



MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE (YCC) AT 7:30pm ON MONDAY 17th AUGUST 2026

PRESENT: Councillors: Steve Voller (Chairman), Mike Bailey (Vice Chairman), Simon Arlidge, Andrew Base, Steve Davies, Mike Dolling, Kelly Smith, Matthew Thompson and Tara Wright.

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

Cllr Voller welcomed everyone.

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

i) Members of the public

A member of the public spoke in opposition to planning application 26/P/1406/OUT Land North of Lower Laurel Farm Summer Lane Banwell BS25 1DU for the following reasons;

- Concern about how the size of the site had been calculated and whether the proposal should be classified as a small site.
- That the proposal appeared to be considered acceptable because of its relationship with the wider Wolvershill development/masterplan.
- Potential drainage impacts on neighbouring properties.
- Highway safety, particularly the proposed visibility splay and its apparent reliance on land within a neighbouring property.
- Whether the required Ecology and Biodiversity Net Gain could be achieved and whether the potential impact on bats had been adequately considered in the context of the significant future development proposed through the wider Wolvershill masterplan.
- Whether there was an identified need for the proposed later-living accommodation, with reference made to information suggesting an existing oversupply.

ii) Community Beat Manager's Report

No report was received.

iii) Ward Councillor's Report

No Ward Councillor was present and no report had been received.

The meeting was convened.

125/26 To receive apologies for absence (agenda item 1)

Apologies were received from Cllrs Paul Harding and Darren Salvage and District Councillor Joe Tristram.

126/26 To receive members' declarations of interest on any agenda item (agenda item 2)

No declarations of interest were received.

127/26 To approve as a correct record the minutes of the Parish Council Meeting held on the 20th of July 2026 (agenda item 3)

Resolved – That the July 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.

128/26 To note the following minutes (agenda item 4)

- i) **Banwell Recreation Ground Trust 20th July 2026**
- ii) **Planning Committee 3rd August 2026**
- iii) **Youth & Community Centre Committee 3rd August 2026**

The minutes above were noted.

129/26 To note and comment upon planning application 26/P/1406/OUT North of Lower Laurel Farm Summer Lane Banwell. BS25 1DU (agenda item 5)

Resolved – To note planning application 26/P/1406/OUT and make the following comments:

- Concern regarding the proposed access arrangements and highway visibility splay.
- Whether there is an identified local need for the proposed later-living accommodation falling within Use Class C2.

If North Somerset Council is minded to approve the application, the Parish Council requests that the following conditions are imposed:

1. No external lighting shall be installed until details, including:
 - (i) details of the type and location of the proposed lighting;
 - (ii) existing lux levels affecting the site;
 - (iii) the proposed lux levels; and
 - (iv) lighting contour plans, have been submitted to and approved in writing by the Local Planning Authority. Any external lighting shall be installed and operated in accordance with the approved details.
2. A Habitat Management and Monitoring Plan (HMMP) shall be prepared to demonstrate how the proposed habitat creation and enhancement measures will be managed, monitored and maintained over the long term, specifically in relation to Biodiversity Net Gain.

The resolution was correctly proposed and seconded and carried unanimously with two abstentions.

130/26 To review the positions of dog bins around the parish (agenda item 6)

Resolved – To seek legal advice regarding the dog waste bin at Knightcott Gardens, with a view to returning it to its original location subject to that advice. To install a new dog waste bin at the new public open space at Mead Fields and to make budget provision for two further bins in 2027/28.

The resolution was correctly proposed and seconded (unanimous)

131/26 To note the training and events available and agree any attendance (agenda item 7)

- i) **SLCC National Conference £550.**

Resolved – To approve the cost of £550 for the Clerk to attend the Society of Local Council Clerks National Conference.

The resolution was correctly proposed and seconded (unanimous)

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

The training above was noted.

132/26 To receive the Clerk's report/Exchange of information (agenda item 8)

i) Banwell Bypass update

Work on the Banwell Bypass continues, with drainage and culvert works progressing, although delays remain around utility diversions. East Street is currently closed until 29 August, with ongoing issues caused by HGVs ignoring diversion and restriction signage. Riverside reopened on 24 July, while the new Moor Road link is temporarily closed until 23 August for bridge and culvert works. The permanent closure of Moor Road is now expected from 24 August, subject to Bristol Water's programme. Further traffic management is expected in September, including temporary lights on Knightcott Road and a closure of Wolverhill Road for several weeks to allow utility works to take place. Concerns have also been raised about future walking, cycling and horse-riding access to Moor Road North. There will initially be no through access for approximately a year, but once the bypass opens a new active travel route will run beneath the Riverside bridge, alongside the bypass and reconnect with Moor Road further north.

ii) Mead Fields Surgery

The Council were informed that the Mead Fields Surgery and litter pick had taken place on 5 August, providing an opportunity to engage with residents, the Methodist Church and North Somerset Council, including discussion regarding additional dog waste bins.

iii) Defibrillators, training and replacement pads

The Council were informed that the new defibrillator had been installed at Mead Fields Care Home, although concerns had been raised regarding its visibility and accessibility. Defibrillator training sessions were due to take place in September at Banwell YCC and Mead Fields Hub.

iv) High Street Weight Limit Signage

The Council were informed that North Somerset Council had agreed to install additional 7.5-tonne weight restriction signage at High Street/Littlefields Avenue, North Road/Greenfields Avenue and West Street/Westfield Road before Christmas, with no contribution required from the Parish Council.

v) Adverse Possession

The adverse possession application had been completed and the land included within the application had been registered to the applicants. It was subsequently identified that the access track had not been included within the area covered by the application and therefore remained in Parish Council ownership. Clarification was being sought regarding appropriate next steps.

133/26 To discuss increasing the cost of the soup and a roll to £2.50 (agenda item 9)

Resolved – To increase the voluntary contribution for soup and a roll to £2.50. The position will be reviewed in three months to assess the impact of the increase and the additional measures introduced. It will then be considered again in December as part of the 2027/28 budget-setting process.

The resolution was correctly proposed and seconded (unanimous)

134/26 To discuss the replacement fence at Riverside and agree a way forward (agenda item 10)

Resolved – To agree in principle to install recycled plastic fencing, with a budget of up to £10,400. The Clerk to use Contracts Finder to identify additional suppliers, with quotations/options to be brought back to Council in October.

The resolution was correctly proposed and seconded (unanimous)

135/26 To discuss the grant awarded for the gym equipment and discuss a way forward (agenda item 11)

The Clerk updated the Council that the £35,000 Reaching Communities and Partnerships grant application had been unsuccessful. One further application, for £17,862, remained outstanding, although a decision was not expected until October. As £14,999.08 of the project cost had already been secured through the 50% grant award, the additional benefit of the outstanding application would be approximately £2,800.

Resolved – To agree to proceed with the appointment of KOMPAN for the outdoor gym equipment at a cost of £29,998.16 excluding VAT, accepting the 50% grant already awarded and funding the

remaining £14,999.08 from the Council's existing budget/CIL allocation, rather than delaying the project pending the outcome of the final grant application.

The resolution was correctly proposed and seconded (unanimous)

136/26 To consider whether to participate in the Highways Working Together Pilot and agree the Council's response in relation to (agenda item 12)

i) Additional verge cutting

Resolved – To participate in the additional verge cutting element of the Pilot at a cost of £2,925.06. To take before and after photographs/videos to assess the effectiveness of the work and inform any future decision on whether to fund similar boundary cuts.

The resolution was correctly proposed and seconded (unanimous)

ii) Parish Gang

Resolved – Not to participate in the Parish Gang element of the Pilot for 2026/27, on the basis that the current cost of £3,177.88 does not represent sufficient value for money for the parish. The Council agreed to keep the matter under review for future years.

The resolution was correctly proposed and seconded (unanimous)

137/26 To discuss allocating approximately £6,000 as a contribution for a North Somerset Community Response Officer in the 2027/28 budget (agenda item 13)

Resolved – To allocate £5,567.57 in the 2027/28 budget as a contribution towards a shared North Somerset Community Response Officer, subject to satisfactory further information being provided on the proposed hours of work, deployment arrangements, cover during periods of annual leave or absence, and reporting arrangements.

The resolution was correctly proposed and seconded (unanimous)

138/26 To consider a grant application from the Air Ambulance (agenda item 14).

Resolved – To approve a grant of £200 for the Air Ambulance.

The resolution was correctly proposed and seconded (unanimous)

139/26 To note the quarterly internal control report and agree any recommendations (agenda item 15).

The Parish Council's quarterly internal control report with no recommendations was noted.

140/26 To note the Parish Council's end of July net position, bank balances, bank reconciliation and reserves (agenda item 16).

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

141/26 To authorise bills for payment for August (agenda item 17).

The Clerk tabled an amended schedule of bills for payment.

Resolved – To authorise August payments totalling £10,424.91. Cllrs Harding, Voller and Bailey were authorised to approve the BACS payments on behalf of the Council.

The resolution was correctly proposed and seconded (unanimous)

142/26 Dates of the next meetings (agenda item 18)

Monday 7th of September 2026, 7pm Planning Committee at the Youth & Community Centre (YCC).

Monday 21st of September 2026, 7:30pm Parish Council Meeting at the YCC.

