure **No objection (tree/hed) unconditional**

(iv) **26/P/1775/CRA Rolstone Farm Business Park West Rolstone Road Hewish**
Application to determine if prior approval is required for the change of use of an agricultural building and its curtilage to Use Class E (commercial, business or service) **Prior approval - required and grant**

(v) **26/P/1812/TRCA Banwell Surgery Westfield Road Banwell BS29 6AD**
T1 Leylandii cypress Removal to ground level **No objection (tree/hed) unconditional**

(vi) **26/P/1824/TRCA 60B West Street Banwell BS29 6DB**
T1 ash - fell. T2 dogwood - coppice to near ground level. T3 magnolia - reduce crown by up to 1m. **No objection (tree/hed) unconditional.**

The planning decisions above were noted.

68/26 Date of the next meeting (agenda item 9).

Monday 7th December 2026 7pm - Planning Committee Meeting at the Youth and Community Centre.

The Chairman closed the meeting at 19:17

…….…….. Chairman

…… Date

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Banwell Parish Council

Minutes of the meeting of the Youth & Community Centre (YCC) Committee held at the YCC, West Street, Banwell at 7:30pm on Monday 2nd of November 2026

Present: Cllrs Mike Bailey (Chairman), Andrew Base (Vice-Chairman) and Steve Voller.
In attendance: Liz Shayler (Clerk).

37/26 To receive apologies for absence: (agenda item 1)

Apologies were received from Cllr Thomson.

38/26 To receive members' declarations of interest on any agenda item (agenda item 2).

There were no declarations of interest.

39/26 To approve, as a correct record, the minutes of the Youth & Community Centre (YCC) Committee from the 3rd of August 2026 (agenda item 3)

Resolved: To approve the minutes of the YCC Committee meeting from the 3rd of August 2026.

The resolution was correctly proposed and seconded (unanimous)

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

40/26 To note YMCA Dulverton reports on the Summer Activities and current Youth Club provision (agenda item 4)

The reports were noted.

41/26 To note the unannounced Committee visit and complete the YMCA Dulverton appraisal process (agenda item 5)

Resolved: That the YMCA Dulverton appraisal process be recorded as completed, with a satisfactory outcome (see attached appraisal sheet).

Cllrs Base and Smith were thanked for undertaking the unannounced inspection.

The resolution was correctly proposed and seconded (unanimous)

42/26 To agree the following youth club expenditure (agenda item 6)

i) **£44.99 for set of 300 Dual Tip Markers**
ii) **£339.96 for four sets of laser tag**
iii) **£141.52 for four sets of dodgeball**

Resolved: To approve all of the expenditure above.

The resolution was correctly proposed and seconded (unanimous)

43/26 To receive the Officer's report/Exchange of information (agenda item 7)

i) **Update on Feasibility Study Investigations**
The Clerk provided an update on investigations arising from the ARUP feasibility study of the YCC. Following a site visit, Gregor Heating had recommended an air-to-air heat pump system as the most suitable option, offering individually controlled heating and cooling to reflect the Centre's intermittent use. Further investigations were underway into the building fabric, air

leakage, electrical requirements, potential three-phase supply upgrade and implications for the existing solar PV and battery system. It was noted that the existing LPG boiler could be retained for hot water in the short term, with an electric alternative considered separately. It was also suggested that acoustic improvements be deferred until the overall costs and requirements of the heating and associated works were clearer. A further report would be brought to the Committee once the outstanding investigations and quotations had been completed.

ii) **Bake Club and a Family Day**
The Clerk had been working with North Somerset Council to organise a Christmas Family Fun Day at the YCC on Saturday 28 November 2026, from 9am to 1pm. The event will offer a free morning of festive activities for local families, including three Christmas baking workshops accommodating up to 30 children in total. Children will make festive cookies and rocky road treats to take home, while downstairs there will be activities for toddlers, younger children and young people, alongside refreshments and an opportunity for parents and carers to socialise. The cost of the baking workshops is £220, which the Clerk has approved under delegated authority to enable arrangements to progress.

iii) **Mendip Makers**
The Clerk reported that she had been approached by an organiser who had secured funding through the All Together Now Fund to deliver four free textile-making workshops at the YCC in March 2027. As the workshops are free and aim to bring people together and encourage social connections, the Clerk had offered the discounted community hire rate of £6 per hour (£72 in total), which had been accepted. The organiser hopes the workshops may develop into a self-sustaining local making group, and the Clerk had indicated that the Committee could consider further support should this happen.

44/26 To agree the following expenditure (agenda item 8).

i) **£180 for the annual TV Licence**

Resolved: To approve expenditure of £180 for the annual TV Licence.

The resolution was correctly proposed and seconded (unanimous)

ii) **£195 + £40 per additional hour for the annual Sewage Pump Maintenance**

Resolved: To approve expenditure of £195, plus £40 per additional hour as required, for the annual sewage pump maintenance.

The resolution was correctly proposed and seconded (unanimous)

iii) **£250 for an initial building fabric assessment and air-leakage investigation by Retrofitters.**

Resolved: To approve expenditure of £250 for an initial building fabric assessment and air-leakage investigation by Retrofitters.

The resolution was correctly proposed and seconded (unanimous)

45/26 To consider replacing paper hand towels in the YCC toilet areas with low-energy hand dryers (agenda item 9).
The Committee was advised that, due to the complexity of the electrical installation, an additional £1,052 would be required, bringing the total estimated expenditure to approximately £1,900. Based on the anticipated annual saving in paper hand towels, the Chairman estimated a payback period of approximately 38 years.

Resolved: Not to proceed with replacing the paper hand towels in the YCC toilets with electric hand dryers.

The resolution was correctly proposed and seconded (unanimous)

46/26 To consider a concern raised by a neighbouring resident regarding the YCC external floodlight and determine whether any further action is required (agenda item 10).
The Committee noted the resident's concern and considered the measures already in place, including a reminder to groups using the Centre in the evenings and signage adjacent to the floodlight switch.

Resolved: That the measures already in place were considered sufficient and no further action was required.

The resolution was correctly proposed and seconded (unanimous)

47/26 To note the Youth and Community Centre and Youth Club budgets (agenda item 11).

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

48/26 To agree a suggested budget for 2027/28 for recommendation to the Parish Council (agenda item 12).

Resolved: To recommend a budget of £24,930 for the 2027/28 financial year to the Parish Council for consideration as part of the precept-setting process.

The resolution was correctly proposed and seconded (unanimous)

49/26 Date of Next Meeting (agenda item 13)

Youth & Community Centre Committee Meeting at Banwell YCC on 1st February 2027.

The meeting closed at 7:55pm

Chairman……..……..….

Date……...

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YMCA –REVIEW OF PERFORMANCE

Period under review Aug - October 2026

iv) **Are all contracted sessions being held? Yes / No where possible**
Comments...

v) **Are the numbers attending increasing? Yes / No / NA**
Comments …

vi) **Is a comprehensive range of activities being organised? Yes / No / NA**
Comments… Yes, Summer Holiday Activities.

vii) **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

viii) **YMCA arranging activities outside of the village? Yes / No / NA**
Comments… Summer Holidays Activities.

ix) **Are YMCA seeking other sources of funding for Youth Club activities? Yes / No / NA**
Comments – Clerk has been working with Alliance Homes to provide Baking for KS3.

x) **Is any feedback from users/parents positive? Yes / No / NA**
Comments – None received

xi) **Have any complaints been received about the service? Yes / No**
Comments…

xii) **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. See separate report.

11. Any other comments:
….

12. Conclusion – Satisfactory / Unsatisfactory

13. Action points for YMCA
- Residential / day trip in the Spring

14. Action points for Youth Club Management Committee.

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BANWELL PARISH COUNCIL

FEES PAYABLE AT BANWELL CEMETERY WITH EFFECT FROM 1st January 2027

	Resident	Non-Resident
	£	£
Purchase of exclusive right of burial in earthen grave for 80 years*	220	Double
Purchase of exclusive right of burial in cremation plot for 80 years	110	Double
Reserved stone for pre purchased graves.	30	Double
INTERMENTS		
Infant up to 2 years*	Free	Free
Child from 2 years up to 18 years	Free	Free
Adult of 18 years or over **	160	Double
Burial of cremated remains in a cremation lot or earthen grave.	80	Double

*No charge is made for the purchase of a plot in the children's section.

Environmental charge is included on all grave burials except the grave of children under the age of 18. The charge is to cover the cost of soil disposal. Notice of interment should be given to the Clerk at least two working days beforehand, together with the requisite fee. **BACs or Card Payments.

MEMORIALS	**Fee**	**Not Doubled**
For the right to erect or place a memorial on a grave in which exclusive right has been granted (including first inscription)	120	
Placing a memorial tablet	60	
Each subsequent inscription	30	
Ceramic portrait	40	
Bench plaque application and fitting	30	

Written permission must be obtained from the Clerk to the Parish Council to erect a headstone and/or carry out alterations to existing headstones including additions or ceramic portraits. Memorial vases must be incorporated into the headstone. Separate vases and planting on graves is not permitted. A memorial application form is available from the Clerk (01934 820442 or clerk@banwellparishcouncil.gov.uk).

Banwell Parish Council

Cemetery Burial / Cremation Interment Application

Banwell Parish Council Clerk:
Banwell Youth and Community Centre
West Street, Banwell BS29 6DB
Tel: (01934) 820442 Email: clerk@banwellparishcouncil.gov.uk

1. **Name of person for whom the grave / cremation plot is being purchased or who is to be interred**

   ……..……

2. **Address of normal residence** ……..……..

   ……..……

3. **Purchase of Exclusive Right of Burial for a Grave or Cremation Plot**

Please tick below if purchasing the Exclusive Right of Burial in a new grave or cremation plot

	Resident	**Non-Resident**
Exclusive right of burial in an earthen **grave** (or cremation plot within a grave) for 80 years.		
Exclusive right of burial in a **cremation plot** for 80 years.		

If the person purchasing the Exclusive Right of Burial is different from the person named above, please give the purchaser's name and address:-

……..

4. **Interments -** Please tick the appropriate box below-

	Resident of Banwell	**Non-Resident**	**Single / Double or Triple Depth**
Burial of a child up to 18 years			
Burial of an adult of 18 years or over*			
Burial of cremated remains			
Re-opening of grave*			
Re-opening of cremation plot			

Date of Interment ……..

5. **New grave:** Grave / Plot No. and Grant No (provided by the Clerk) ……..……..……..

6. **Re-opening:** Grave / Plot No ……. Grant No. and date ……..……..

   Please contact the clerk if the grave or grant number is unknown.

7. Authorisation of Interment

NOTE: Where the person to be interred is not the registered owner(s) of the Exclusive Right of Burial, the registered owner(s) must give consent to the interment below.

I/We authorise Grave / Cremation Plot No. …….. to be opened for the interment of the person named in this application.

Name(s):……..…

Signature(s):….....

Address:…….…….....

8. Interment of plot owner

Where the person to be interred is the registered owner of the Exclusive Right of Burial, please provide the details of the person arranging the interment.

Name…… Signed……..…….....

Address…….....

Relationship to the deceased……

9. Transfer or addition of Ownership of Grave/Cremation Plot

Following the death of the registered owner, the Exclusive Right of Burial will normally need to be transferred before any further interment, or memorial application can be authorised. Please contact the Clerk for advice and the appropriate form.

10. Fee enclosed £ ……..… **BACs** payments: Banwell Parish Council. **Sort code** 60-23-32 **Account** 59678674 Please use the deceased's name as the payment reference.

Alternatively we can take card payments in the Parish Office.

Please note: Full payment must be received by Banwell Parish Council before the interment can take place. Failure to provide payment in advance may result in the postponement of the interment.

Your signature …… **Date**……

(For Banwell Parish Council use only: Date payment received ….....)

Banwell Parish Council

Application to Erect a Memorial or Place an Additional Inscription on a Memorial in Banwell Cemetery

Plot number …… **Name of deceased**……

Name and address of monumental mason carrying out the work…….....

…….....

Memorials	Please tick option
For the right to erect or place a memorial on a grave in which exclusive right has been granted (including memorial tablet and first inscription)	
For the right to erect or place a memorial on a cremation plot in which exclusive right has been granted (including memorial tablet & first inscription)	

Plus

Ceramic portrait	

Or

Each subsequent inscription	

Inscription and Design of Memorial - Please provide the proposed inscription and a sketch of the memorial showing: overall dimensions, material to be used, fixing details and any ceramic portrait or other permitted feature. The memorial must comply with paragraph 16 of the current Banwell Cemetery Regulations and the applicable NAMM Code of Working Practice.

Inscription	**Sketch**

(**Note:** The approved inscription, design, dimensions, materials and fixing arrangements must not be altered once approval has been issued without the prior written approval of Banwell Parish Council.)

I confirm that the proposed memorial and its installation will comply with the current Banwell Cemetery Regulations and the applicable NAMM Code of Working Practice.

Signed…… **(Monumental Mason)**

Consent of Grave Owner or Authorised Person.
I give my consent to the erection of the memorial or the addition of the inscription detailed above.

Signature……

Full name……..

Address……..

……..…….....

Relationship to grave owner ……

Contact phone number / email……..……

Date…… **No. of Deed of Right of Burial (if known)**……..……..

Important Information

- Monumental mason's identification must be displayed discreetly on the memorial.
- Grave space number must be carved on memorial in accordance with Cemetery Regulations.
- Memorials must be erected or re-erected in accordance with the applicable NAMM Code of Working Practice.
- No memorial, additional inscription or alteration may be undertaken until approval has been issued by Banwell Parish Council.
- The appropriate memorial fee and administration fee must accompany the application.
- Work undertaken without prior approval may be subject to the additional administration fee set out in the Council's current Cemetery Fees and Charges.

Office use only

I hereby acknowledge receipt of the sum of £…….. in respect of the above memorial/ inscription.

The memorial / inscription detailed above is approved in accordance with the design submitted and the current Banwell Cemetery Regulations.

Signed……..…….…… Date……..…….
Clerk, to Banwell Parish Council

Completed application and fee to be sent via email clerk@banwellparishcouncil.gov.uk or by post to; Banwell Parish Council, Youth & Community Centre, West Street, Banwell BS29 6DB.

We prefer **BACs** payments: Banwell Parish Council. **Sort code** 60-23-32 **Account** 59678674. Please use the applicant's name or deceased's name as the payment reference.

Alternatively, we can take card payments in the Parish Office.

Any queries do not hesitate to contact the Parish Council at the above address or **Tel:** (01934) 820442 **Email:** clerk@banwellparishcouncil.gov.uk

Extract from Banwell Parish Council Cemetery Regulations

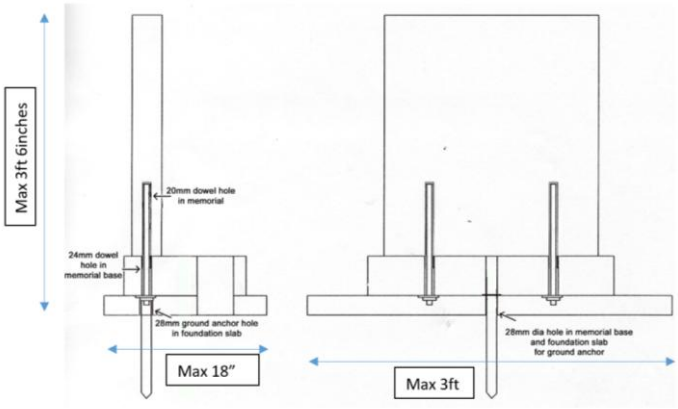
MEMORIALS AND MARKERS

16.1) Memorials shall be permitted on private graves only and shall be wholly constructed in natural stone, marble or wood.

16.2) No memorial shall be erected or placed on a grave until the owner of the grave has been granted a right to place a memorial, including the approval by the Clerk of the inscription or subsequent inscriptions. The right will not be issued until the appropriate fees and charges have been paid to the Clerk.

a) GRAVES See next page for diagram.

An ink drawing on paper (to scale, stating colours, grave space number corresponding with the register of graves and short specification of materials to be used, restricted to natural stone, marble or wood, and proposed inscription describing style of lettering and colour) shall be submitted to the Clerk for approval; and the appropriate fees paid before the erection, or undertaking of any work. Stainless Steel dowels only shall be used in connection with any stonework. The grave space number shall be placed on every memorial in half inch lettering. No memorial shall exceed three feet, six inches in height, by three feet in width, by one foot overall back to front. The concrete base of any memorial shall not exceed three feet, six inches in width by 18" and shall be so constructed that it does not protrude above the level of the surrounding ground. No kerbstones or granite chippings will be permitted. All memorials must be fixed in line with the National Association of Memorial Masons Code of Working Practice.



b) CREMATED REMAINS

As for 16.3 a) above but no memorial shall exceed four inches in height. Memorial tablets for single plots will be 18"x12"x4" deep at the rear tapering to 2" at the front, whilst memorial tablets for double plots will be 18"x18"x4" deep at the rear tapering to 2" at the front. This may include one mounted vase (excluding glass) to each memorial tablet.

c) The name of the monumental mason shall be displayed discreetly with lettering of up to ½ inch high along with the grave space number at an inch high.

16.3) Separate vases will not be permitted in the grave space.

ERECTION OF MEMORIAL WORK

17.1) All work carried out in connection with memorials or markers shall be carried out under the control of the Clerk. Any memorial or marker wrongly or illegally erected or placed on a grave space shall be removed as the law permits.

17.2) The person undertaking the fixing or laying of memorials shall provide all equipment for the work. Equipment and surplus materials shall be removed without delay and the site left in a tidy condition.

17.3) An extra administration fee will be charged to a Monumental Mason if any memorial is placed or subsequently amended without an application form being submitted to the Clerk in advance, along with the appropriate fee. The extra administration fee will be the equivalent of the original fee i.e. double will be charged. This is in recognition of the extra work involved.

Land South of Knightcott Road, Banwell – Woodstock Homes Phase 2 Public Consultation

1. Purpose of Report

To consider the pre-application public consultation being undertaken by Woodstock Homes for a proposed further residential development on land south of Knightcott Road, Banwell, and to make a recommendation to Full Council on a Parish Council response to the consultation. This is not a planning application and the Planning Committee is not being asked to determine whether it would support or object to any future planning application. The proposals are at an emerging stage and may change following consultation.

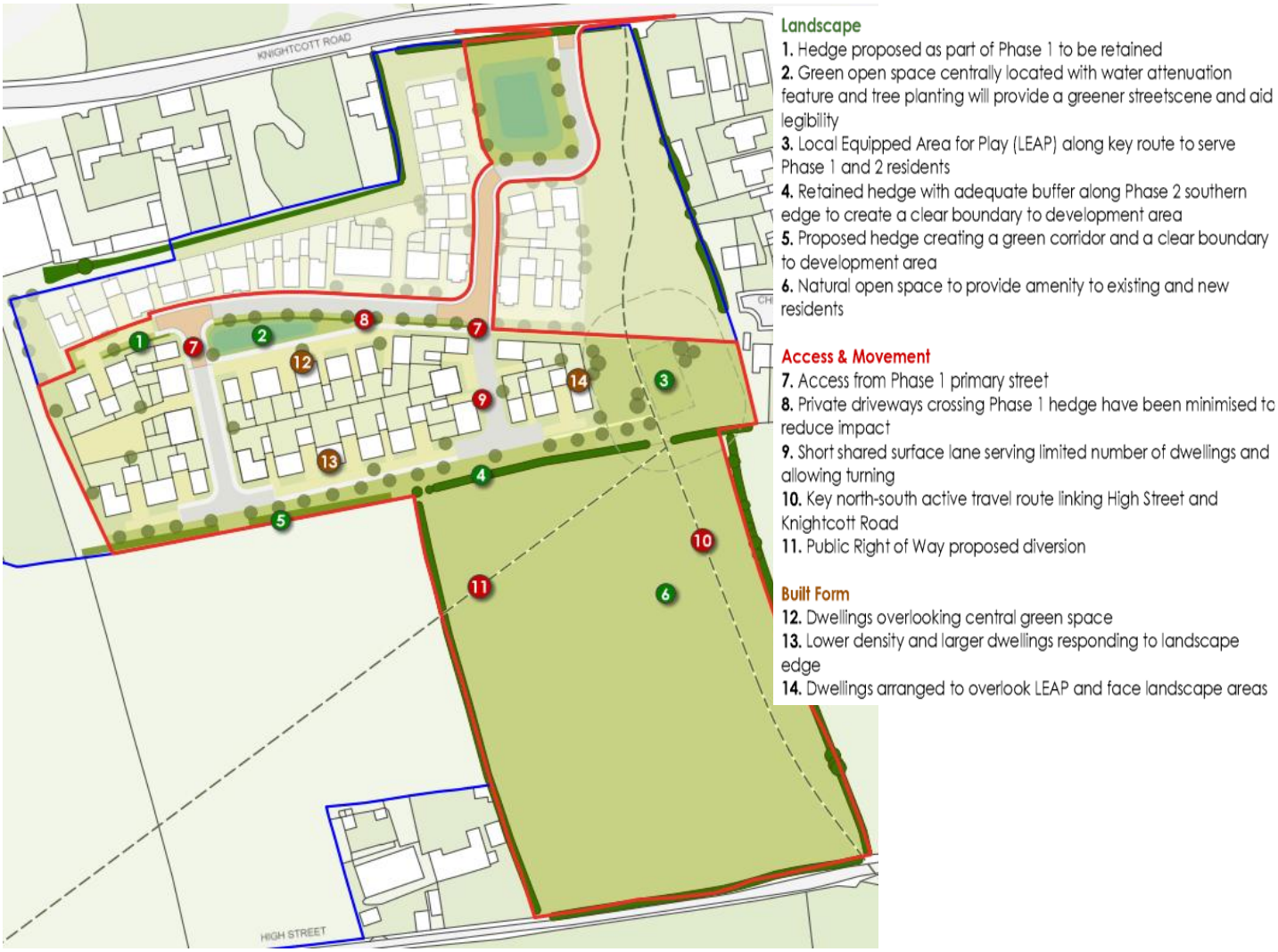
2. Background

The land south of Knightcott Road has previously been the subject of proposals for residential development. An earlier proposal, planning application 23/P/2303/OUT, sought outline permission for up to 95 dwellings across the wider site. Banwell Parish Council objected to the proposed development. A subsequent, smaller application, 24/P/0967/OUT, sought outline permission for up to 27 dwellings on approximately 0.92 hectares at the northern end of the wider site, adjoining Knightcott Road.

Banwell Parish Council also raised objections to this proposal. North Somerset Council's Planning and Regulatory Committee subsequently resolved in November 2025 to grant outline planning permission for up to 27 dwellings, subject to completion of the necessary Section 106 Agreement. The current consultation therefore relates to land immediately south of this 27-dwelling development and represents a further phase of residential development rather than a replacement for the 27-dwelling scheme.

3. Current Public Consultation

Woodstock Homes are consulting upon an emerging outline proposal for up to 34 additional dwellings. The developer's consultation material confirms that the current proposal is being prepared as an outline planning application. The illustrative masterplan shows the proposed residential development extending southwards from Phase 1, with a substantial area of open space between the proposed housing and High Street. It also identifies adjoining land controlled by the developer to the west of the current proposal.



The consultation information currently identifies:

- up to 34 homes of a range of sizes and tenures;
- at least 30% affordable housing;
- approximately 2.78 hectares of public open space;
- opportunities for a community orchard and ecological area;
- a Locally Equipped Area of Play;
- landscaping and biodiversity measures;
- vehicular access through the Phase 1 development to Knightcott Road; and
- pedestrian connections between Knightcott Road and High Street.

The consultation closes on 15 November 2026. An extension has been requested to enable the matter to be considered by Full Council. No planning application has currently been submitted and detailed technical information which would normally accompany a planning application may therefore not yet be available.