The Chairman closed the meeting at 8:50pm

.....Chairman

.....Date

DRAFT

Bills for Payment - 17th July to the 17th August 2026
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
Already Paid						
DD	Water2business	YCC 6 month water bill	£ 186.06	No invoice investigating	094/26	
DD	Mainstream	Phone and Broadband	£ 57.78		094/26	
DD	CF Corporate	Printer	£ 360.00		094/26	
To Pay						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34	Fitting of noticeboard	094/26	
BACS	J K Gardening	Emptying NSC bins	£ 15.00		198/24 (ii)	
BACS	J K Gardening	Soil for Rec	£ 125.00		H & S	
BACS	J K Gardening	Less July overpayment Total: £1070	-£ 113.34		Admin	
BACS	Corporate Cleaning Services	Dog Bin Emptying	£ 650.00		094/26	
BACS	Corporate Cleaning Services	Erection of Mead Fields Noticeboard	£ 220.00		Admin	
BACS	Insight Cleaning	YCC Cleaning	£ 256.00		094/26	
BACS	YMCA	Youth Club Provision	£ 270.00		094/26	
BACS	Scribe	Civic.ly monthly cost	£ 63.60		172/24	
BACS	Brean Theme Park	Repayment of Youth Club Extraordinary Activities	£ 275.00		YCC 022/26	
BACS	Avon Armour	Annual Automatic Door Test	£ 125.10		H & S	
BACS	Initial Washroom Hygeine	Annual Waste Collections	£ 134.30		Agenda Item	
BACS	St Johns Ambulance	Grant for Defibrillator Training	£ 100.00		106/26	
BACS	Viv Bailey	Graffiti remover	£ 20.45		Admin	
DD	Lloyds Bank PLC	Multipay charge & costs (Open AI, willow, microsoft, zoom, food bank, water butts and ycc cleaning)	£ 1,240.20	To be claimed back	various inc ycc 21/26	
DD	Conrad Energy	Streetlighting	£ 156.21		094/26	
SO	Amy Symonds	Impact Alliance Officer Salary	£ 226.19		MVJC 05/26	
SO	Officer Salaries	Officer Salaries	£ 3,409.20		094/26 & E04/26	
DD	Nest	Pension contributions	£ 293.35		094/26	
DD	Unity Trust	Bank Charges	£ 12.10		094/26	
DD	North Somerset	YCC Waste Collection	£ 10.06		094/26	
BACS	HMRC	PAYE and NI	£ 1,289.31		094/26	
Totals			£ 10,424.91			

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



Minutes of the meeting of the Mendip Villages Joint Committee held virtually, 6pm on Thursday 13th August 2026.

PRESENT:

Cllrs Kelly Smith & Tara Wright (Banwell), Jan Murray & Mimi Simpson (Churchill), Barbara Smart (Winscombe & Sandford).

Officers: Liz Shayler (Banwell), Sally Diaz (Churchill) & Lynne Rampton (Winscombe & Sandford)

Also present: Trevor Smallwood (Chairman, Churchill & Langford Minibus Society), Brenda Fowler (North Somerset Council) Anne Cooke & David Williams (St Monicas Trust), Simone Shephard (West of England Rural Network).

30/26 To receive apologies for absence (agenda item 1)

Apologies were received from Tina Huckle-Mills (WERN).

31/26 To receive members' declarations of interest on any agenda item (agenda Item 2)

No declarations of interest were received.

32/26 To approve as a correct record the minutes of the Mendip Villages Joint Committee from the 11th of June 2026 (agenda item 3).

Resolved: to approve as a correct record the minutes of the Mendip Villages Joint Committee from the 11th of June 2026.

The resolution was correctly proposed and seconded (unanimous)

33/26 To note the following reports (agenda item 4).

(i) Chairmans Report

(ii) Community Connector Report

The reports above were noted. The Community Connector additionally reported that 'All Together Now' funding had been secured for four further Mendip Villages activities involving singing, pottery, storytelling and textiles.

(iii) Impact Alliance Update

A brief update was provided on the following:

- The Campaign to End Loneliness Roadshow will take place in Bristol on 14 September [pleaser register here](#)
- The deadline for submissions to the All-Party Parliamentary Group (APPG) call for evidence on how to address loneliness across society is 18 September. [Please click here for the submission form.](#)
- It was emphasised that the first round of Changemakers funding must be allocated by the end of November. Projects do not need to have spent the funding by this date, but the funding must have been formally allocated.

(iv) Community Transport Mapping Summary

The summary report above was noted.

34/26 To consider and agree expenditure and next steps (agenda item 5).

(i) Churchill Community Allotment

A brief update was provided, but consideration of this item was deferred until the September meeting.

(ii) Banwell Men's Shed

Cllr Smith gave a brief summary of the project, including an update on the funding requested.

Resolved: to agree a grant of £9,900 to support delivery of the Banwell Men's Shed initiative.

The resolution was correctly proposed and seconded (unanimous).

(iii) Tai Chi

Resolved: to agree a grant of £1000 to deliver Tai Chi in Mead Fields.

The resolution was correctly proposed and seconded (unanimous).

35/26 To discuss the progression of emerging ideas and agree next steps for development (agenda item 6).

(i) Winscombe Community Garden

Winscombe Parish Council outlined a potential proposal for a community garden adjacent to the new WiNspace Community Building. The full proposal would not be ready for the next meeting, but it was hoped that it could be developed in time to meet the November funding deadline.

(ii) Street Party

St Monica Trust outlined an initiative intended to operate across all pilot areas. The proposal was to support street parties as a way of helping residents get to know one another and build stronger local connections. It was felt that this could be particularly suitable for newer developments.

(iii) Activities for Young People

The Committee were informed that one of the outdoor yoga instructors was interested in developing an activity for children across the Mendip Villages pilot area. Further details were awaited on what the activity might involve and whether it could be developed in a way that aligned with the aims of the Impact Alliance.

36/26 To note the current income and expenditure (agenda item 7).

The current income and expenditure report was noted.

37/26 Date of the next meeting (agenda item 8)

Thursday 24th September 2026

The Chairman closed the meeting at 19:45

.....Chairman

.....Date



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

PRESENT: Cllr Dolling (Chairman), Paul Harding (Vice-Chairman), Simon Arlidge, Steve Davies

IN ATTENDANCE: Amy Symonds (Environment and Biodiversity Officer)

MEMBERS OF THE PUBLIC: 3

Cllr Dolling welcomed everybody.

A member of the public spoke to inform the council that an interim office will be located at Deer Leap Farm until the approved works commence next year. North Somerset Council has been consulted and understands the need for the interim arrangement.

Another member of the public spoke in objection to planning application 24/P/2446/OU2. Concerns were raised regarding flood risk and the proposed drainage discharge rate compared with an adjacent application, the reduction in employment land and cumulative traffic impacts. The member of the public asked the Council to support their objection and to seek appropriate conditions.

The meeting was convened.

45/26 To receive apologies for absence. (Agenda Item 1)

Apologies were received for Cllr Thomson and Cllr Bailey

46/26 To receive members' declarations of interest on any agenda item. (Agenda Item 2)

No declarations of interest were received.

47/26 To approve the minutes from the Planning Committee meeting held on the 3rd of August 2026 as a correct record (Agenda Item 3)

Resolved – That the minutes of the Planning Committee Meeting held on the 3rd of August 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 of the meeting as a correct record.

48/26 To note and comment upon planning applications (Agenda Item 4)

(i) 26/P/1567/S73 Cedar Haven Haybow Hewish BS24 6RB

Section 73 application for the removal of condition 2 (Limited period of time) attached to planning permission 22/P/1124/FUL (Change of use of land for the siting of a 2 no. pitch gypsy and traveller site, the erection of a 1.5m high boundary wall (retrospective). To allow for the occupation of Cedar Haven as a permanent Gypsy and Traveller site.

Resolved – To object to the application on the grounds that the proposed development is unsuitable due to flood risk and is located outside the defined settlement boundary.

The resolution was correctly proposed and seconded (unanimous)

(ii) 26/P/1692/NMA Parcels 2.1a, 2.1b, 2.2a And 2.2b At Parklands Churchland Way

Non-material amendment to application 23/P/2647/MMA (Minor material amendment to application 20/P/3081/RM (Reserved matters application for matters of access, appearance, landscaping, layout, scale for the erection of 77no. dwellings with associated roads, footways, parking, drainage,

landscaping and public open space pursuant to 12/P/1266/OT2) to allow for the redesign of multiple house types and alterations to the proposed layout to improve frontage onto the main link road.) To allow for the removal of cladding to plots 18, 60, 61, 69, 9-12.

Resolved – To note the application.

The resolution was correctly proposed and seconded (unanimous)

(iii) 24/P/2446/OU2 Land North Of Knightcott Road And West And East Of Summer Lane (Reconsultation)

Outline planning application with Environmental Statement for the erection of up to 800 residential dwellings, up to 2.83ha employment use, public open space and areas of play, sustainable drainage, planting, foot/cycle paths, noise barrier, community infrastructure, ancillary uses and principal means of vehicular access from Knightcott Road and Summer Lane. All matters reserved except for means of access.

Resolved – To defer the decision to the Full Council meeting on the 21st September 2026.

The resolution was correctly proposed and seconded (unanimous)

49/26 To note the following applications (Agenda Item 5)

- (i) **26/P/1543/AOC Rolstone Farm West Rolstone Road Hewish BS24 6UU**
Request to discharge condition 7 (Noise Report) on application 21/P/0094/FUL
- (ii) **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.
- (iii) **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.

The planning decisions above were noted.

50/26 To note planning decisions for information (Agenda Item 6)

- (i) **26/P/1393/AOC Land South Of Churchland Way, Wolvershill Road Banwell**
Request to discharge condition 2 (Construction of the footbridge) on application 25/P/2589/S73.
Approve (discharge condition)(RDC)
- (ii) **26/P/1343/FUH Rose Cottage Bristol Road Hewish Weston-super-Mare BS24 6RD**
Retrospective application for the demolition of existing outbuilding, Replacement of existing side and rear extensions with a new 2-storey side extension and single storey rear extension. **Approved**
- (iii) **26/P/1237/TPO Mead Fields (Parklands) Locking Head Drove Churchland Way BS29 6AP**
T1, Oak: remove to ground level, grind and remove stump G2, Ash: up-to 8 trees, remove all to ground level, grind and remove stumps **Approved**
- (iv) **26/P/0722/FUL Barn 1 North Of Box Bush Farm Box Bush Lane Rolstone BS24 6UA**
Proposed demolition of existing agricultural barn and erection of 1no. self-build dwelling with associated change of use of land to incidental garden with soft and hard landscaping works.
Approved

The planning decisions above were noted.