4. Wider Landholding and Potential Future Development

Members may wish to consider the current proposal in the context of the wider landholding.
The current Phase 2 consultation does not seek development of all of the land previously promoted by Woodstock Homes. The Parish Council has previously considered the wider site through the North Somerset Local Plan process. The wider site identified as HE2098 – South of Knightcott Road comprised approximately 8.76 hectares and was promoted for up to 95 dwellings.

In its previous representations, the Parish Council raised concerns regarding residential development extending progressively southwards across this land. The fact that land remains outside the present Phase 2 proposal does not mean that a further phase will necessarily be proposed or that any such proposal would receive planning permission. However, members may consider it appropriate to seek clarification through the consultation about the developer's long-term intentions for the remainder of its landholding and whether the current proposal represents the anticipated final extent of residential development.

Consideration may also be given to the cumulative effect of Phase 1, the current Phase 2 proposal and any potential future development, rather than considering the present proposal solely in isolation.

5. Previous Parish Council Considerations

The Parish Council has considered development of this wider area on a number of occasions. Those previous decisions do not determine the Parish Council's response to the present consultation. However, they provide relevant background and identify issues which members may wish to consider when assessing whether earlier concerns remain applicable to the emerging scheme.

5.1 Rural character and settlement separation

The Parish Council has consistently placed importance on retaining the open countryside between Banwell and Knightcott. As part of its representations on the emerging North Somerset Local Plan, the Parish Council supported the principle of a Strategic Gap but requested that it should be extended southwards across the A371 to encompass land between Knightcott and Banwell. The purpose of the Parish Council's proposed extension was to:

- protect the countryside separating Banwell and Knightcott;
- prevent incremental or ribbon development;
- retain the rural approaches to Banwell;
- safeguard Knightcott's separate identity as a hamlet; and
- provide a green connection towards the Mendip Hills National Landscape.

The Parish Council has previously expressed concern that progressive development of the land between the two settlements could erode their physical and visual separation and alter the rural character of this entrance to Banwell. It should be recognised that the Parish Council's requested extension does not itself mean that the land is currently designated as Strategic Gap. Rather, it records the Parish Council's established policy position concerning the importance of retaining separation in this location. Members may wish to consider whether the current masterplan sufficiently maintains that separation and rural character.

5.2 Mendip Hills National Landscape

The site lies adjacent to and within the setting of the Mendip Hills National Landscape. The relationship between development in this location and the National Landscape has been an important consideration in

previous proposals for development around Knightcott Road. The Parish Council has previously expressed concern that development extending southwards and onto more elevated land could become increasingly prominent in views and adversely affect the rural landscape and the setting of the Mendip Hills. A Planning Inspector considering development in this general area in 2016 referred to its landscape and visual qualities, and the Parish Council has subsequently relied upon those findings when considering development of the wider Knightcott Road site. There has also been a material change in national planning policy since North Somerset Council considered the 27-dwelling Phase 1 scheme.

The National Planning Policy Framework published on 29 September 2026 now includes Policy N4: Protected Landscapes. This specifically states that development proposals within the setting of Protected Landscapes should be sensitively located and designed to avoid or minimise adverse impacts upon the Protected Landscape. Members may therefore wish to consider whether the emerging scheme satisfactorily demonstrates how development in this location would avoid or minimise effects on the setting, character and special qualities of the Mendip Hills National Landscape.

5.3 Landscape character and topography
The Parish Council has previously raised concerns regarding the landscape sensitivity of the wider site and the effect of extending built development beyond the existing settlement. Previous Parish Council representations have referred to:

- the open and rural character of the site;
- its visibility from surrounding roads and public rights of way;
- the relationship between development and the rising ground towards the Mendips;
- the visual effect of development at higher elevations; and
- the cumulative urbanising effect of development extending southwards from Knightcott Road.

The current masterplan places the proposed built development principally within the northern part of Phase 2, with a substantial area of open space retained farther south. Members may wish to consider whether that approach adequately addresses the landscape concerns previously identified and whether sufficient information is currently available to make that assessment.

5.4 Bats, ecology and dark corridors
Ecology, particularly the importance of the North Somerset and Mendip Bats Special Area of Conservation (SAC), has also featured in previous consideration of development in this area. The North Somerset and Mendip Bats SAC supports internationally important populations of Greater and Lesser Horseshoe bats. North Somerset Council's adopted Bat SAC guidance includes consultation zones within which development may require assessment of potential impacts on horseshoe bat habitat, feeding areas and commuting routes.

Previous assessment of development around Knightcott Road has identified the potential importance of the surrounding countryside for bat movement and foraging and the potential effects of artificial lighting. A previous Planning Inspector also considered the relationship between development in this area and the nearby Banwell Caves SSSI, which forms part of the North Somerset and Mendip Hills Bat SAC. The Parish Council has previously raised particular concerns about:

- maintaining dark corridors;
- artificial light spill from residential development;
- fragmentation of habitat and commuting routes;
- retention and enhancement of hedgerows; and
- cumulative effects alongside other planned development and infrastructure around Banwell.

Members may wish to seek further information through the consultation on the ecological assessment which will accompany any future planning application and how the layout and lighting strategy would protect established bat corridors and other ecological features.

5.5 Cumulative development
The Parish Council has previously made the point that Banwell is already expected to accommodate substantial strategic growth through the Wolvershill development. Previous Parish Council Local Plan representations have therefore considered the cumulative effect of additional speculative development alongside planned strategic housing growth, rather than each site solely in isolation.
Members may wish to consider whether the cumulative implications of Phase 1, Phase 2, Wolvershill and any potential further development should be addressed as part of any future planning application.

6. Matters Members May Wish to Consider

As this is an early public consultation rather than a planning application, members may wish to focus the Parish Council's response on the issues it considers should be addressed before an application is submitted. These could include:

1. **The principle and extent of development** – whether extending residential development farther south from the approved Phase 1 site is appropriate.
2. **Future phases** – clarification of the developer's intentions for the remaining land within its control and whether further residential development is envisaged.
3. **Settlement separation** – the effect upon the remaining open countryside and physical and visual separation between Banwell and Knightcott.
4. **National Landscape** – the relationship of the site with the Mendip Hills National Landscape and how the proposal responds to the requirements of NPPF Policy N4 concerning development within its setting.
5. **Landscape and visual impact** – including topography, views from surrounding roads and public rights of way and the cumulative effect of Phase 1 and Phase 2.
6. **Bats and ecology** – evidence regarding horseshoe bat foraging and commuting routes, dark corridors, lighting, hedgerow retention and the North Somerset and Mendip Bats SAC.
7. **Green infrastructure and open space** – the long-term status, management and protection of the proposed 2.78 hectares of public open space, community orchard and ecological areas.
8. **Access and movement** – the implications of routing all vehicular access through Phase 1 to Knightcott Road and the proposed pedestrian connections towards High Street.
9. **Cumulative development** – consideration of this development alongside the approved Phase 1 scheme, the strategic development at Wolvershill and other growth around Banwell.
10. **Infrastructure and services** – whether sufficient information has been provided at this stage regarding the cumulative impact of additional housing upon village infrastructure and services.

7. Conclusion

The present consultation relates to an emerging proposal and not a submitted planning application. It provides the Parish Council with an opportunity to identify matters which it considers should be addressed before the proposals are finalised. The Parish Council has a substantial history of considering development on this wider site. Previous concerns have included the rural character and landscape value of the land, separation between Banwell and Knightcott, the setting of the Mendip Hills National Landscape, ecological and bat interests and the cumulative effect of further development around Banwell.

Members should consider whether and to what extent those previous concerns remain relevant to the current, smaller Phase 2 proposal, taking account also of the proposed public open space, landscaping and other measures shown on the emerging masterplan. Any comments made at this stage would relate solely to the public consultation. The Parish Council would consider any future planning application separately on the basis of the plans, supporting technical information and planning policies applicable at that time.

8. Suggested response from Banwell Parish Council Planning Committee

Banwell Parish Council has considered the emerging proposals for up to 34 additional dwellings on land south of Knightcott Road. The Council has significant concerns regarding the further extension of residential development southwards into this area of open countryside. In particular, the Council is concerned about:

- the progressive erosion of the open land and separation between Banwell and Knightcott;
- the potential for incremental development of the wider landholding beyond the current Phase 2 proposal;
- the landscape and visual impact of extending built development farther south towards the Mendip Hills National Landscape;
- the need to demonstrate that the development would avoid or minimise adverse effects on the setting and special qualities of the National Landscape;
- potential effects on Greater and Lesser Horseshoe bats, including established foraging and commuting routes, dark corridors, hedgerows and the impact of artificial lighting;
- the cumulative impact of further development when considered alongside Phase 1, the Wolvershill strategic development and other planned growth around Banwell; and

- the need to ensure that the proposed public open space, ecological areas and landscaping are permanently protected and are not subsequently brought forward for further development;
- the proposed development lies outside Banwell's existing settlement boundary, and the land was considered but not selected for residential allocation as part of North Somerset Council's emerging Local Plan.

The Parish Council seeks clarification as to whether the current Phase 2 proposal represents the intended final extent of residential development within the wider landholding. The Council recognises that this is a pre-application consultation and that the proposals may change before any planning application is submitted. Should an application subsequently be made, the Parish Council will consider it separately on its merits and having regard to the plans, supporting evidence and planning policies applicable at that time.

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

i) **GB Sport 26th Nov or 20th Jan am routine play inspection training £230 per person**
ii) **ALCA events and training from £30 each Upcoming-events**
iii) **ALCA e-learning on nimble £14 each E-Learning Courses ALCA**
iv) **Breakthrough communications training £30 Communications Courses ALCA**
v) **Various finance training £30 Finance Training ALCA**
vi) **Various Scribe finance training (this is our accounting package) Free Scribe Training**
vii) **Various NALC training from £32.68 www.nalc.gov.uk/nalc-events**

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

i) **Banwell Bypass update**

North Somerset Council (NSC) has confirmed that completion of the Banwell Bypass has been delayed until December 2027, primarily due to delays in water main diversions being undertaken by Bristol Water.

At its Full Council meeting on 10 November 2026, NSC approved an additional £9.5 million in funding, increasing the projected scheme cost to £114.7 million. The additional expenditure will be funded through borrowing, while NSC investigates opportunities to recover costs associated with the delays.

NSC is also negotiating an extension to the March 2027 deadline for drawing down Homes England funding. If unsuccessful, a further funding shortfall of between £1.2 million and £2.75 million could arise. Further information is available in the following documents:

- NSC Press Release – 2 November 2026
- NSC Full Council Agenda – 10 November 2026 (pages 143 onwards)

Mitigation works and associated works are continuing in neighbouring parishes. The latest Banwell updates are:

- **Eastermead Ryne:** Culvert diversion completed.
- **Castle Hill & Dark Lane:** Bristol water diversion design work is still to be undertaken
- **Wolvershill Road:** Road reopened, with drainage and utility works completed.
- **Moor Road link:** Remaining snagging works completed
- **Field adjacent to Dark Lane:** Bristol Water is expected to complete its works and leave the site by Friday 13 November. However, due to weather conditions, construction of the Southern Link Road is unlikely to resume until spring 2027.

i) **National Grid and Riverside Fencing**

There has been a delay to the Riverside fencing project as National Grid is awaiting confirmation of funding, which has delayed the ordering of the recycled plastic post-and-rail fencing. The supplier, Second Life Products Wales, has confirmed a lead time of three to four weeks once the order is placed.

ii) **Finance Officer**

The Finance Officer commenced work on 10 November 2026. She is self-employed and will invoice the Council monthly for work undertaken. Her first task will be to prepare the Council's VAT reclaim and the Bills for Payment.

iii) **Outside Gym Equipment at the Recreation Ground**

Installation of the outdoor gym equipment is scheduled for December 2026.

iv) **CIL contribution**

A CIL contribution of £481.39 has been received in respect of the Towerhead Road application.

v) **Highways, Working Together Pilot Scheme**

The additional verge-cutting works under the Working Together Pilot Scheme are scheduled to take place in December.

vi) **Councillor Asset Checks**

Thank you to all councillors who have undertaken the annual asset checks. These have now been completed.

ii) **Remembrance Day Parade and War Memorial**

Thank you to everyone who attended and supported the Remembrance Day Parade. Particular thanks go to HW Martin, who arranged the road closures on behalf of the bypass team, and to the volunteers who assisted with the parade and road closures.

iii) Christmas Tree Festival at the Church

The Parish Council has been invited to participate in the Christmas Tree Festival on 12 December 2026. As the YCC Christmas events will have finished by then, the Council could use the large Christmas tree normally displayed in the upstairs area. One possible theme is The Twelve Days of Christmas, incorporating the swans featured on the Parish Council's Chain of Office. Suggestions for alternative themes, or volunteers willing to decorate the tree, would be very welcome.

9. To agree the following items of expenditure.

i) £172.80 + VAT for two new Banwell Recreation Ground signs.

Slightly changed wording and updated email address.

ii) £942 + VAT for two fence panels in front of the zipline mound.

Cyclists have been leaving the main path and riding over the zipline mound, using it as a jump. Some of the grass matting on the mound has also been pulled up to create bumps, increasing the risk of injury. For health and safety reasons, it is proposed to install two fence panels between the path and the zipline mound to prevent cyclists from riding over the mound and reduce the risk of injury.

iii) £272 + VAT for a new Banwell Cemetery signs

Slightly changed wording and updated email address.

iv) £161.66 + VAT for three Christmas market banners

Slightly changed wording and timings.

v) Up to £300 for 2 ovens for the YCC.

The Christmas Family Fun Day on 28 November will include children's baking activities. The YCC is also supporting two six-week baking courses, each accommodating eight young people. Although the YCC kitchen has a full-size oven capable of baking approximately 36 cupcakes at once, each participant may make up to 12 cupcakes / biscuits, potentially requiring 96 items to be baked per session. Additional ovens would reduce waiting around times and allow more time for decorating and other activities.

Item	**Estimated cost**
Two 30L mini ovens	£240.00
Four compact 12-hole cupcake tins	£28.00
Up to four baking trays (if required)	£32.00
Total estimated expenditure	**£300**

A maximum budget of £300 is proposed, to be funded from either the Extraordinary Activities Budget or Youth Club Sessions Budget. The equipment would remain Parish Council property and be available for future Youth Club sessions and other community activities at the YCC.

vi) Up to £250 to finance the Christmas Family Fun Day.

The Clerk has been working with North Somerset Council to organise a Christmas Family Fun Day at the YCC on Saturday 28 November 2026, from 9am to 1pm. The event will provide a free morning of festive activities for local families, including three Christmas baking workshops accommodating up to 30 children in total. Children will make festive cookies and rocky road treats to take home. Additional activities will be available for toddlers, younger children and young people, alongside refreshments and an opportunity for parents and carers to socialise.

A maximum expenditure of £250 is proposed, comprising £220 for the baking workshops and £30 for refreshments and activity consumables. The final expenditure may be lower, depending on the level of support received from Alliance Homes.

10. **To consider the tenders received, agree the award and approve the following contracts.**

i) **Grass Cutting**

Following the Parish Council's consideration of the grass cutting tender specification, tenders were invited for a three-year contract commencing 1 April 2027. Three tenders were received.

Criteria	Contractor 1	Contractor 2	Contractor 3
Area 1 – annual cost	£5,400	£10,200	£10,260
Area 1 – three-year cost	**£16,200**	**£30,600**	**£30,780**
Area 2 – annual cost	£760	£1,000	Not included
Area 2 – three-year cost	**£2,280**	**£3,000**	Not included
Total three-year cost	**£18,480**	**£33,600**	**£30,780 excluding Area 2**
Additional grass cutting	£30/hour	£45/hour	Not stated
VAT	No VAT currently	No VAT currently	20% VAT
References	2 supplied	2 supplied	Not supplied
Public liability	£5 million	£10 million	Stated as insured; evidence not supplied
Health & safety	Documentation supplied	Documentation supplied	RAMS stated as available on request
Previous experience with Council	Existing contractor. Good Performance	Not known	Not known

BANWELL PARISH COUNCIL
Grass Cutting Services Agreement | 2027–2030

Between Banwell Parish Council ("the Council") and:
Contractor name: _____
Business address: _____
Contact details: _____

Term and services

This agreement runs from 1 April 2027 to 31 March 2030 unless ended earlier.

Grass Cutting Services

The Contractor agrees to provide grass cutting and associated groundcare services at the locations specified in the Council's grass cutting tender specification, in accordance with that specification and the Contractor's accepted quotation, both of which form part of this agreement.
The services include:

- Area 1 – main grassed areas, including the Recreation Ground, Riverside Green and the Youth & Community Centre grounds;
- maintenance of the designated perimeter grass borders;
- Area 2 – smaller grassed areas at Knightcott Bank and the fenced area between Boulters and Knightcott Motors; and
- associated strimming, litter picking and groundcare requirements set out in the tender specification.

The timing of cuts may be varied by agreement with the Clerk to reflect seasonal growth, weather, ground conditions or operational requirements, provided that the overall requirements of the tender specification are met.

Price and Payment

The agreed price for the full three-year contract period is:

Area 1: £_____ **Area 2:** £_____ excluding VAT where applicable.

The three-year contract price will be paid in **36 equal monthly instalments**, payable monthly in arrears upon receipt of a valid invoice. Any additional grass cutting or groundcare work must be authorised in advance by the Clerk and will be charged at the agreed rate of **£_____ per hour**, excluding VAT where applicable. Any additional work shall be shown as a separate line item on the monthly invoice.

Equipment and Materials
The Contractor shall provide all machinery, equipment, fuel, labour and materials necessary to undertake the services unless otherwise agreed with the Council. In the event of machinery or equipment failure, the Contractor shall make suitable alternative arrangements at their own expense to ensure the requirements of the contract continue to be met.

Insurance and Health and Safety
The Contractor shall maintain appropriate public liability insurance and employers' liability insurance where applicable throughout the contract period. The Contractor shall comply with relevant health and safety requirements and shall maintain appropriate risk assessments and working procedures for the services undertaken. Copies of current insurance documentation and relevant health and safety documentation shall be provided to the Council upon request.

Access, Safety and Service Standards
The Contractor shall carry out the services safely and with appropriate regard to members of the public, Council property, trees, planting, play equipment, safety surfacing and wildlife areas. Grass cutting and groundcare shall be undertaken to a satisfactory standard in accordance with the tender specification. Any damage caused while undertaking the services, or any other issue requiring the Council's attention, shall be reported promptly to the Clerk.

Where weather, ground conditions or other circumstances prevent a scheduled cut from being undertaken safely, the Contractor shall notify the Clerk and rearrange the work as soon as reasonably practicable. Any concerns regarding the standard of work will be raised with the Contractor, who shall be given a reasonable opportunity to address them.

Ending the Agreement
Either party may terminate this agreement by giving three months' written notice. The Council may terminate the agreement earlier in the event of a serious breach of contract or persistent failure to meet the agreed service standards, following written notification and a reasonable opportunity to remedy the issue where appropriate.

Agreement

Signed on behalf of Banwell Parish Council:	Signed by the Contractor:
Signature: _____	Signature: _____
Name/Position: _____	Name: _____
Date: _____	Date: _____

ii) **YCC Cleaning Contract**.

Following the Parish Council's consideration of the cleaning tender specification, tenders were invited for a three-year contract commencing 1 April 2027. Three tenders were received, all of which meet the cleaning requirements set out in the specification.

Criteria	**Contract 1**	**Contractor 2**	**Contractor 3**
Weekly cleaning hours	6	6	5
Cleaning visits	4	4	4
Weekly cost	£120	£150	£140
Annual cost	**£6,240**	**£7,800**	**£7,280**
Additional cleaning	£20/hour	£25/hour	£28/hour*
Monthly Saturday cleaning	£30/visit	£25/hour	Assumed it is the same as above but not confirmed
Annual cost incl. 12 Saturday visits	**£6,600**	**£8,250**[1]	**£7784 (to be confirmed)**
Relevant experience	Existing YCC contractor; previous care-home management	Commercial premises, church and dental practice	Not detailed
Previous performance at YCC	Very good	Not known	Not known
Health & safety	Existing arrangements; relevant previous experience	COSHH and risk assessments	COSHH sheets and method statements available

Annual figures are based on 52 weeks and exclude VAT where applicable.

[1] Contractor 2's and 3's figure assumes 1.5 hours per additional Saturday visit. Contractor 3's additional cleaning rate for a Saturday requires confirmation.

BANWELL PARISH COUNCIL
YCC Cleaning Services Agreement | 2027–2030

Between Banwell Parish Council ("the Council") and:

Contractor name: _____

Business address: _____

Contact details: _____

Term and services

This agreement runs from 1 April 2027 to 31 March 2030 unless ended earlier.

Cleaning Services

The Contractor agrees to provide cleaning services at Banwell Youth & Community Centre, West Street, Banwell, BS29 6DB, in accordance with the Council's cleaning tender specification and the Contractor's accepted quotation, both of which form part of this agreement.

The Contractor will normally undertake four cleaning visits per week on Sunday, Monday, Wednesday and Friday. The days, times and frequency of cleaning may be varied by agreement with the Clerk to reflect the use of the building, particularly during school holidays and quieter periods.

The Contractor may take agreed periods of absence, during which no cleaning charge will be payable.

Price and payment

The agreed weekly charge for the regular cleaning service is £_____, excluding VAT where applicable.

The weekly charge will apply to weeks in which the full regular cleaning service is provided. Where a reduced cleaning service is agreed in advance, the charge for that week shall be adjusted by mutual agreement.

Any additional cleaning must be authorised in advance by the Clerk and will be charged at the agreed rate of £_____ per hour, excluding VAT where applicable. Invoices shall be submitted monthly in arrears for cleaning services provided.

Equipment and materials
Cleaning equipment, products and consumables will be provided in accordance with the arrangements set out in the Council's tender specification and the Contractor's accepted quotation.

Insurance and Health and safety
The Contractor shall maintain appropriate public liability insurance and employers' liability insurance where applicable. The Contractor shall comply with relevant health and safety legislation, including COSHH requirements, and provide risk assessments where required.

Access, Security and Service Standards
The Contractor shall ensure the building is left secure following cleaning and shall report any damage, defects or concerns to the Clerk. Cleaning shall be undertaken to a satisfactory standard in accordance with the agreed specification. Any concerns regarding the standard of cleaning will be raised with the Contractor, who shall be given a reasonable opportunity to address them. The Contractor shall notify the Clerk as soon as reasonably practicable if unable to attend an agreed cleaning visit.

Ending the agreement
Either party may terminate this agreement by giving three months' written notice. The Council may terminate the agreement earlier in the event of a serious breach of contract or persistent failure to meet the agreed cleaning standards, following written notification and a reasonable opportunity to remedy the issue where appropriate.

Agreement

Signed on behalf of Banwell Parish Council:	Signed by the Contractor:
Signature: _____	Signature: _____
Name/Position: _____	Name: _____
Date: _____	Date: _____

iii) **YCC CCTV Contract**

The Council invited quotations for the servicing and maintenance of the CCTV system at the Youth & Community Centre for a three-year period from 1 April 2027 to 31 March 2030. Two tenders were received:

Contractor	Annual Price (ex VAT)	Three-Year Price (ex VAT)
Current Contractor 1	£145	£435
Contractor 2	£1,750	£5,250

Both contractors have quoted for an annual scheduled service and maintenance visit in accordance with the Council's specification.

Contractor 1 are the Council's existing CCTV contractor they have quoted a call-out/labour rate of £75 for the first hour and £65 for the second hour. The Council has been satisfied with the service provided.

Contractor 2 quotation also includes 24/7 telephone technical support and provided details of relevant council CCTV experience. Their general call-out charge is £150 plus VAT, with the first hour included, and additional labour charged at £100 plus VAT per hour.

BANWELL PARISH COUNCIL
YCC CCTV Servicing & Maintenance Agreement | 2027–2030

Between Banwell Parish Council ("the Council") and:

Contractor name: _____

Business address: _____

Contact details: _____

Contract Period

The contract will commence on 1 April 2027 and continue until 31 March 2030, subject to satisfactory performance.