51/26 Date of the next meeting (Agenda Item 7)

Planning Committee Meeting Monday 5th of October 2026 7pm at the Youth and Community Centre.

The Chairman closed the meeting at 19:28

..... Chairman

..... Date

DRAFT

24/P/2446/OU2 Land North off Knightcott Road and West and East of Summer Lane (Reconsultation)

Outline planning application with Environmental Statement for the erection of up to 800 residential dwellings, up to 2.83ha employment use, public open space and areas of play, sustainable drainage, planting, foot/cycle paths, noise barrier , community infrastructure, ancillary uses and principal means of vehicular access from Knightcott Road and Summer Lane. All matters reserved except for means of access.

The amended plans and further information submitted has revisions to the proposal which include:

- Land shown set aside for any potential M5 junction 21A if required in future;
- Proposed M5 noise bund shown replaced by part bund/part fence;
- Increase in number of dwellings from up to 755 to up to 800 dwellings;
- Reduction in employment land from up to 6.3 ha to up to 2.83 ha;
- Revised traffic modelling for up to 3300 dwellings on the overall Wolverhill allocation;
- Amendments to Design Code, Masterplan framework as well as updated Environmental Statement.

Previous Comments

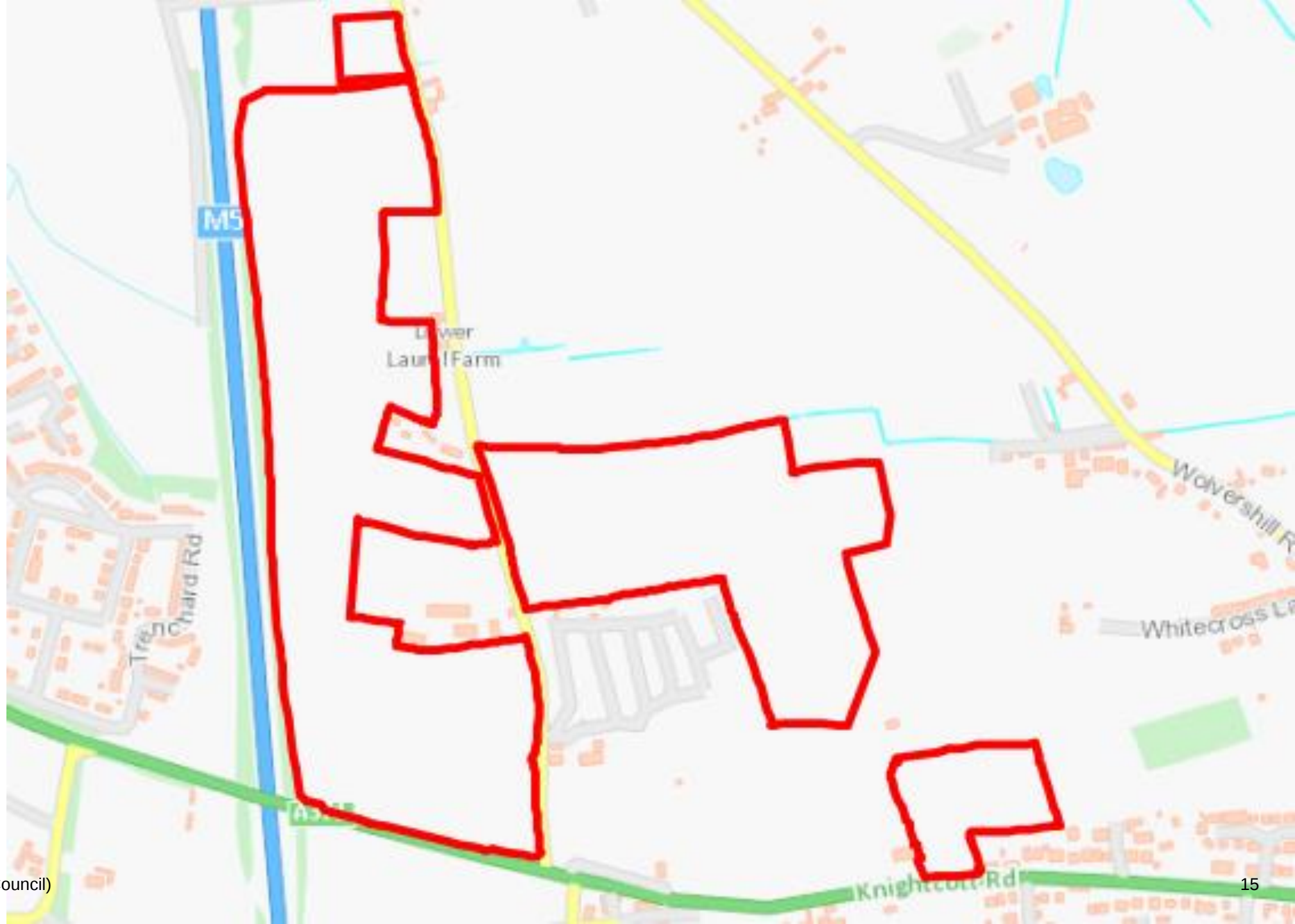
At their meeting on the 17th February, Banwell Parish Council resolved to note this application.

While they broadly support the scheme, this is contingent on its implementation following the delivery of the Banwell Bypass. However, there are concerns regarding the traffic assessment presented in this application, as it appears to have been conducted under the assumption that Wolvershill Bridge will be closed. Given the recent clarification from North Somerset Council confirming that the bridge will remain open, we urge an updated assessment to accurately reflect the future road network and to properly evaluate the developments impact on existing infrastructure. Additionally, we request that a monitoring point be established on Riverside to assess the developments impact on this road and ensure that any unforeseen traffic implications can be addressed appropriately.

The Parish Council also notes concerns regarding the Summer Lane Park Home site, particularly the potential for hard development including both housing and employment units being built directly up to the boundary. We strongly request the incorporation of a strategic green gap to protect the amenity of existing residents and provide an appropriate buffer between the development and the Park Homes.

To request mandated minimum hedgerow dimensions to ensure ecological integrity and to secure a legally binding Habitat Management and Monitoring Plan (HMMP) as a condition of planning permission, ensuring the long-term success of these measures.