Contract Location and Scope

The contract relates to the CCTV system installed at: Banwell Youth & Community Centre, West Street, Banwell, BS29 6DB, in accordance with the Council's CCTV servicing and maintenance tender specification and the Contractor's accepted quotation, both of which form part of this agreement.

Contract Price, Invoicing and Payment

The agreed annual contract price is: £_____ excluding VAT per annum.

The annual price shall remain fixed for the full three-year contract period. The annual contract price shall be invoiced annually on or after 1 April in each contract year. Any authorised call-outs, repairs, parts or replacement equipment shall be invoiced separately in accordance with the Contractor's accepted quotation.

Additional Work

No additional repair or replacement work shall be undertaken without prior approval from the Parish Clerk, except where immediate action is necessary to make the system safe or secure. Any parts or replacement equipment required shall be subject to prior approval by the Parish Clerk wherever practicable.

Insurance and Standards

The Contractor shall maintain appropriate insurance cover throughout the contract period and shall undertake the work with reasonable skill and care and in accordance with relevant legislation, industry standards and manufacturer requirements.

Confidentiality and CCTV Data
The Contractor shall treat any CCTV footage, passwords, access details or other security-related information obtained in the course of the work as confidential and shall only access or use such information where necessary to fulfil this contract.

Termination
Either party may terminate this contract by giving three months' written notice.

The Council may terminate the contract earlier in the event of serious or repeated failure to provide the contracted service, loss of required insurance, serious breach of confidentiality or other material breach of the contract.

Variation
Any material variation to this contract must be agreed in writing between the Council and the Contractor

Agreement
Signed on behalf of Banwell Parish Council: Signed by the Contractor:

Signature: _____ Signature: _____

Name/Position: _____ Name: _____

Date: _____ Date: _____

iv) **YCC Fire and Intruder Alarm.**

The Council invited quotations for the servicing, maintenance and monitoring of the fire and intruder alarm systems at the Youth & Community Centre for a three-year period from 1 April 2027 to 31 March 2030. One tender was received, from the Council's existing contractor, DS Securities Ltd. The quotation is:

Service	Annual Price (ex VAT)	Three-Year Price (ex VAT)
Intruder Alarm	£495	£1,485
Fire Alarm	£265	£795
Total	**£760**	**£2,280**

The tender provides for monitoring of the systems together with two scheduled service and maintenance visits each year, inspection and testing, fault reporting and technical support, in accordance with the Council's specification.

DS Securities have quoted a call-out/labour rate of £75 for the first hour and £65 for the second hour. Any parts or replacement equipment would be subject to prior approval by the Parish Clerk. DS Securities are the Council's existing fire and intruder alarm contractor and the Council has been satisfied with the service provided.

BANWELL PARISH COUNCIL
YCC Intruder and Fire Alarm Maintenance and Monitoring| 2027–2030

Between Banwell Parish Council ("the Council") and:

Contractor name: _____

Business address: _____

Contact details: _____

Contract Period
The contract will commence on 1 April 2027 and continue until 31 March 2030, subject to satisfactory performance.

Contract Location and Scope
The contract relates to the intruder and fire alarm systems installed at: Banwell Youth & Community Centre, West Street, Banwell, BS29 6DB, in accordance with the Council's Intruder and Fire Alarm Maintenance and Monitoring tender specification and the Contractor's accepted quotation, both of which form part of this agreement.

Contract Price
The agreed annual contract price is: £_____ excluding VAT per annum.

The annual price shall remain fixed for the full three-year contract period. The annual contract price shall be invoiced annually on or after 1 April in each contract year. Any authorised call-outs, repairs, parts or replacement equipment shall be invoiced separately in accordance with the Contractor's accepted quotation.

Additional Work
No additional repair or replacement work shall be undertaken without prior approval from the Parish Clerk, except where immediate action is necessary to make the system safe or secure. Any parts or replacement equipment required shall be subject to prior approval by the Parish Clerk wherever practicable.

Insurance and Standards
The Contractor shall maintain appropriate insurance cover throughout the contract period and shall undertake the work with reasonable skill and care and in accordance with relevant legislation, industry standards and manufacturer requirements.

Confidentiality and Security Information

The Contractor shall treat any alarm codes, passwords, access details, keyholder information or other security-related information obtained in the course of the work as confidential and shall only access or use such information where necessary to fulfil this contract.

Termination
Either party may terminate this contract by giving three months' written notice.
The Council may terminate the contract earlier in the event of serious or repeated failure to provide the contracted service, loss of required insurance, serious breach of confidentiality or other material breach of the contract.

Variation
Any material variation to this contract must be agreed in writing between the Council and the Contractor.

Agreement
Signed on behalf of Banwell Parish Council: Signed by the Contractor:

Signature: _____ Signature: _____

Name/Position: _____ Name: _____

Date: _____ Date: _____

To consider the purchase of a new Mobile Vehicle Activated Speed Sign Replacement Mobile Vehicle Activated Sign (MVAS).
The Parish Council's existing SWARCO Vehicle Activated Sign is approximately nine years old and is moved between three locations every four weeks. It is used both to encourage drivers to reduce their speed and to collect traffic data.

The existing equipment has become increasingly difficult to maintain, with limited battery life and software compatibility issues. Quotations have therefore been obtained for a replacement, with particular emphasis on traffic data collection, reliable power and ease of relocation by one councillor.

Replacement options have therefore been investigated, with the following requirements in mind:

- **Traffic data:** Reliable recording of vehicle numbers, average speeds, 85th percentile speeds and speed distributions, with straightforward access to downloadable reports.
- **Power supply:** Capable of operating continuously for at least four weeks, taking account of the high volume of traffic, without requiring battery charging or replacement during that period.
- **Portability:** Easy and safe for one councillor to relocate between the existing locations every four weeks.
- **Value for money:** Consideration of the initial purchase price, additional equipment and ongoing maintenance costs.

Options Considered
Four suppliers have provided information on suitable equipment:

Supplier	**Proposed system**	**Advantages** **Disadvantages**	**Approx cost Ex VAT**
Elan City	Solar-powered sign with 150W panel and two batteries	Lowest cost. 150W solar panel and two batteries to provide reliable year-round operation. Designed for easy relocation. Additional mounting clamps required.	£2600
Radar Speed Signs (Pandora)	Portable battery-operated sign	Extended battery life of approximately 3–4 months. Requires periodic charging, while the freestanding option presents stability and security concerns.	£4752
SWARCO	Solar-powered replacement sign	Familiar equipment with established traffic data collection and five-year warranty. However, there appears to be little improvement in how data is accessed and downloaded, which has been problematic with the existing sign.	£3670
Westcotec	Portable sign with 10W solar top-up	Designed for portability, with solar top-up and Bluetooth data download. More expensive, and winter battery performance cannot be guaranteed.	£4511

Prices are indicative, excluding VAT, and based on the equipment required to rotate one sign between three locations. To access additional information New VAS info 2026

Funding
North Somerset Councils CIL Officer has confirmed that CIL funds can be used to purchase the replacement MVAS.

CIL funding was originally earmarked towards the outdoor gym project. However, it has since been suggested that we use the New Banwell Solar Environmental Grant funding towards the outdoor gym instead, releasing the CIL allocation for other eligible projects, including the MVAS.

To consider the quotes received for the MUGA resurfacing and agree a way forward
The Council invited quotations for resurfacing approximately 316m² of the existing MUGA, based on a specification developed following advice from NSEC. The specification required:

- Removal and safe storage of all existing fence panels.
- Planing approximately 30mm from the existing asphalt surface.
- Removal and lawful disposal of all arisings.
- Preparation of the exposed surface and application of a suitable tack coat.
- Installation of approximately 30mm of AC6 open-graded porous asphalt sports surfacing.
- Reinstatement of the fencing and completion of associated making-good works.

The intention was to replace the deteriorating surface while maintaining approximately the existing finished levels. The MUGA generally drains satisfactorily, although water can collect around the perimeter, where vegetation is also growing through and beneath parts of the fencing. Four quotations were received by the tender deadline of 30 September 2026.

Tender Consideration
The Council had originally intended to consider the quotations on 19 October. However, one contractor proposed an alternative resurfacing method and raised concerns about the potential impact of planing the existing surface. The decision was therefore deferred to allow further technical advice to be sought. KOMPAN, who had previously provided verbal and written advice, was asked to review the alternative proposal, but no further response was received.

Tender Comparison
All prices exclude VAT.

	Quoted Price	Proposed Method	Key Considerations
1	£13,447.00	Perimeter chase cut and 30mm overlay	Lowest price. Established specialist sports-surfacing contractor with relevant experience and detailed supporting documentation. However, the proposed method differs materially from the tender specification and is not directly comparable.
2	£17,977.00	Plane 30mm and install 30mm Ultiporous Leisure	Established contractor with relevant experience in MUGAs and sports surfacing. Competitive price and broadly meets the specification. However, the quotation includes a qualification regarding potential price increases, creating some cost uncertainty.
3	£20,432.31	Plane 30mm and install 30mm AC6 porous sports asphalt	Highest price. Clear fixed-price submission closely matching the specification, with a 12-month workmanship warranty. Relevant civil engineering and asphalt experience, although specific MUGA experience has not been demonstrated.
4	£16,720.82	Plane existing surface and install 30mm Ultiporous Leisure	Established contractor with relevant MUGA experience and reported SAPCA accreditation. Competitive price, now confirmed as the tender price, although the original assumptions remain. A 12-month warranty is provided, with confirmation of the specified 30mm planing depth awaited.

Assessment of the Proposed Methods
Perimeter chase cut and overlay – Contract 1
Contractor 1 proposes retaining most of the existing surface, cutting approximately 30mm from the perimeter and overlaying the court with a new 30mm porous asphalt layer. The contractor advises that planing the full existing surface could risk disturbing the underlying construction, particularly where the asphalt layers are relatively thin. This approach reduces the amount of material removed and requires fewer fence panels to be taken down.

However, the new surface would sit approximately 30mm above the existing level across much of the court. Consideration would therefore need to be given to the finished levels, drainage around the perimeter and clearance beneath the fencing. The proposal differs materially from the Council's original specification and is not directly comparable with the other quotations.

5.2 Full-area planing and resurfacing as per tender specification based on advice from NSEC
The remaining three contractors propose removing the existing surface course before laying new porous asphalt, broadly following the original specification. This approach would:

- Maintains approximately the existing finished surface levels.
- Removes the deteriorating upper layer rather than covering it.
- Allows inspection of the exposed construction before the replacement surface is laid.
- Reduces the likelihood of additional height-related difficulties when reinstating the existing fence panels.

There remains a risk that planing could disturb the underlying construction if the existing asphalt is insufficiently sound or thick. This would need to be assessed and managed by the appointed contractor. Neither method automatically resolves the existing vegetation or drainage issues around the perimeter. These will require particular attention when agreeing the final method of work.

7. Financial Considerations
The quotations range from £13,447.00 to £20,432.31 excluding VAT. Contractor 1's lower price reflects a different construction method, while Contractors 2 and 4 originally included qualifications regarding price certainty. Contractor 4 has subsequently confirmed its tender price of £16,720.82, subject to the original assumptions. Contractors were advised of the delayed decision and asked to notify the Council of any price changes arising from the extended timescale by midday on 9 November. No price changes were notified.

8. Conclusion
On balance, retaining the original plane-and-replace specification is considered the most appropriate approach for the MUGA, subject to confirmation that the existing construction is suitable for planing.

Contractors 2 and 4 offer competitive quotations supported by relevant sports-surfacing experience, with Contractor 4 offering the lower price and reported SAPCA accreditation. Subject to confirmation of the specified planing depth and satisfactory pre-contract checks.

9. Recommendation
That Council:

1. Agrees to retain the original resurfacing specification, involving planing approximately 30mm from the existing surface and replacing it with approximately 30mm of AC6 open-graded porous asphalt.
2. Considers the quotations received and determines its preferred contractor, taking account of compliance with the specification, relevant experience, price certainty, programme and warranty.
3. Authorises the appointment of the preferred contractor, subject to confirmation of the final fixed price, appropriate insurance, satisfactory pre-contract documentation and agreement of the method of work, including:
    - Suitability of the existing construction for planing.
    - Preservation of effective drainage and treatment of perimeter drainage issues.
    - Treatment of vegetation around and beneath the fencing.
    - Maintenance of finished levels and adequate fence clearance.
    - Prior Council approval of any additional works or costs arising from unforeseen defects.

General Data Protection Regulation Policy

Purpose
Banwell Parish Council recognises its responsibility to protect personal information and comply with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018, as amended.

Personal data is any information relating to an identified or identifiable living individual. This can include a person's name, address, contact details, photographs or other information that could identify them. Processing personal data includes collecting, recording, storing, using, sharing and deleting information.

The Council is committed to ensuring that personal information is:

- **Processed lawfully, fairly and transparently** – individuals are informed how and why their information is used.
- **Collected for specified purposes** – information is only used for legitimate Council activities.
- **Adequate, relevant and limited** – only information necessary for the purpose is collected.
- **Accurate and up to date** – inaccurate information is corrected where necessary.
- **Not kept longer than necessary** – information is retained in accordance with the Council's Record Management Policy.
- **Kept securely** – appropriate measures are taken to prevent unauthorised access, loss or disclosure.
- **Managed accountably** – the Council maintains appropriate records and procedures to demonstrate compliance

All Councillors, employees and volunteers handling personal information on behalf of the Council are expected to comply with this policy

Information Audit and Data Mapping
The Council collects and processes personal information in connection with its statutory duties and services, including:

- Administration of the cemetery and burial records.
- Employment and payroll matters.
- Correspondence with residents and other organisations.
- Contracts, procurement and tenders.
- Volunteer and community activities.
- Bookings and administration of the Youth & Community Centre.
- Community consultations and events.
- CCTV and body-worn camera recordings.

The Council maintains records of the personal information it processes, including its purpose, lawful basis, storage, sharing and retention arrangements.
These records will be updated when significant changes occur.
Personal information relating to deceased individuals is not covered by the UK GDPR, although other legal and confidentiality obligations may apply.

Children's Personal Information
The Council recognises that children's personal information requires particular protection. Where personal information relating to children is collected, it will be limited to what is necessary for the relevant activity and handled securely. Parental or guardian consent will be obtained where required by law or where consent is the appropriate lawful basis. Children may also be incidentally recorded by the Council's CCTV or body-worn cameras. Such recordings will be managed in accordance with the relevant Council policies.

Reviewed Nov 2026 To be reviewed by May 2029

Where services involving children are provided by external organisations, the Council will ensure that appropriate data protection responsibilities are established.

Special Category Personal Data
Banwell Parish Council does not routinely collect special category personal data. However, in fulfilling its responsibilities as an employer, the Council may hold limited employee health information, including sickness absence records and medical certificates. Such information will only be processed where necessary and where an appropriate lawful basis and additional condition under Article 9 of the UK GDPR apply.

Access will be restricted to authorised personnel, and information will be retained securely in accordance with the Council's Record Management Policy. Where required, the Council will maintain an Appropriate Policy Document under the Data Protection Act 2018.

Storage of data
All Council paper documents are stored in the Parish Office. All computer and body cam footage records are stored on a password protected desktop computer with anti-virus software. This policy should be read alongside the Council's Acceptable Usage Policy and Document Disposal Policy which gives more detail concerning electronic information.

The Parish Council may use third-party service providers to process data on its behalf, such as cloud storage, payroll, and email services. These third parties are contractually bound to process data securely and in compliance with GDPR. The Council uses Microsoft 365, and all data is primarily stored within the UK. If any data is stored outside the UK or EEA, the Parish Council will ensure that appropriate safeguards, such as UK GDPR-approved Standard Contractual Clauses, are in place.

Lawful Basis for Processing Personal Data
The Council will only process personal information where there is an appropriate lawful basis under the UK GDPR. Depending on the activity, this may include:

- **Public task** – where processing is necessary to carry out the Council's public functions.
- **Legal obligation** – where information is required to comply with legislation.
- **Contract** – where processing is necessary for a contract with an individual.
- **Consent** – where an individual has freely agreed to a particular use of their information.
- **Legitimate interests** – where legally available and appropriate to the processing activity.

The applicable lawful basis will be recorded within the Council's data audit and mapping records. Consent will not be sought where another lawful basis is more appropriate.

Storage and Security of Personal Information
Paper records are stored securely at the Parish Office. Electronic records are held within the Council's authorised systems, including Microsoft 365 and OneDrive, with access restricted according to operational requirements. The Council will take appropriate measures to protect personal information, including:

- Password protection and multi-factor authentication where available.
- Restricted access to confidential records.
- Secure storage and transmission of sensitive information.
- Appropriate protection of portable storage devices.
- Secure deletion and disposal of information when no longer required.
- Ensuring that external service providers have appropriate data protection arrangements in place.

The Council will take reasonable steps to ensure that any international transfer of personal data complies with applicable data protection legislation. Personal information will be retained and disposed of in accordance with the Council's Record Management Policy and Retention Schedule.

Sharing Personal Information
Personal information will only be shared where there is an appropriate lawful basis and a legitimate reason to do so. This may include sharing information with:

- North Somerset Council or other public authorities where necessary.
- HMRC, pension providers and payroll services.
- Contractors or service providers acting on the Council's behalf.

- The Police or other relevant authorities where appropriate.
- Other organisations where sharing is necessary for the provision of Council services.

Only the information necessary for the particular purpose will be shared. The Council will not sell personal information or disclose it for unrelated purposes. Councillors may access personal information where necessary to carry out their Council duties. Such information must be treated confidentially and must not be used for personal or political purposes unrelated to authorised Council business.

Individual Rights and Subject Access Requests
Individuals have rights under the UK GDPR, including the right to:

- Access their personal information.
- Request correction of inaccurate information.
- Request erasure in certain circumstances.
- Request restriction of processing.
- Object to certain processing activities.
- Data portability where applicable.

These rights are subject to the conditions and exemptions set out in data protection legislation. Subject Access Requests may be made verbally or in writing and should be referred promptly to the Parish Clerk. The Council will normally respond within one calendar month, subject to any lawful extension or applicable exemption.

Requests are normally free of charge. A reasonable fee may only be charged where permitted by law. Further information is contained in the Council's Subject Access and Other Rights Policy

Data breaches
Any suspected or confirmed personal data breach must be reported promptly to the Parish Clerk. The Clerk will assess the incident, take appropriate action to minimise any risk and maintain a record of the breach and its outcome.

Where a personal data breach is likely to result in a risk to individuals' rights and freedoms, the Council will notify the Information Commissioner's Office (ICO) without undue delay and, where feasible, within 72 hours of becoming aware of the breach.

Where a breach is likely to result in a high risk to affected individuals, they will also be informed without undue delay, unless a legal exception applies. The Council maintains an internal record of personal data breaches, including those which do not require notification to the ICO.

Privacy Notices
The Council will make appropriate privacy information available to individuals explaining:

- What personal information is collected.
- Why it is collected and the lawful basis for processing.
- How it is used and shared.
- How long it is retained.
- The rights available to individuals.
- How to contact the Council or raise concerns with the ICO.

Where appropriate, additional privacy information will be provided for specific activities or services. The Council's Privacy Notice is available on its website or upon request.

Data Protection Responsibilities
Banwell Parish Council is responsible for ensuring that personal data is processed in accordance with applicable legislation. The Parish Clerk oversees the day-to-day administration of data protection matters, including requests for information, personal data breaches and the maintenance of relevant records. Councillors, employees and volunteers are responsible for handling personal information appropriately and reporting any concerns or suspected breaches.

The Council will keep under review whether it is required to appoint a Data Protection Officer under applicable legislation.

Related Documents
This policy should be read alongside the Council's:

- Privacy Notice.
- Data Audit and Data Mapping Records.
- Subject Access and Other Rights Policy.
- Subject Access Request Form.
- Record Management Policy and Retention Schedule.
- CCTV Policy.
- Body Worn Camera Policy.
- Relevant Data Protection Impact Assessments.
- Appropriate Policy Document, where required.

This policy will be reviewed every three years or sooner where significant changes in legislation, Council activities or data processing arrangements make an earlier review necessary. The Council's data audit and mapping records will be updated as necessary to reflect changes in its activities. All Councillors, employees and volunteers are expected to comply with this policy.

Reviewed Nov 2026 To be reviewed by May 2029

Activity / data subject	Record or personal data	Purpose (existing audit)	Source of information	Processing / use	Lawful basis - to verify	Special category / offence data	Additional legal condition	Shared with	Storage	Security	Responsible	Retention (existing)
Employees	Contract	It's a contract	HR System	Payroll & HR Management	Contract / legal obligation	No	N/A	Auditor, ALCA & HR advisers, where necessary.	Council electronic records / filing cabinet	Password/ Lock & key	Clerk	Duration of Employment plus 6 years
Employees	PAYE	legislative requirement	HR System	Employment / payroll administration	Legal obligation (PAYE)	No	N/A	HMRC;	Council electronic records / filing cabinet	Password/ Lock & key	RFO	Duration of Employment plus 6 years
Employees	Bank details	To pay Staff Salaries	HR System	Employment / payroll administration	Contract / legal obligation (salary payments)	No	N/A	Council's bank / payment provider	Council electronic records / filing cabinet	Password/ Lock & key	Clerk	Duration of Employment plus 6 years
Employees	Pension details	Legislative purposes	HR System	Employment / payroll administration	Legal obligation (pensions)	No	N/A	NEST & HMRC	Council electronic records / filing cabinet	Password/ Lock & key	Clerk	Duration of Employment plus 6 years
Employees	Leave Form	Employment Purposes	Council / relevant correspondence	HR / personnel records	Contract / legal obligation (leave)	No	N/A	Internal HR; payroll provider only if needed	Council electronic records / filing cabinet	Password/ Lock & key	Clerk	Duration of Employment plus 6 years
Employees	Staff Appraisals	Employment	Council / relevant correspondence	HR / personnel records	Contract / legitimate interests only if available (HR)	No	N/A	Internal authorised personnel only (unless HR advice required)	Electronic / Filing cabinet	Password/ Lock & key	Clerk	duration of employment
Employees	Performance Plans	Employment	Council / relevant correspondence	HR / personnel records	Contract / legal obligation (HR)	No	N/A	Internal authorised personnel only (unless HR advice required)	Electronic / Filing cabinet	Password/ Lock & key	Clerk	duration of employment
Councillors	Declarations of Interest	legislative requirement	Councillor declarations	Council administration and governance	Legal obligation / public task	Usually no (declared political roles are not automatically political opinions)	N/A	Public register / North Somerset Council as relevant	Website / Laptop /Filing Cabinet	Password/ Lock & key	Clerk	Review with Council register obligations; original audit states term + 4 years
Councillors	Personal Contact Details	legislative requirement	Website, Email	Service Requests	Public task; consent for optional publication	No	N/A	Public only where contact details are intended for publication	Council electronic records / filing cabinet	Password/ Lock & key	Clerk	Review with Council records schedule; original audit states term + 4 years