Location

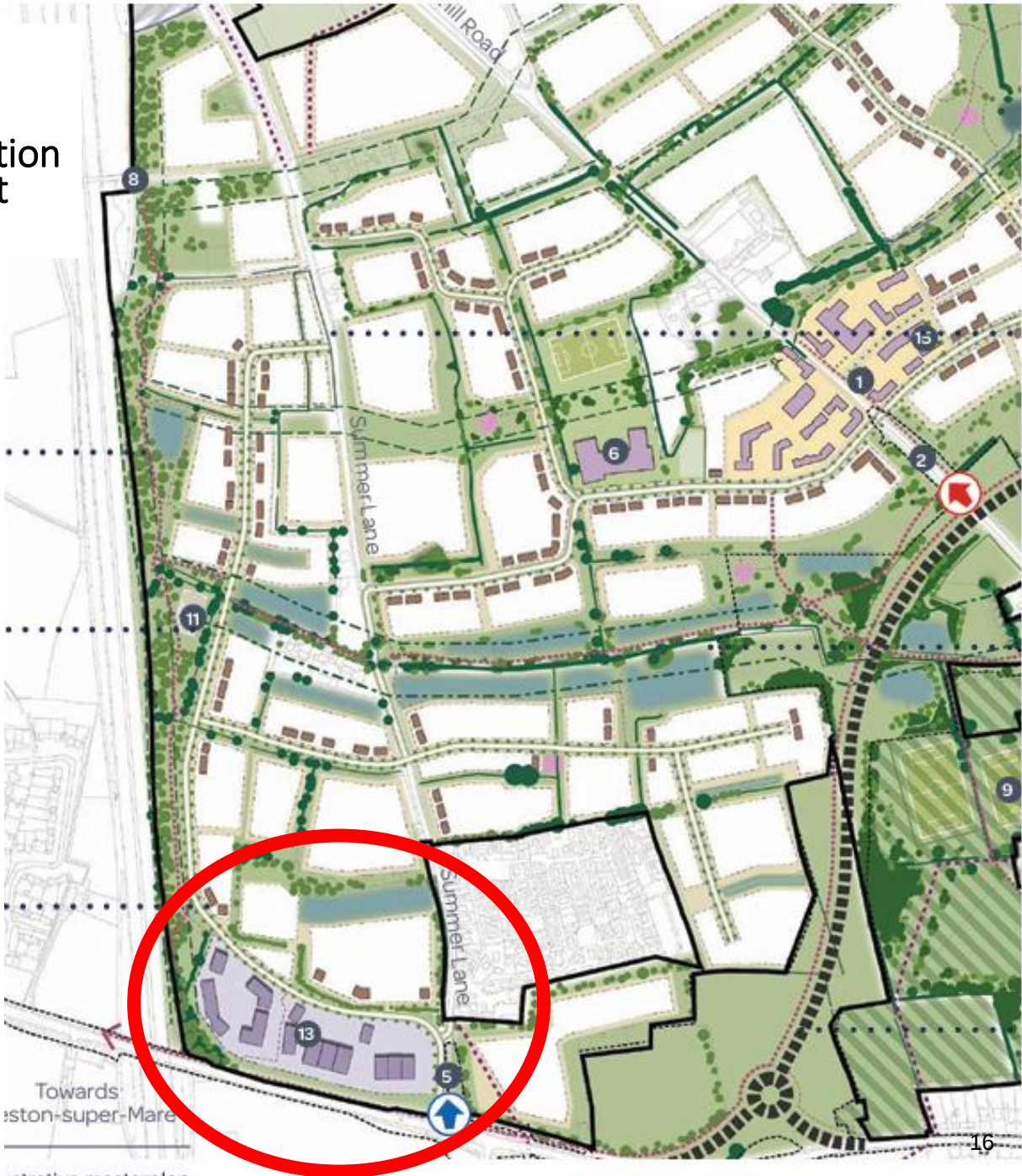


Previous illustrative masterplan showing employment allocation



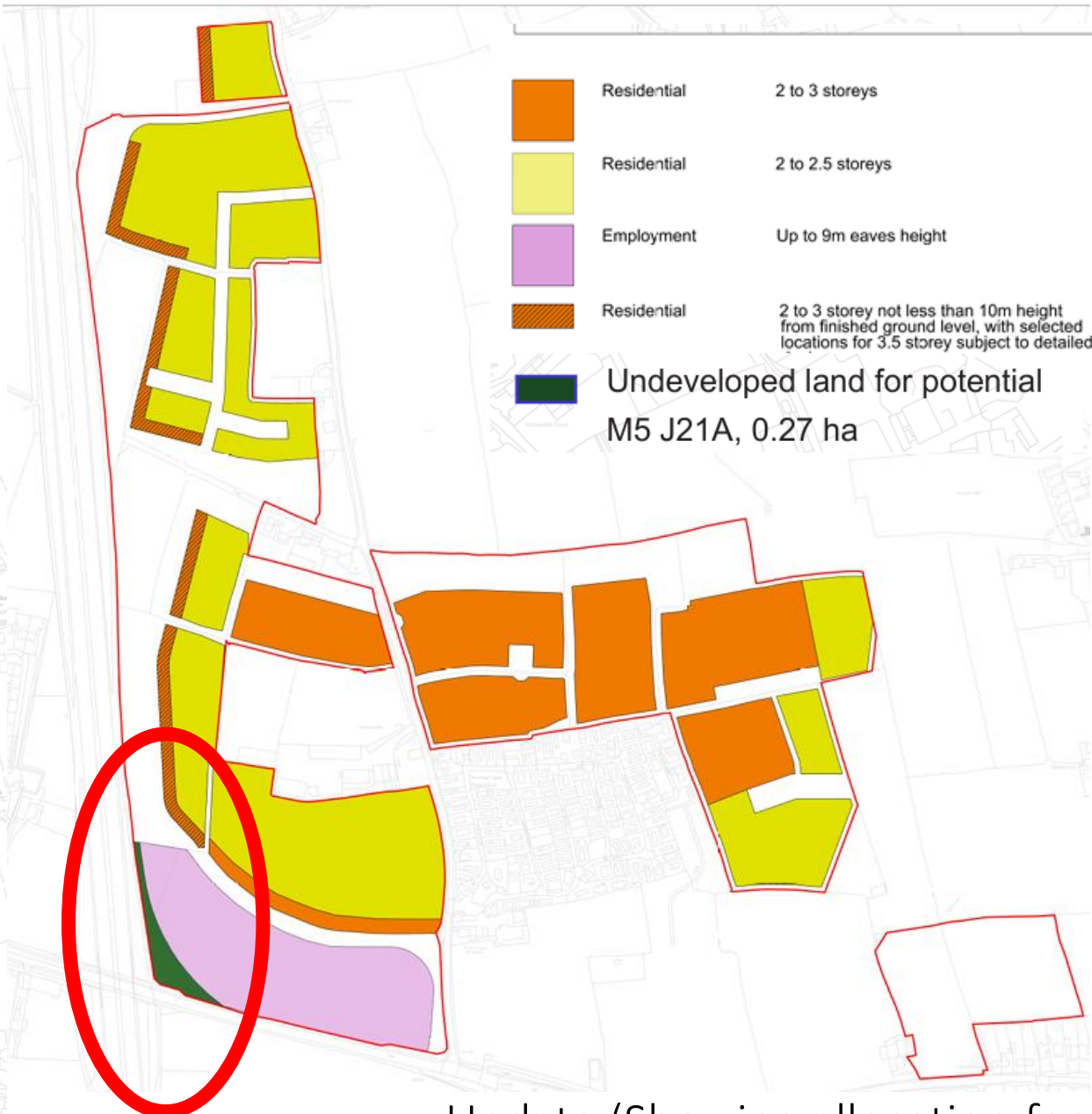
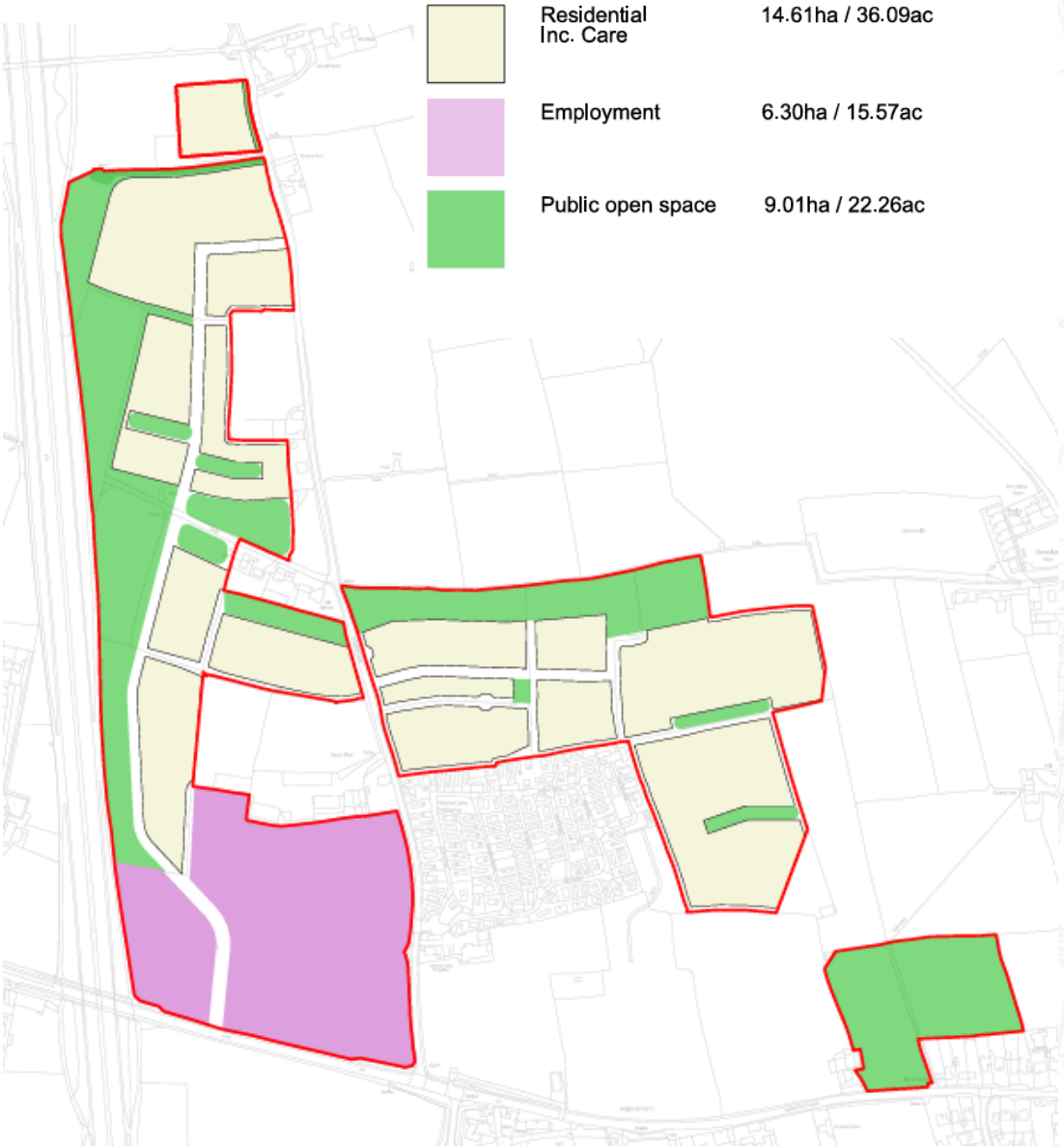
5 September Planning Powerpoint (Full Council)

Updated illustrative masterplan showing reduction to employment allocation



Illustrative masterplan

Previous (showing no undeveloped land for potential M5 J21A)



5.2 Acoustic Bund (Previous)

- The bund will be 5m in width and the peak will be located as close to the M5 as possible for the most effective acoustic screening.
- Heights will vary along the bund ranging from 7m-9m high, with a 20m setback from the road.
- Biophillic design will support the integration of the bund into the setting of the site.
- This will include the use of tree planting, shrubbery, foliage and water features. The visual impact of the bund will be minimal.

5.2 Acoustic Barriers (Update)

- It will be formed by an undulating bund ranging from 2m of height around the narrowest points of the barrier, to a maximum of 3m in height on the wider areas of the acoustic barrier.
- Where a 2m bund is provided, a 3m fence will be placed on top to mitigate noises coming from the M5.
- Similarly, when the bund reaches 3m in height, a 2m fence will be placed on top to mitigate noises coming from the M5. Trees will be planted on both sides of the fence to screen it and prevent graffiti.
- Widths will vary along the acoustic barrier ranging from 10 to 40m, with a 20m setback from the road.

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

- i) ALCA events and training from £30 each [Upcoming-events](#)
- ii) ALCA e-learning on nimble £14 each [E-Learning Courses ALCA](#)
- iii) Breakthrough communications training £30 [Communications Courses ALCA](#)
- iv) Various finance training £30 [Finance Training ALCA](#)
- v) Various Scribe finance training (this is our accounting package) Free [Scribe Training](#)
- vi) Various NALC training from £32.68 www.nalc.gov.uk/nalc-events

7. 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

Programme delays continue to be centred around utility diversion works. Mitigation works are continuing in neighbouring parishes, and the water diversion works are progressing well.