Councillors	Email Addresses	legislative requirement	Council / relevant correspondence	Council administration and governance	Public task (Council contact details)	No	N/A	Published Council contact email addresses	Website / electronic records		Clerk	Review with Council records schedule; original audit states term + 4 years
Suppliers / contractor contacts	Contact details	Contact	Council / relevant correspondence	Contracting and procurement	Contract / legitimate interests where available	No	N/A	Professional advisers where necessary	Council electronic records / filing cabinet	None required	Clerk	See May 2026 Record Management Policy; confirm record category
Suppliers / contractor contacts	Invoices	Payment	Council / relevant correspondence	Contracting and procurement	Legal obligation (financial records)	No	N/A	Auditor / authorised public inspection where legally required	Council electronic records / filing cabinet	Password/ Lock & key	RFO	See Document Retention Policy
Suppliers / contractor contacts	Purchase orders	Purchasing	Council / relevant correspondence	Contracting and procurement	Contract / public task (procurement)	No	N/A	Contractor / advisers as required	Council electronic records	Password/ Lock & key	RFO	See May 2026 Record Management Policy; confirm record category
Suppliers / contractor contacts	Quotations	Purchasing	Council / relevant correspondence	Contracting and procurement	Public task / legal obligation (procurement)	No	N/A	Tender evaluators / public decision records where appropriate	Council electronic records	Password/ Lock & key	RFO	See May 2026 Record Management Policy; confirm record category
Suppliers / contractor contacts	Bank Account details	Payment	Council / relevant correspondence	Contracting and procurement	Contract / legal obligation (payments)	No	N/A	Council's bank / payment provider	Council electronic records / filing cabinet	Password/ Lock & key	RFO	See Document Retention Policy
Suppliers / contractor contacts	Insurance	Contract	Council / relevant correspondence	Contracting and procurement	Contract / legal obligation (insurance)	No	N/A	Insurer and professional advisers as needed	Council electronic records / filing cabinet (location to confirm)	Password/ Lock & key	RFO	See May 2026 Record Management Policy; confirm record category
Suppliers / contractor contacts	References	Contact	Council / relevant correspondence	Contracting and procurement	Public task / legitimate interests where available	No	N/A	Relevant selection panel / referees with appropriate notice	Council electronic records / filing cabinet (location to confirm)	Password/ Lock & key	RFO	See May 2026 Record Management Policy; confirm record category
Residents	Electoral Register	Democracy	North Somerset Council	Electoral register access	Public task / legal obligation (restricted electoral register use)	No	N/A	Not for general public disclosure; use governed by electoral register restrictions	Council electronic records / filing cabinet (location to confirm)	Password/ Lock & key	Clerk	1 Year

Residents	Complaints	Democracy	Council / relevant correspondence	Resident enquiries and statutory requests	Public task (complaints)	Possible – complaint could include	Only if content arises	Professional advisers, relevant authorities / representatives where appropriate	Filing cabinet	Password/ Lock & key	Clerk	6 years after closure
Residents	Freedom of Information requests	Democracy	Council / relevant correspondence	Resident enquiries and statutory requests	Legal obligation (FOI)	No	N/A	Requester (with necessary redactions); ICO if needed	Filing cabinet	Password/ Lock & key	Clerk	3 years after closure
Residents	Body Cam	Legitimate Interest	Body-worn camera	Body camera surveillance / evidence of crossing incidents	Public task – verify surveillance powers	Routine: No; offence data if footage evidences an allegation	If offence footage used: Article 10	Police where a recorded incident is lawfully disclosed	Password-protected Council computer/folder (Body Worn Camera Policy)	Access restricted to Clerk (Body Worn Camera Policy)	Clerk	Non-evidential up to 3 months per bodycam policy; conflicting May 2026 schedule – reconcile
Residents	General Correspondence from MOP's	Democracy	Council / relevant correspondence	Resident enquiries and statutory requests	Public task (Council correspondence)	No; review if record contains	Only if arises: assess relevant condition	Relevant public authority, MP or adviser where necessary	Council electronic records / filing cabinet (location to confirm)	Password/ Lock & key	Clerk	Routine correspondence: 2 years
Community organisation contacts	Email Addresses	Contact	Council / relevant correspondence	Grants and community activities	Public task / consent where appropriate	No	N/A	No routine external sharing recorded; only where necessary and lawful	Council electronic records / filing cabinet (location to confirm)	Password/ Lock & key	Clerk	See May 2026 Record Management Policy; confirm record category
Community organisation contacts	Grant Application Forms	Service to Community	Council / relevant correspondence	Grants and community activities	Public task (grant administration)	No; review if contains	Only if content arises: assess	Council decision makers; professional advisers when required	Filing cabinet	Password/ Lock & key	Clerk	See May 2026 Record Management Policy; confirm record category
Community organisation contacts	Bank Account details	Payment	Council / relevant correspondence	Grants and community activities	Public task / legal obligation (payments)	No	N/A	Council's bank / payment provider	Council electronic records / filing cabinet (location to confirm)	Password/ Lock & key	RFO	See May 2026 Record Management Policy; confirm record category
Planning correspondents	Objections	We are consulted on applications	Council / relevant correspondence	Planning consultation	Public task (planning consultations)	No	N/A	Planning authority / published consultation response where appropriate	Desktop	None required	Clerk	Planning responses: indefinitely with minutes; routine emails: 2 years

Property parties / contacts	Lease for Scout Hut	Council Function	Council / relevant correspondence	Property administration	Public task / contract (property)	No	N/A	Land Registry / contractual parties where applicable	Filing cabinet	Password/ Lock & key	Clerk	Indefinitely (property deeds / leases)
Property parties / contacts	Cemetery	Council Function	Council / relevant correspondence	Property administration	Public task (property records)	No	N/A	Land Registry / property parties where applicable	Filing cabinet	Password/ Lock & key	Clerk	Indefinitely (property records)
Property parties / contacts	Recreation Ground	Council Function	Council / relevant correspondence	Property administration	Public task (property records)	No	N/A	Land Registry / property parties where applicable	Filing cabinet	Password/ Lock & key	Clerk	Indefinitely (property records)
Allotment tenants	Tenancy Agreement	Service to Community	Council / relevant correspondence	Allotment administration	Contract (allotment tenancy)	No	N/A	Tenant and Clerk	Filing cabinet	Password/ Lock & key	Clerk	See May 2026 Record Management Policy; confirm record category
YCC hirers / contacts	Lease & Licence from Wessex Water	Council Function	Council / relevant correspondence	YCC administration	Public task / contract (property)	No	N/A	Wessex Water / Land Registry where applicable	Filing cabinet	lock & key	Clerk	See May 2026 Record Management Policy; confirm record category
YCC hirers / contacts	Venue Bookings	Payment	Council / relevant correspondence	YCC administration	Contract (venue booking)	No	N/A	Hirer and authorised booking/payment providers; no general public sharing	Filing cabinet	lock & key	Clerk	See May 2026 Record Management Policy; confirm record category
YCC hirers / contacts	Email Contacts	Contact	Council / relevant correspondence	YCC administration	Contract / public task (YCC enquiries)	No	N/A	Hirer / authorised YCC staff	Laptop/filing Cabinet	Password/ Lock & key	Clerk	See May 2026 Record Management Policy; confirm record category
Burial rights holders and contacts	Record of Burials	legislative requirement	Council / relevant correspondence	Cemetery administration	Legal obligation / public task (burial administration)	No	N/A	Statutory burial-register access where legally applicable	Filing cabinet	lock & key	Clerk	Indefinitely (burial registers)
Burial rights holders and contacts	Purchased Graves	Contract	Council / relevant correspondence	Cemetery administration	Legal obligation / public task (burial rights)	No routinely; check any accompanying correspondence	Only if special category content arises: assess relevant condition	Rights holders / successors and authorised parties where lawful	Filing cabinet	lock & key	Clerk	Indefinitely (burial rights records)

Burial rights holders and contacts	Contact details of known Undertakers	Contract	Council / relevant correspondence	Cemetery administration	Public task / legitimate interests where available	No	N/A	Bereaved families where relevant	Laptop/ filing Cabinet	Password/ Lock & key	Clerk	Whilst business contact remains useful; periodically check
Contract contacts	Email Addresses	Contact	Council / relevant correspondence	Council administration	Contract / public task	No	N/A	Relevant contract parties; other recipients only where appropriate	Council electronic records / filing cabinet (location to confirm)	Password	Clerk	See May 2026 Record Management Policy; confirm record category
Residents / volunteers	Personal Contact Details	Covid-19	Website, Email	Historic COVID volunteer coordination	Consent (historical volunteer network)	No	N/A	Volunteers / coordinators	Council electronic records	Password/ Lock & key	Clerk	Duration of historic network in prior audit; check if still necessary
Residents / volunteers	Personal Contact Details	Covid-19	Website, Email	Historic COVID referral coordination	Consent / public task (historical referral network; check)	No	N/A	North Somerset / DWP / WERN referrals	Council electronic records / filing cabinet (location to confirm)	Password/ Lock & key	Clerk	Duration of historic network in prior audit; check if still necessary
Staff	Sickness record	Employment absence administration	Employee / absence record	Record/manage sickness absence	Legal obligation / contract (employment)	Yes – health	Article 9(2)(b); DPA 2018 Schedule 1	Restricted HR / payroll advisers only where necessary	Restricted staff records	Restricted personnel access	Clerk / authorised HR	Personnel files: 6 years after leaving (verify health record necessity)
Staff	Medical certificate / fit note	Employment absence administration	Employee / medical certificate	Record and manage fitness for work	Legal obligation / contract	Yes – health	Article 9(2)(b); DPA 2018 Schedule 1	Restricted HR / payroll advisers if necessary	Restricted staff records	Restricted personnel access	Clerk / authorised HR	Personnel files: 6 years after leaving (verify health record necessity)
Residents / groups	Volunteering enquiries and forms	Volunteer matching and opportunities	Google Forms / applicant	Register volunteering interest and contacts	Consent / public task depending on purpose	No	N/A	Volunteering coordinators where agreed and lawful	Google Forms / Council records (confirm current arrangement)	Permissions and access – confirm	Clerk / authorised team	Agree appropriate retention period
Community users	Food bank referrals and voucher enquiries	Food bank support	Referral / requester	Coordinate food parcel provision	Public task – confirm statutory basis	Potential – only if medical/ vulnerability details recorded	N/A unless details collected; then assess	Food bank referral partners only where needed for assistance	Trussell Trust App	Restricted access – confirm	Clerk	N/A
Community users	Community event registrations	Event organisation	Event participants / forms	Manage bookings / attendance	Contract / consent (as appropriate)	N/A	N/A	Event organisers / delivery partners where needed	Council event records (confirm actual location)	Access restricted – confirm	Clerk / organisers	Agree appropriate retention period

Members of public	Fixed CCTV footage	YCC and recreation ground safety/security	Fixed CCTV at YCC	Surveillance and incident review	Public task – verify surveillance powers	Routine: No; offence data if footage evidences an allegation	If offence footage used: confirm relevant Article 10 / DPA 2018 condition	Police where incident footage is lawfully disclosed	On-site DVR (CCTV Policy)	Access controlled; extraction to encrypted media (CCTV Policy)	Clerk	Routine: approx. 30 days; incident kept until resolved by Police.
Requesters	Subject access requests and related correspondence	Respond to individual rights requests	Requester (verbal/written)	Verify and answer requests	Legal obligation (UK GDPR rights)	No	N/A	Requester; ICO where needed.	Restricted filing – confirm	Restricted access	Clerk	6 years per SAR policy

BANWELL PARISH COUNCIL

PRIVACY NOTICE

When you contact us

Banwell Parish Council collects and processes personal information, such as names, addresses, email addresses and telephone numbers, to respond to correspondence and provide Council services. Personal information may also be collected in connection with:

- Employment and administration of Council business.
- Cemetery and burial services.
- Youth & Community Centre bookings.
- Community events, volunteering and consultations.
- Contracts, procurement and financial administration.
- CCTV and body-worn cameras used for safety and security.

We will only collect information necessary for the relevant purpose.

The Councils Right to Process Information

The Council processes personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018, as amended. Depending on the activity, the lawful basis for processing may include:

- Public task – where processing is necessary to carry out the Council's public functions.
- Legal obligation – where processing is required by law.
- Contract – where processing is necessary to fulfil a contract with an individual.
- Consent – where an individual has agreed to a particular use of their information.
- Legitimate interests – where this lawful basis is legally available and appropriate.

The lawful basis for each activity is recorded in the Council's Data Audit and Mapping Register. Where consent is used, individuals may withdraw it at any time.

Sharing Personal Information

The Council may share personal information where necessary and lawful, including with North Somerset Council, HMRC, pension providers, contractors, service providers or the Police. Information will only be shared for legitimate purposes, and appropriate safeguards will be applied. The Council will not sell personal information or share it for unrelated purposes.

Information Security

The Council takes appropriate measures to protect personal information against unauthorised access, loss, alteration or disclosure. Paper records are stored securely, and electronic records are held within authorised systems with access restricted to those who require the information. Where external providers process information on the Council's behalf, appropriate data protection arrangements will be maintained.