- **East Street:** Reopened on 29 August. There were a number of issues during the works, but the road was successfully reopened as planned.
- **Riverside:** Works were delayed due to the bridge design and adverse weather. Riverside reopened on 11 September, ahead of the East Street closure.
- **Moor Road:** The new Moor Road link has now reopened following completion of the works. As a result, the permanent closure of the former section of Moor Road is now in force.
- **Knightcott Road:** Temporary traffic lights are expected to be installed again shortly and will be in place on and off for the next few months.
- **Wolvershill Road:** Closed on 14 September for approximately one month to allow utility works to take place. Works include matters relating to the lighting design, National Grid underground infrastructure, drainage and other utilities.
- **Active travel routes:** Works in Churchill and Sandford are ongoing.

ii) Mead Fields Stakeholders Meeting

A major focus remains the proposed vehicular connection between Mead Fields and Locking Parklands, although progress continues to prove difficult. Pedestrian connectivity between the two developments is progressing more positively. Footbridge 1 is now complete and Footbridge 2 is expected to be completed within the next few weeks. The unofficial bridge previously used between Mead Fields and Locking Parklands has now been removed.

The pedestrian and cycling routes around the development are nearing completion and are expected to be ready within the next few weeks.

Care Home: The rubbish outside the care home has been partially removed. However, the skip provided was too small to allow all of the waste to be cleared. The Parish Council-owned public defibrillator has now been installed adjacent to the care home.

Community Hub: A concern was raised regarding communication with the Community Hub, and it was suggested that a regular point of contact should be established.

iii) Mead Fields Picnic

The Mead Fields Picnic was very successful, with well over 100 people attending. There was particularly strong attendance from young people and families, with some very enthusiastic participation from the children and young people attending.

There was a wide range of activities for children and families, including games provided by North Somerset Children's Services and the leisure team, the library bus and police bike marking. The Environment and Biodiversity Office ran willow bird feeder activities in her roles with both the Parish Council and the Impact Alliance to spend time speaking with residents.

iv) Defibrillators, training and replacement pads

A reminder that the Parish Council's defibrillator training sessions are taking place during September.

- Banwell YCC: 7pm Thursday 17 and 10am Saturday 26.
- Mead Fields Hub: 10am Saturday 19 and 7pm on Thursday 24.

Councillors are strongly encouraged to attend one of the training sessions where possible.

8. To agree the following items of expenditure.

All of the following items have been included within the approved 2026/27 budget

i) £195 + VAT (plus £40 an hour) for the annual maintenance of the sewage pump.

Annual maintenance of the pump which carries wastewater from the Youth & Community Centre kitchen to the main sewer connection.

ii) £540 + VAT Annual Cemetery package.

The annual Cemetery package enables grave purchases and memorial applications to be processed directly through to the Council's accounts.

iii) £285 + VAT for the Annual RoSPA Play equipment inspections.

A requirement for Insurance purposes. Budgeted for it is organised by GB Sport to save cost but it is undertaken by an independent inspector. There may be an additional cost if the new outdoor gym equipment has been installed by the time the annual inspections are undertaken, which is expected to be in early November.

iv) £611.74 + VAT Youth & Community Centre PPL / PRS Music licence.

The annual licence allows music to be played legally at the Youth & Community Centre, including at events and Youth Club sessions.

v) £60 donation for the Remembrance Day Wreath.

The donation for the Remembrance Day wreath was £60 in the previous year. A standard civic wreath costs less than £40, with the balance representing a donation to the Royal British Legion.

9. To note the increase of dog waste collections of 50p a week per bin.

The Council appointed its current contractor following a comparison of local providers in 2024. At that time, the agreed collection cost was £5.20 per bin per week, compared with £6.00 per bin per week quoted by the other contractors considered. Our current contractor has advised that, due to increased operating costs, the charge will increase to £5.70 per bin per week, representing an increase of 9.6%. The revised rate remains 30p per bin lower than the alternative local contractor rates obtained in 2024.

The current contract commenced in April 2025 and is due to be reviewed during 2027, with any new contract arrangements to take effect from April 2028. It is suggested that the existing contract continues until that review, unless the collection charge increases above £6.00 per bin per week, at which point alternative quotations will be sought.

10. To retrospectively approve the purchase of a replacement fridge freezer for the Youth & Community Centre for £361.67 + VAT.

The existing fridge freezer at the Youth & Community Centre failed and was no longer maintaining safe operating temperatures. The fridge is used to store milk and other refreshments for the Public Living Room, church users and other groups and organisations using the Centre. The freezer is used as part of the Soup & Roll provision. Any surplus soup is frozen and retained for up to three months so that an alternative can be offered at future sessions where someone does not wish to have the soup being served that day.

As the appliance supports a number of regular activities at the Centre, a replacement was required before the next Council meeting to avoid disruption, particularly to the weekly Soup & Roll sessions.

A Beko CFG4582DW 50/50 frost-free fridge freezer with water dispenser was purchased from Currys. The model was selected to fit the restricted space available, provides the fridge at the top for easier access, and includes a 102-litre freezer. Lower headline prices were available elsewhere, but these either did not include removal and recycling of the failed appliance or could not provide the required service within the necessary timeframe. The Currys option included delivery, installation and recycling of the old appliance.

The model also includes a refillable chilled-water dispenser, which provides an additional facility for users of the Centre without requiring plumbing.

The appliance was booked for all-day delivery on Wednesday, as this was cheaper than selecting a timed Thursday delivery and ensured it would be in place before the next Soup & Roll session. Total cost: £361.67 + VAT (£72.33).

11. To discuss who will undertake the following annual inspections for budgeting purposes.

- i) Benches
- ii) Dog bins
- iii) Flagpole
- iv) Grit bins
- v) Litter bins
- vi) Memorials
- vii) Bus Shelter

The inspections need to be completed by 12th October so that any replacement / maintenance requirements can be considered at the next Council meeting and, where necessary, included within the budget-setting process. Paper inspection sheets are attached as a fallback, but the preferred method is for inspections to be recorded directly on Civi.ly.

Scribe is currently developing dedicated inspection forms for Civi.ly which will link directly to the app. Until these are available, the preferred approach is for councillors to update the relevant asset record directly.

- selecting the relevant asset;
- updating its condition;
- recording any relevant observations or maintenance requirements in the notes; and
- updating the inspection date where available.

If a councillor is unable to record the inspection directly on Civi.ly, the attached paper inspection sheet can instead be completed and returned to the Clerk for the information to be uploaded.

Bus shelters: The North Somerset Council-owned bus shelters do not appear on the Council's Civi.ly asset list. However, the Parish Council continues to inspect them so that any defects can be reported to North Somerset Council or, where appropriate, minor maintenance can be arranged locally.

Date _____

Inspection by _____

Seat	Type of bench	Condition	Area	Comments	Date
Car Park West St.	Metal				
School West st.	Metal body / wooden slats				
Memorial West St.	Metal body / wooden slats				
Castle Hill	Metal body / wooden slats				
Bow bridge, Riverside	Metal body / wooden slats				
Riverside green 1	Metal				
Riverside green 2	Plastic				
Riverside green 3	Plastic				
Riverside green 4	Plastic				
Riverside green 5	Wooden				
Golling Lane	Metal body / wooden slats				
Wolvershill Park	Metal body / wooden slats				
Knightcott Gardens	Wooden				
Knightcott Motors	Wooden				
Recreation Ground 1	Metal body / wooden slats				
Recreation Ground 2	Metal body / wooden slats				
Recreation Ground 3	Metal body / wooden slats				
Rec. toddler area 1	Metal with back				
Rec. toddler area 2	Metal seat				
The Quarry	Half tree trunk – Solid				
Eastermead Lane	Half tree trunk – Solid				
The Cemetery 1 Hebden	Wooden				
The Cemetery 2 Molton	Wooden				
The Cemetery 3 Catholic	Wooden				
The Cemetery 4 Cremations	Wooden				
The Cemetery 5	Wooden				
Seat scoring	1 = Good		Area	1 = Neat & Tidy	
	2 = Fair		Scoring	2 = Fair	
	3 = Some attention			3 = Requires clean up	
	4 = Work Required			4 = Overgrown	
	5 = Dangerous removal			5 = Unusable / poor condition	

Date:

Inspection by:

Dog Bin Number	Location	Condition	Comments
1	High St/North Rd junction		
2	High St/Hill Path junction		
3	Eastermead Lane		
4	Church St by Cart Wash		
5	Riverside Green		
6	Riverside Green by pumping station		
7	Godding Lane – Riverside end		
8	Godding Lane – Wolverhill Road end		
9	Path between Knightcott Park/Wolverhill Park		
10	Knightcott Road behind bus stop at The Paddock		
11	Westfield Road opp. village hall.		
12	Westfield Road south side by alleyway		
13	Queens Road		
14	High St near kennels		
15	Knightcott Gardens		
16	Knightcott Road (south side)		
17	Footpath from West St to Littlefields Rd (top end)		
18	Footpath from West St to Littlefields Rd (bottom end)		
19	West St car park		
20	Harding Drive (Mead Fields)		
21	The Ruddocks (Mead Fields)		
22	Tanner Road (Mead Fields)		

Date:

Inspection by:

Flag Pole Number	Location	Score	Comments
Left of the Memorial	Ground Mount bases		
	Concrete footings		
	Poles		
	Pulley's		
Right of the Memorial	Ground Mount bases		
	Concrete footings		
	Poles		
	Pulley's		

- A foundation (the ground socket) inspection
- Anchor bolts should be checked for wear and tear and rust
- Check the pole for signs of wear, fatigue, bending or failure
- Lanyards should be checked for wear, signs of abrasion and UV ageing
- All fittings and the hinge pins should be checked
- Poles on occasions may need to be lowered and cleaned, checking the top pulley wheel (at the same time)
- Flags should be inspected and where necessary replaced

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

Date _____

Inspection by _____

	Location of Grit Bin	Condition	Level of grit	Comments
1	Wolvershill Rd junction with Wolvershill Pk.			
2	North Road			
3	Littlefields Road			
4	High St j/w Greenfields Avenue			
5	High Street (top of Littlefields Rise)			
6	High Street (by The Ship Inn Car park entrance)			
7	Westfield Road			
8	Knightcott Park			
9	School Close			
10	Wint Hill adjacent to entrance to castle			
11	Cart Wash			
12	Knightcott Gardens			

Condition scoring	1 = Good		Level Scoring	1 = Full
	2 = Fair			2 =
	3 = Some attention needed			3 = Half Full
	4 = Work Required			4 =
	5 = Dangerous needs immediate removal			5 = Empty

Date:

Inspection by:

Litter Bin Number	Location	Score	Comments
1	Recreation Ground 1		
2	Recreation Ground 2		
3	West Street Car-Park		
4	Riverside 1		
5	Riverside 2		

1 = Good

2 = Fair

3 = Some attention needed

4 = Work Required

5 = Dangerous needs removal

Inspection by

Date.....

Memorials	Items	Comments
War Memorial	Boundary – Fencing / Wall Structure Clean and Tidy Hedges	
Village Pump	Boundary Wall Structure Gate Padlock / Well Cover Clean and Tidy	
Cart Wash Area (Bristol Water responsibility)	Boundary – Fencing / Wall Flower Planters Clean and Tidy	
Village Car Park Millennium Stone 1 and paved area.	Boundary – Fencing / Wall Structure Flower bed / planters Clean and Tidy	
Banwell P.C. Centenary stone Riverside Green	Structure Clean and Tidy Tree	
VE Day Centenary Stone, Riverside Green	Structure Clean and Tidy Vegetation	
D-Day remembrance area Golling Lane	Boundary – Fencing Structure Clean and Tidy Vegetation / Trees	
Gate to Churchyard, East Street	Structure	
Welcome to Banwell sign, East Street	Structure Clean and Tidy Vegetation	
Welcome to Banwell sign, Castle Hill	Structure Clean and Tidy Vegetation	
Welcome to Banwell sign, Knightcott Road	Structure Clean and Tidy Vegetation	
Welcome to Banwell sign, Wolvershill Road	Structure Clean and Tidy Vegetation	

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

Date _____ Time _____

Inspection by _____

	Location of Bus Shelter	Condition	Comments
1	A370 (between the entrances to Silvermoor Rd and West Rolstone Rd) BPC		
2	A371 Elborough Hill (opposite Banwell Road) NS		
3	Knightcott Road (Opposite Summer Lane) BPC		
4	Knightcott Road (Opposite Well Lane BPC		
5	Knightcott Road (By Knightcott Motors) BPC		
6	Knightcott Road (By Westfield Road) (BPC)		
7	Knightcott Road (Opposite Westfield Road) NS		
8	West Street (in front of the school) NS		

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

Banwell Youth & Community Centre, West Street,
Banwell, North Somerset. BS29 6DB

Tel: (01934) 820442

Website: www.banwellparishcouncil.gov.uk

E-mail: clerk@banwellparishcouncil.gov.uk

September 2026

GRASS CUTTING AND GROUND CARE SPECIFICATION FOR 3 YEAR CONTRACT APRIL 2027 TO MARCH 2030 INCLUSIVE

Areas to be Mowed

1. Main grassed areas – 18 cuts per year

- Banwell Recreation Ground, Westfield Road, including the fenced toddler area.
- Riverside Green, including the fenced areas.
- The field behind the Youth & Community Centre (YCC), located at the bottom of the West Street car park, including the area at the bottom of the field within the post and rail fence and the area at the front of the building.

The designated 2m border areas are excluded from the standard 18-cut regime and shall be managed separately.

2. Smaller grassed areas – 4 cuts per year

- Knightcott Bank – bank on the south side of Knightcott Road adjacent to the Rec Ground.
- Knightcott – fenced area between Boulters and Knightcott Motors.

Detailed Requirements

- Approx 2m wide border around the perimeter of the YCC field, Riverside Green and Recreation Ground shall be maintained at a minimum grass height of 50mm and a maximum height of 80mm throughout the year (approximately 9 cuts a year).
- All other amenity grass included within the regular mowing regime shall be maintained at a minimum height of 15mm and a maximum height of 40mm throughout the year.
- Edges of all areas to be trimmed every other cut, including areas adjacent to fences and clumps of nettles. Care to be taken not to damage trees or other vegetation with trimmers.
- Litter shall be picked up before grass cutting takes place.
- Any surface holes identified during cutting shall be filled where required.
- No area shall be left uncut except for the designated wildlife/meadow areas on the Recreation Ground, Youth & Community Centre and Riverside Green.
- Worn patches shall be seeded by hand where required.
- No large piles of grass cuttings shall be left following mowing. Cuttings shall either be removed or evenly distributed where appropriate.
- Care shall be taken not to damage safety surfacing beneath or around play equipment.

General Requirements

The contractor shall provide all machinery, equipment, fuel and labour necessary to undertake the works. In the event of machinery or equipment failure, the contractor shall make suitable alternative arrangements at their own expense to ensure that the requirements of the contract continue to be met.

The contractor shall undertake the works safely and with appropriate regard to members of the public, Council property, trees, planting, play equipment and wildlife areas. Any damage caused while undertaking the works shall be reported promptly to the Parish Clerk.

Insurance and References

Tenderers shall provide:

- evidence of appropriate public liability insurance;
- evidence of employers' liability insurance, where applicable;
- appropriate health and safety/risk assessment documentation; and
- details of two referees who may be contacted regarding the tenderer's competence and experience in undertaking similar work.

Contract commencement

The contract will commence on **1st April 2027** and will run for a period of three years, ending on **31st March 2030**.

Tenderers are required to provide a price for the full three-year contract period for each aspect of the tender, as shown on the quotation form below. The successful contractor will be required to enter into a grass cutting agreement with Banwell Parish Council.

Payment

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 work agreed outside the contract specification will be invoiced separately at the agreed rate following completion of the work.

Submission of quotations

Site visit is mandatory. To arrange visit, please contact the Clerk:

clerk@banwellparishcouncil.gov.uk

Quotations should be submitted to: tender@banwellparishcouncil.gov.uk no later than midday on 30th October 2026. Late tenders may not be considered. Tenderers will be notified of the outcome by 30th November 2026.

BANWELL PARISH COUNCIL – GRASS CUTTING QUOTE

Name

Address.....

.....

Daytime telephone number.....

Email address.....

Please give below details of two referees (including their contact details) who can be approached to vouch for your competence in carrying out this type of work.

1.

2.

Please provide the total price for carrying out the work for the full three-year contract period to meet the specification.

Areas 1 £
Areas 2 £

Any additional grass cutting requested by the Parish Council: £_____ per hour

Signed.....

Dated.....

(Please ensure that you enclose a copy of your public liability insurance.)



Banwell Parish Council

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Banwell, North Somerset. BS29 6DB

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E-mail: clerk@banwellparishcouncil.gov.uk

September 2026

GROUND CARE AND BIN EMPTYING SPECIFICATION FOR 3 YEAR CONTRACT APRIL 2027 TO MARCH 2030 INCLUSIVE

Areas to be Cut

1. Smaller grassed areas – 4 cuts per year

- High Street Bank – between numbers 71 and 95.
- Wolvershill Park – grassed area at the corner of the entrance.

2. Strimming – twice per year

- Golling Lane Footpath – between Wolvershill Road and Moor Road.
- Littlefields Road to West Street Footpath.
- Queens Road to High Street Footpath.
- Around Flower bed on Knightcott Road.
- Around Flower bed on Wolvershill Road

Commented [LS1]: Awaiting confirmation from NSC Highways about these.

All vegetation shall be cut back sufficiently to ensure that footpaths remain accessible and vegetation does not significantly encroach onto the usable width of the path. Care shall be taken not to damage trees, fencing, signs, planting or other structures. All significant cuttings or debris left following strimming shall be removed.

The timing and frequency of strimming will be instructed by the Parish Council according to growth and site conditions. Tenderers shall provide a price per strim for each individual area.

Detailed Requirements

- Litter shall be picked up before grass cutting or strimming takes place.
- Grass cuttings and other arisings shall not be left in large piles.
- Care shall be taken not to damage trees, shrubs, planting, fencing, signs or other Council or third-party property.
- Any damage caused while undertaking the works shall be reported promptly to the Parish Clerk.
- Any issues identified during the course of the work which may require attention shall be reported to the Parish Clerk.

3. Bin Emptying

The contractor shall empty the following Parish Council litter bins **once per week**:

- Riverside Green.
- The Cartwash, Church Street.

The service shall include:

- emptying each bin once per week;
- removing all waste from the site;
- replacing bin liners as required;
- ensuring that the bins are left secure and tidy following collection; and
- reporting any damaged or defective bins to the Parish Clerk.

Any litter immediately surrounding the bins shall also be collected where this can reasonably be undertaken as part of the weekly visit. The contractor shall be responsible for the appropriate transport and disposal of all waste collected.

The contractor shall provide all equipment, transport, labour and materials required to carry out the service unless otherwise agreed with the Parish Council.

General Requirements

The contractor shall provide all machinery, equipment, fuel and labour necessary to undertake the works. In the event of machinery or equipment failure, the contractor shall make suitable alternative arrangements at their own expense to ensure that the requirements of the contract continue to be met.

The contractor shall undertake the works safely and with appropriate regard to members of the public, Council property, trees, planting and wildlife.

Insurance and References

Tenderers shall provide:

- evidence of appropriate public liability insurance;
- evidence of employers' liability insurance, where applicable;
- appropriate health and safety/risk assessment documentation; and
- details of two referees who may be contacted regarding the tenderer's competence and experience in undertaking similar work.

Contract Commencement

The contract will commence on **1st April 2027** and will run for a period of three years, ending on **31st March 2030**.

Tenderers are required to provide a price for the full three-year contract period for each aspect of the tender, as shown on the quotation form below. The successful contractor will be required to enter into an agreement with Banwell Parish Council.

Payment

The contract price shall be paid monthly in arrears for work completed. The weekly bin emptying service shall be invoiced monthly in arrears.

Grass cutting shall be invoiced following completion of the relevant scheduled works. Strimming shall be invoiced following completion of each instructed visit at the tendered rate for the relevant area.