How Long we Keep Information

Personal information will only be kept for as long as necessary for the purpose for which it was collected, taking account of legal and operational requirements. Retention periods are set out in the Council's Record Management Policy and Retention Schedule. Information will be securely deleted or destroyed when it is no longer required, unless there is a lawful reason for retaining it.

Children
The Council recognises that children's personal information requires particular protection. Where information relating to children is collected, it will be limited to what is necessary and handled appropriately. Parental or guardian consent will be obtained where required.

Your Rights
Under UK GDPR, individuals have rights concerning their personal information, including the right to:

- Request access to information held about them.
- Request correction of inaccurate information.
- Request deletion of information in certain circumstances.
- Request restriction of processing.
- Object to certain uses of their information.
- Request data portability where applicable.

These rights are subject to relevant legal conditions and exemptions. Requests can be made verbally or in writing by contacting the Parish Clerk. The Council will normally respond within one calendar month, subject to applicable extensions.

Automated Decision-Making and Profiling
Banwell Parish Council does not use automated decision-making or profiling that produces legal or similarly significant effects on individuals.

Complaints
If you have concerns about how your personal information is processed, please contact the Parish Clerk.

You also have the right to complain to the Information Commissioner's Office (ICO):
Website: www.ico.org.uk
Telephone: 0303 123 1113.

Contact Details
Banwell Parish Council,
Banwell Youth & Community Centre,
West Street, Banwell,
North Somerset. BS29 6DB

Email: clerk@banwellparishcouncil.gov.uk
Telephone: 01934 820442.

BANWELL PARISH COUNCIL

Quarterly Internal Controls Checklist

Financial Period covered: July - Sep 2026	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?																
Is the VAT amount paid /claimed correctly shown on the bank statement?																
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?																
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

Additional Comments	All accounts in order. VAT unchecked - return to be done by new finance assistant.

Reviewed by Councillor: Steve Voller
Date: 22ndOctober, 2026



Banwell Parish Council

Net Position by Cost Centre and Code - All Cost Centres and Codes

Cost Centre Name

Administration

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
203	Advertising				1,000.00	376.00	624.00
204	Insurance				1,900.00	1,870.96	29.04
205	Subscriptions inc ALCA &				2,000.00	1,038.58	961.42
206	Audit Fee				1,400.00	1,015.00	385.00
207	Legal Costs				600.00		600.00
209	Training Councillor				500.00	90.00	410.00
210	Office Equipment			7.70	1,500.00	938.05	569.65
211	Chairmans Allowance				400.00	206.17	193.83
212	IT Equipment in software				2,500.00	2,549.68	-49.68
213	Bank Charges				200.00	112.20	87.80
215	Risk Assessments				180.00		180.00
				£7.70	**12,180.00**	**£8,196.64**	**3,991.06**

Cemetery & Memorials

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
101	Cem Grass Cutting				1,950.00	1,137.50	812.50
102	Cem paths / trees / garder				1,000.00		1,000.00
103	Cem making up graves				200.00		200.00
104	Cemetery / Memorial Main				5,000.00	43.59	4,956.41
105	Env Fee					120.00	-120.00
106	Cemetery software				560.00	560.00	
					8,710.00	**£1,861.09**	**6,848.91**

Cemetery Income

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
110	Cemetery Income		3,500.00	1,945.92			-1,554.08
111	Cemetery Bank interest		3,500.00	3,422.64			-77.36
			7,000.00	**£5,368.56**			**-1,631.44**

Earmarked Reserves

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
504	CIL 2022/23						
505	CIL 2025/26						
506	CiL 2026/27			481.89			481.89
507	Food bank			1,210.00	2,000.00	626.42	2,583.58
718	Living Room			926.50		827.95	98.55
				£2,618.39	**2,000.00**	**£1,454.37**	**3,164.02**

Environment

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
301	Allotment		1,647.88	1,647.88	1,647.88	1,647.88	
302	Env Grass Cutting				2,045.00	1,079.60	965.40
303	Env Hedge / Fence / Tree				1,000.00		1,000.00
304	Village Orderly		435.81	435.81	4,890.00	2,747.50	2,142.50
305	Dog Bins				7,500.00	3,849.00	3,651.00
306	Env Maintenance / Inspec				2,000.00	1,133.44	866.56
307	Env Projects		245.00	269.00	8,200.00	2,650.45	5,573.55
			2,328.69	**£2,352.69**	**27,282.88**	**£13,107.87**	**14,199.01**

Grants & Donations

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
219	Grants & Donations			986.00	8,100.00	6,890.74	2,195.26
220	ESC Lottery Fund		14,999.00	14,999.00			
308	Env Grant		7,149.00		1,000.00		-6,149.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Banwell Parish Council

Net Position by Cost Centre and Code - All Cost Centres and Codes

Cost Centre Name

	22,148.00	**£15,985.00**	**9,100.00**	**£6,890.74**	**-3,953.74**

Highways

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
401	Street light power				3,000.00	1,238.36	1,761.64
402	Street light maintenance				1,500.00	705.00	795.00
403	Street light upgrade						
404	Highways related projects			3,660.00	7,000.00	153.32	10,506.68
				£3,660.00	**11,500.00**	**£2,096.68**	**13,063.32**

Impact Alliance

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
808	Salary IA			1,403.37		1,823.99	-420.62
809	HMRC IA						
810	NEST IA						
				£1,403.37		**£1,823.99**	**-420.62**

Income

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
501	Misc Income		2,500.00	3,179.03			679.03
502	Annual Precept		145,290.19	145,290.19			
503	VAT						
			147,790.19	**£148,469.22**			**679.03**

Recreation Ground

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
601	Rec Grass Cutting				2,300.00	1,312.50	987.50
602	Rec Maintenance				16,000.00	164.00	15,836.00
603	Rec Tree & Fence Work				300.00		300.00
604	Rec Inspections				530.00	150.00	380.00
605	Rec Play Equipment & Be				14,000.00		14,000.00
					33,130.00	**£1,626.50**	**31,503.50**

Staffing

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
201	Salary & NI				49,000.00	34,730.96	14,269.04
202	Clerk pension contribution				1,400.00	1,726.86	-326.86
208	Training Officers				600.00	550.00	50.00
216	Overtime				2,000.00	963.45	1,036.55
217	Pension employer contribu				1,000.00	394.71	605.29
					54,000.00	**£38,365.98**	**15,634.02**

Youth & Community Centre

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
701	YCC upgrade				2,000.00		2,000.00
702	YCC repairs & maintenanc				3,000.00	1,621.90	1,378.10
703	YCC CCTV & Alarms				800.00	375.00	425.00
704	YCC Electricity			146.56	200.00	101.32	245.24
705	YCC Gas				1,000.00	461.14	538.86
706	YCC water				800.00	186.06	613.94
707	YCC waste				350.00	191.52	158.48
708	YCC cleaning & supplies				3,000.00	2,002.01	997.99
710	YCC phone & wifi				600.00	336.06	263.94
711	YCC Grass cutting				1,125.00	656.25	468.75
712	YCC hedge, fence & tree				1,000.00	280.00	720.00
713	YCC grants & donations		1,500.00	1,500.00			
714	YCC income		500.00	1,304.00			804.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Banwell Parish Council

Net Position by Cost Centre and Code - All Cost Centres and Codes

Cost Centre Name						
715 YCC Booking software				430.00	417.60	12.40
716 YCC Music & TV Licence				600.00	611.74	-11.74
717 YCC events refreshments				150.00	34.71	115.29
		2,000.00	**£2,950.56**	**15,055.00**	**£7,275.31**	**8,730.25**

Youth Club			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
801	YC sessions			115.00	8,000.00	2,835.00	5,280.00
803	YC extraordinary activities				5,000.00	2,106.80	2,893.20
805	YC subscriptions		550.00	503.00			-47.00
806	Tuck Shop			203.45		156.25	47.20
807	Youth Forum				200.00		200.00
			550.00	**£821.45**	**13,200.00**	**£5,098.05**	**8,373.40**
NET TOTAL			**181,816.88**	**£183,636.94**	**186,157.88**	**£87,797.22**	**100,180.72**

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Banwell Parish Council
Reserves Balance
2026-2027

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
Earmarked					
Cemetery Reserves	118,991.26			5,368.56	124,359.82
Food Bank	3,801.98		626.42	1,210.00	4,385.56
New Banwell Solar	16,638.40				16,638.40
CIL 22/23	4,503.73				4,503.73
CIL 2023/24	5,598.67				5,598.67
Community Living Room	148.66		827.95	926.50	247.21
CIL 2025/26	58,376.83				58,376.83
ESC Lottery Fund				14,999.00	14,999.00
Total Earmarked	**208,059.53**		**1,454.37**	**22,504.06**	**229,109.22**
TOTAL RESERVE	**208,059.53**		**1,454.37**	**22,504.06**	**229,109.22**
GENERAL FUND					144,958.60
TOTAL FUNDS					374,067.82

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 31/10/2026			
	Cash in Hand 01/04/2026			278,688.02
	ADD			
	Receipts 01/04/2026 - 31/10/2026			185,877.61
				464,565.63
	SUBTRACT			
	Payments 01/04/2026 - 31/10/2026			90,497.81
A	**Cash in Hand 31/10/2026** (per Cash Book)			**374,067.82**
	Cash in hand per Bank Statements			
	Natwest Current account (5335765	31/10/2026	8,467.24	
	Cemetery Reserve Account (59678	31/10/2026	11,422.71	
	PC Reserve Saver account (81413	31/10/2026	51.55	
	Unity Trust Bank (20398572)	31/10/2026	158,449.21	
	Lloyds Credit Card	31/10/2026	0.00	
	Charity Bank	31/10/2026	110,677.11	
	Unity Saver	31/10/2026	0.00	
	Unity Bank Saver 26	31/10/2026	85,000.00	
				374,067.82
	Less unpresented payments			
				374,067.82
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**374,067.82**
	A = B Checks out OK			

Bills for Payment - 18th October to the 10th November 2026
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
Already Paid						
DD	Octopus	YCC Electricity	£ 48.23		094/26	
DD	Mainstream	Phone and Broadband	£ 57.14		094/26	
To Pay						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		094/26	
BACS	J K Gardening	Emptying NSC bins	£ 15.00			
BACS	J K Gardening	Levelling woodchipp YCC **Total: £1098.34**	£ 40.00		198/24 (ii)	
BACS	Corporate Cleaning Services	Dog Bin Emptying	£ 712.50		094/26	
BACS	Insight Cleaning	YCC Cleaning	£ 304.00		094/26	
BACS	YMCA	Youth Club Summer Holiday Provision	£ 540.00	Awaiting invoice	YCC 022/26	
BACS	Scribe	Civic.ly monthly cost	£ 63.60		172/24	
BACS	Webglu	Website quarterly charge	£ 1,080.00		094/26	
BACS	XCS	Quartely printing costs	£ 21.12		094/26	
BACS	Banwell Parish News	Advert	£ 12.00		094/26	
BACS	Complete Weed Control	2nd Annual Weed Spray	£ 566.40		167/26 (iii)	
BACS	Weston Rail Services	2nd Annual Charge	£ 846.00		094/26	
BACS	SLCC	Book Clerks Manual	£ 43.80		Admin	
BACS	Viv Bailey (Clevedon DIY)	Paint for war memorial railings	£ 62.65		Admin	
DD	Lloyds Bank PLC	Multipay charge & costs (Open AI, Fridge Freezer, microsoft, Tuck, watering cans, paper and ycc cleaning)	£ 479.02		various inc ycc 21/26	
DD	Conrad Energy	Streetlighting	£ 216.75	Awaiting invoice	094/26	
SO	Officer Salaries	Officer Salaries	£ 3,471.36		094/26 & E04/26	
DD	Nest	Pension contibutions	£ 225.93		094/26	
DD	Unity Trust	Bank Charges	£ 11.80		094/26	
DD	North Somerset	YCC Waste Collection	£ 10.06		094/26	
BACS	HMRC	PAYE and NI	£ 1,229.20		094/26	
		Totals	£ 11,099.90			

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