Any additional work agreed outside the contract specification shall be shown as a separate line item on the monthly invoice.

Submission of quotations

A site visit is mandatory. To arrange the site visit, please contact the Clerk:

clerk@banwellparishcouncil.gov.uk

Quotations should be submitted to: tender@banwellparishcouncil.gov.uk no later than midday on 30th October 2026. Late tenders may not be considered. Tenderers will be notified of the outcome by 30th November 2026.

BANWELL PARISH COUNCIL – GROUND CARE & BIN EMPTYING QUOTE

Name

Address.....

.....

Daytime telephone number.....

Email address.....

Please give below details of two referees (including their contact details who can be approached to vouch for your competence in carrying out this type of work).

1.

2.

Please provide the total price for carrying out the work for the full three-year contract period to meet the specification.

Area 1 – Grass cutting: £.....

Bins – weekly collection: £.....

Strimming – price per visit

Golling Lane Footpath: £..... per strim

Littlefields Road to West Street Footpath: £..... per strim

Queens Road to High Street Footpath: £..... per strim

Knightcott Road flower bed: £..... per strim

Wolvershill Road flower bed: £..... per strim

Any additional ground care work requested by the Parish Council: £..... per hour.

Signed.....

Dated.....

(Please ensure that you enclose a copy of your public liability insurance.)

Banwell Parish Council
Invitation to Tender – Cleaning Services

Banwell Parish Council invites quotations for the provision of cleaning services at:
Banwell Youth & Community Centre (YCC), West Street, Banwell. BS29 6DB

Cleaning requirement

The Council requires the Youth & Community Centre to be cleaned 4 times each week, normally on: Sunday, Monday, Wednesday and Friday.

The areas requiring cleaning will vary depending on the day and use of the building.

As a general guide:

- **Sunday and Monday** will usually involve the main hall, kitchen and toilet areas;
- **Wednesday** will normally require a more comprehensive clean of the building;
- **Friday** will usually involve the upper area of the building, kitchen and toilet facilities.

This is intended as a guide only and reflects the usual pattern of YCC use. The successful contractor will be responsible for ensuring that the areas in use are maintained to a good standard of cleanliness.

Mandatory site visit

A site visit is mandatory before submitting a quotation. Contractors should use the site visit to assess the building, the normal cleaning pattern and the level of work required. Following the site visit, contractors should determine the number of hours they consider necessary to provide the regular weekly cleaning service and submit a fixed weekly price based on that assessment.

Main cleaning duties

Cleaning will generally include:

- vacuuming and mopping floors;
- cleaning toilets, kitchen areas and surfaces;
- emptying bins;
- dusting and wiping surfaces;
- cleaning internal glass and doors where required; and
- other general cleaning required to maintain the areas in use to a good standard.

Additional routine checks

As part of the regular weekly service, the contractor will also be expected to:

- carry out the weekly flushing of little-used sinks/taps as directed by the Clerk; and
- check and record fridge, freezer temperatures and clean water container.

These tasks should be included within the fixed weekly price.

Equipment and cleaning materials

The Council currently provides:

- colour-coded mops & flash floor cleaner.
- vacuum cleaner;
- refuse sacks;
- paper hand towels, hand soap & hand sanitiser;

Contractors should state within their quotation whether they propose to:

- provide own general cleaning products, sprays, cloths & other small cleaning materials; or
- use cleaning products and materials provided by the Council.

Where the contractor proposes to supply their own cleaning products and materials, any additional cost should be clearly identified within the quotation.

Additional cleaning

Additional cleaning may occasionally be required outside the normal weekly cleaning pattern, for example following one-off events, functions or unusual bookings. Any additional cleaning must be agreed in advance with the Clerk. Additional authorised cleaning will be paid at the hourly rate quoted by the contractor.

Contractor requirements

The successful contractor will be expected to:

- hold appropriate Public Liability Insurance and or
- hold Employers' Liability Insurance where applicable;
- comply with relevant health and safety requirements, including COSHH;
- provide appropriate risk assessments where required;
- provide a reliable cleaning service on Sunday, Monday, Wednesday and Friday;
- have reasonable flexibility to undertake occasional additional cleaning when requested; and
- provide references if requested.

Quotation

Please provide the following:

- Suggested number of hours required for the regular weekly cleaning;
- Fixed weekly cost for the regular four cleans, excluding VAT
- Hourly rate for additional cleaning: excluding VAT
- Is VAT applicable? Yes / No

Please also confirm:

- whether cleaning products and small cleaning materials are included within the weekly price;
- your ability to provide the regular Sunday, Monday, Wednesday and Friday cleaning service;
- your ability to undertake occasional additional cleaning;
- the level of Public Liability Insurance held;
- whether Employers' Liability Insurance is applicable and held; and
- details of any relevant cleaning experience.

The fixed weekly cost should cover the normal cleaning requirement described above and should not be subject to additional hourly charges where the normal weekly cleaning takes longer than the contractor originally anticipated.

Award of contract

The Council is not obliged to accept the lowest quotation. The Council will consider:

- the fixed weekly cost and proposed number of cleaning hours;
- relevant experience;
- reliability and ability to provide the required cleaning pattern;
- flexibility for occasional additional cleaning; and
- insurance and health and safety arrangements.

Contract commencement

The anticipated contract commencement date is: **1st April 2027**. The successful contractor will be required to enter into a cleaning services agreement with Banwell Parish Council.

Submission of quotations

To arrange the mandatory site visit, please contact the Clerk. clerk@banwellparishcouncil.gov.uk

Quotations should be submitted to: tender@banwellparishcouncil.gov.uk no later than midday on 30 Oct 2026. Late tenders may not be considered. Tenderers will be notified of the outcome on 23rd Nov



Banwell Parish Council

Banwell Youth & Community Centre, West Street,
Banwell, North Somerset. BS29 6DB
Tel: (01934) 820442
Website: www.banwellparishcouncil.gov.uk
E-mail: clerk@banwellparishcouncil.gov.uk

September 2026

CCTV Maintenance

Banwell Parish Council invites quotations for the servicing and maintenance of the CCTV system at the Youth and Community Centre, West Street, Banwell. The contract will be for a period of three years.

CCTV System

The contractor shall provide:

- One scheduled service and maintenance visit each year.
- Inspection and testing of the existing CCTV system in accordance with the relevant standards and manufacturer requirements.
- Checking of cameras, recording equipment, monitors and associated equipment.
- Checking that images are being recorded correctly and that recorded footage can be accessed and played back.
- Checking camera positioning and image quality.
- Identification and reporting of any faults or defects requiring remedial work.
- Telephone or technical support in relation to CCTV faults.
- A service record following each scheduled maintenance visit.

Additional Repairs and Callouts

The contract price shall include all scheduled servicing and maintenance specified.

Tenderers shall separately state:

- their standard call-out charge;
- their hourly labour rate for additional repair work;
- any different out-of-hours or emergency call-out charge;
- any mileage or travelling charge, if applicable.

Any parts or replacement equipment required are subject to prior approval by the Parish Clerk. 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 approved additional work shall be shown as a separate line item on the invoice.

Contract Price

Tenderers shall provide a fixed annual price for the servicing and maintenance of the CCTV system in accordance with this specification. The annual price shall remain fixed for the full three-year contract period. The contract price shall include all scheduled servicing required under this specification.

Invoicing

The annual contract price shall be invoiced annually on 1 April for each year of the three-year contract. Any approved additional repair work, call-outs, parts or replacement equipment shall be invoice separately.

General Requirements

Tenderers shall confirm that:

- they are suitably qualified and experienced to maintain CCTV systems;
- all work will be undertaken in accordance with the relevant British Standards and industry requirements;
- they hold appropriate public liability and professional insurance;
- they will provide service records following each scheduled maintenance visit;
- any identified faults or recommendations will be clearly reported to the Parish Council.

Tenderers should identify within their quotation any elements of the existing CCTV system that they consider would prevent them from providing the service specified above.

BANWELL PARISH COUNCIL – QUOTE

Name

Address.....

.....

Daytime telephone number.....

Email address.....

Please give below details of two referees (including their contact details) who can be approached to vouch for your competence in carrying out this type of work.

1.

2.

Annual Contract Price	
Total Three-Year Contract Price	
General Call-out fee & Hourly labour rate	
Emergency Call-out fee & Hourly labour rate	

Any parts or replacement equipment required shall be subject to prior approval by the Parish Clerk

Signed.....

Dated.....

(Please ensure that you enclose a copy of your public liability insurance.)



Banwell Parish Council

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Banwell, North Somerset. BS29 6DB
Tel: (01934) 820442
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E-mail: clerk@banwellparishcouncil.gov.uk

September 2026

Intruder and Fire Alarm Maintenance and Monitoring

Banwell Parish Council invites quotations for the servicing, maintenance and monitoring of the intruder and fire alarm systems at the Youth and Community Centre, West Street, Banwell. The contract will be for a period of three years.

Intruder Alarm

The contractor shall provide:

- Monitoring of the existing intruder alarm system, including continuation or transfer of the existing Police URN where applicable.
- Two scheduled service and maintenance visit each year.
- Inspection and testing of the system at each scheduled visit in accordance with the relevant standards and manufacturer requirements.
- Identification and reporting of any faults or defects requiring remedial work.
- Telephone or technical support in relation to alarm faults.

Fire Alarm

The contractor shall provide:

- Monitoring of the existing fire alarm system, where applicable.
- Two scheduled service and maintenance visit each year.
- Inspection and testing of the system at each scheduled visit in accordance with the relevant standards and manufacturer requirements.
- Identification and reporting of any faults or defects requiring remedial work.
- Telephone or technical support in relation to faults.

Additional Repairs and Callouts

The contract price shall include all scheduled servicing, maintenance and monitoring specified.

Tenderers shall separately state:

- their standard call-out charge;
- their hourly labour rate for additional repair work;
- any different out-of-hours or emergency call-out charge;
- any mileage or travelling charge, if applicable.

Any parts or replacement equipment required are subject to prior approval by the Parish Clerk. 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 approved additional work shall be shown as a separate line item on the invoice.

Contract Price

Tenderers shall provide a fixed annual price for the servicing, maintenance and monitoring of the intruder and fire alarm systems in accordance with this specification. The annual price shall remain fixed for the full three-year contract period. The contract price shall include all scheduled servicing and monitoring charges required under this specification.

Invoicing

The annual contract price shall be invoiced annually on 1 April for each year of the three-year contract. Any approved additional repair work, call-outs, parts or replacement equipment shall be invoice separately.

General Requirements

Tenderers shall confirm that:

- they are suitably qualified and experienced to maintain and monitor both fire and intruder alarm systems;

- all work will be undertaken in accordance with the relevant British Standards and industry requirements;
- they hold appropriate public liability and professional insurance;
- they are able to maintain or transfer the existing Police URN where required;
- they will provide service records following each scheduled maintenance visit;
- any identified faults or recommendations will be clearly reported to the Parish Council.

Tenderers should identify within their quotation any elements of the existing systems that they consider would prevent them from providing the service specified above.

BANWELL PARISH COUNCIL – QUOTE

Name

Address.....

.....

Daytime telephone number.....

Email address.....

Please give below details of two referees (including their contact details) who can be approached to vouch for your competence in carrying out this type of work.

1.

2.

Annual Contract Price	
Total Three-Year Contract Price	
General Call-out fee & Hourly labour rate	
Emergency Call-out fee & Hourly labour rate	

Any parts or replacement equipment required shall be subject to prior approval by the Parish Clerk

Signed.....

Dated.....

(Please ensure that you enclose a copy of your public liability insurance.)

Banwell Parish Council

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

Cost Centre Name

<u>Administration</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
203	Advertising				1,000.00	137.00	863.00
204	Insurance				1,900.00	1,870.96	29.04
205	Subscriptions inc ALCA &				2,000.00	2,075.58	-75.58
206	Audit Fee				1,400.00	385.00	1,015.00
207	Legal Costs				600.00		600.00
209	Training Councillor				500.00	90.00	410.00
210	Office Equipment			7.70	1,500.00	243.59	1,264.11
211	Chairmans Allowance				400.00	206.17	193.83
212	IT Equipment in software				2,500.00	2,183.01	316.99
213	Bank Charges				200.00	82.45	117.55
215	Risk Assessments				180.00		180.00
				£7.70	12,180.00	£7,273.76	4,913.94
<u>Cemetery & Memorials</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
101	Cem Grass Cutting				1,950.00	812.50	1,137.50
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	£976.09	7,733.91
<u>Cemetery Income</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
110	Cemetery Income		3,500.00	1,469.32			-2,030.68
111	Cemetery Bank interest		3,500.00	3,422.64			-77.36
			7,000.00	£4,891.96			-2,108.04
<u>Earmarked Reserves</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
504	CIL 2022/23						
505	CIL 2025/26						
506	CIL 2026/27						
507	Food bank			840.00	2,000.00	541.30	2,298.70
718	Living Room			614.00		714.16	-100.16
				£1,454.00	2,000.00	£1,255.46	2,198.54
<u>Environment</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
301	Allotment		1,647.88	1,647.88	1,647.88	1,647.88	
302	Env Grass Cutting				2,045.00	738.76	1,306.24
303	Env Hedge / Fence / Tree				1,000.00		1,000.00
304	Village Orderly		435.81		4,890.00	1,962.50	2,491.69
305	Dog Bins				7,500.00	2,809.00	4,691.00
306	Env Maintenance / Inspec				2,000.00	1,088.44	911.56
307	Env Projects		245.00	435.81	8,200.00	1,702.13	6,688.68
			2,328.69	£2,083.69	27,282.88	£9,948.71	17,089.17
<u>Grants & Donations</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
219	Grants & Donations				8,100.00	1,612.32	6,487.68
308	Env Grant		7,149.00		1,000.00		-6,149.00
			7,149.00		9,100.00	£1,612.32	338.68

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

Highways		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
401	Street light power				3,000.00	857.71	2,142.29
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	125.00	10,535.00
				£3,660.00	11,500.00	£1,687.71	13,472.29

Impact Alliance		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
808	Salary IA			1,403.37		1,347.73	55.64
				£1,403.37		£1,347.73	55.64

Income		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
501	Misc Income		2,500.00	3,451.18			951.18
502	Annual Precept		145,290.19	72,645.10			-72,645.09
503	VAT						
			147,790.19	£76,096.28			-71,693.91

Recreation Ground		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
601	Rec Grass Cutting				2,300.00	937.50	1,362.50
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	85.00	445.00
605	Rec Play Equipment & Be				14,000.00		14,000.00
					33,130.00	£1,186.50	31,943.50

Staffing		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
201	Salary & NI				49,000.00	24,082.22	24,917.78
202	Clerk pension contribution				1,400.00	1,177.06	222.94
208	Training Officers				600.00		600.00
216	Overtime				2,000.00		2,000.00
217	Pension employer contrib				1,000.00	222.75	777.25
					54,000.00	£25,482.03	28,517.97

Youth & Community Centre		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
701	YCC upgrade				2,000.00		2,000.00
702	YCC repairs & maintenanc				3,000.00	1,219.69	1,780.31
703	YCC CCTV				800.00	375.00	425.00
704	YCC Electricity			146.56	200.00	39.01	307.55
705	YCC Gas				1,000.00	461.14	538.86
706	YCC water				800.00	186.06	613.94
707	YCC waste				350.00	171.40	178.60
708	YCC cleaning & supplies				3,000.00	1,398.25	1,601.75
710	YCC phone & wifi				600.00	238.77	361.23
711	YCC Grass cutting				1,125.00	468.75	656.25
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	2,181.00			1,681.00
715	YCC Booking software				430.00		430.00
716	YCC Music Licence				600.00		600.00
717	YCC events refreshments				150.00	29.16	120.84

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

			2,000.00	£2,327.56	15,055.00	£4,867.23	10,515.33
Youth Club							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
801	YC sessions				8,000.00	2,295.00	5,705.00
803	YC extraordinary activities				5,000.00	229.17	4,770.83
805	YC subscriptions		550.00	189.00			-361.00
806	Tuck Shop			94.00		52.43	41.57
807	Youth Forum				200.00		200.00
			550.00	£283.00	13,200.00	£2,576.60	10,356.40
NET TOTAL			166,817.88	£92,207.56	186,157.88	£58,214.14	53,333.42

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

Banwell Parish Council
Reserves Balance
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Cemetery Reserves	118,991.26			4,891.96	123,883.22
Food Bank	3,801.98		541.30	840.00	4,100.68
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		714.16	614.00	48.50
CIL 2025/26	58,376.83				58,376.83
Total Earmarked	208,059.53		1,255.46	6,345.96	213,150.03
TOTAL RESERVE	208,059.53		1,255.46	6,345.96	213,150.03
GENERAL FUND					99,790.97
TOTAL FUNDS					312,941.00

Banwell Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 31/08/2026		
	Cash in Hand 01/04/2026		278,688.02
	ADD Receipts 01/04/2026 - 31/08/2026		94,448.23
	SUBTRACT Payments 01/04/2026 - 31/08/2026		373,136.25
	Cash in Hand 31/08/2026 (per Cash Book)		60,195.25
B			312,941.00
	Cash in hand per Bank Statements		
	Natwest Current account (5335765 31/08/2026	7,692.79	
	Cemetery Reserve Account (59678 31/08/2026	11,266.11	
	PC Reserve Saver account (81413 31/08/2026	51.47	
	Unity Trust Bank (20398572) 31/08/2026	97,981.29	
	Lloyds Credit Card 31/08/2026	0.00	
	Charity Bank 31/08/2026	110,677.11	
	Unity Saver 31/08/2026	0.00	
	Unity Bank Saver 26 16/08/2026	85,000.00	
			312,668.77
	Less unrepresented payments		
			312,668.77
	Plus unrepresented receipts		
B	Adjusted Bank Balance		312,668.77
	Error A does NOT equal B		
	ERROR IS £272.23		

Bills for Payment - 21st August to the 16th September 2026
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
Already Paid						
DD	XCS UK	Printer Cartridge Fees	£ 31.88		094/26	
DD	Elavon	Card Reader Fees	£ 40.00		094/26	
DD	Mainstream	Phone and Broadband	£ 57.38		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	£ 280.00		094/26	
BACS	YMCA	Youth Club Summer Holiday Provision	£ 1,555.63		YCC 022/26	
BACS	Scribe	Civic.ly monthly cost	£ 63.60		172/24	
BACS	Scribe	Annual Cemetery Package Subscription Total: £603.60	£ 540.00		Agenda Item	
BACS	Parish Magazine	Quarterly newsletter and adverts	£ 179.00		094/26	
BACS	Parish Magazine	Adverts Total: £149.00	£ 60.00		094/26	
BACS	GB Sport	Quarterly Operational Inspections	£ 132.00		094/26	
BACS	Wellbeing for Me	Chair Yoga sessions	£ 986.00		Grant Awarded from NSC	
BACS	PPL/PRS	Music Licence	£ 734.08		Agenda Item	
BACS	Air Ambulance	Donation	£ 200.00		138/26	
BACS	BDO	External Audit Fee	£ 756.00		Audit	
BACS	Officer expenses	Overtime, NJC backpay and expenses (cream tea, rolls, milk,	£ 1,214.78		Contractual & 060/26	
DD	Lloyds Bank PLC	Multipay charge & costs (Open AI, willow, microsoft, and ycc	£ 137.02		various inc ycc 21/26	
DD	Conrad Energy	Streetlighting	£ 182.93		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 contributions	£ 401.24		094/26	
DD	Unity Trust	Bank Charges	£ 11.35		094/26	
DD	North Somerset	YCC Waste Collection	£ 10.06		094/26	
BACS	HMRC	PAYE and NI	£ 2,020.40		094/26	
Totals			£ 14,881.78			

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