



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT 7:30pm ON MONDAY 13th FEBRUARY 2016 AT BANWELL VILLAGE HALL

PRESENT:	Councillors Jim Weston (Chairman), Jo Arnold, Paul Blatchford, Steve Davies, Phil Hale, Paul Harding, Dawn Parry and Michael Poole.
IN ATTENDANCE:	Mrs Liz Shayler (Locum Clerk).
WARD COUNCILLOR:	Cllr Jerry O'Brien
PRESS REPRESENTATIVE:	None
AVON & SOMERSET POLICE:	None
MEMBERS OF THE PUBLIC:	5

23/17 To Welcome Cllr Dawn Parry and to receive the signed Declaration of Acceptance of Office (Agenda item 1)

The Chairman welcomed Cllr Parry who read and signed the declaration of office.

24/17 To receive apologies for absence (Agenda item 2)

Apologies were received from Parish Councillors Angela Haden, Paul Bateman & District Cllr Ann Harley

25/17 To receive members' declarations of interest on any agenda item. (Agenda item 3)

Due to working at the school Cllr Arnold declared an interest in agenda item 18
Due to living near to the property Cllr Hale declared an interest in agenda item 28 (iii)

26/17 To invite public participation (Agenda item 4)

i) Members of the public.

- The Clerk was asked if she could find out what was happening about the development of the old Banwell toilets located on West Street.
- The Clerk was asked to contact North Somerset concerning some rubbish which had been deposited at the end of Holders Way on the pavement along Castle Hill

Community Beat Manager's report.

No Police staff were present and a report has not been received

Ward Councillor's report.

Cllr O'Brien updated the council on the situation at Riverside. Cllr Harley had been in contact with the head of Streets and Open Spaces. They could not determine a cause for the excess water which has appeared in this location. Some drainage work could be undertaken (cost around £3k-£5k) with the surface water being drained away. Although North Somerset accepted this is an adopted road and therefore falls within their remit, their constrained budgets mean they have to concentrate on drainage works where there is a threat to people's properties. There was a suggestion that if Parish were prepared to pay for this work then they would undertake it. The Clerk agreed to put it as an agenda item later in the year.

27/17 To approve as a correct record the minutes of the meeting of the Parish Council held on 9th January 2017 (Agenda item 5)

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

The resolution was correctly proposed and seconded (unanimous 2 abstention due to not being a councillor at the time & absence).

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

28/17 To note the minutes of the Cemetery Committee meeting minutes from the 24th January 2017 (Agenda item 6)

The minutes were noted

29/17 To agree the motion from the Cemetery Committee to remove the trees adjacent to the East Wall in the Cemetery (Agenda item 7).

Standing Orders were suspended to allow the village orderly to contribute to the discussion on this item.

Standing orders were reinstated.

To defer this item until the late summer. Advice to be sort when the annual tree survey is undertaken

30/17 To note the employment Committee meeting minutes from the 6th February 2017 (Agenda item 8)

The minutes were noted

31/17 To ratify the appointment, by the employment committee, of the Locum Clerk Liz Shayler as Clerk to Banwell Parish Council (Agenda item 9).

Resolved: Ratify the appointment, by the employment committee, of the Locum Clerk Liz Shayler as Clerk to Banwell Parish Council.

The resolution was correctly proposed and seconded (8 in favour with 1 abstention)

32/17 To nominate a Councillor to serve on the employment committee; (Agenda item 10)

Resolved – for Cllr Parry to join the employment committee

The resolution was correctly proposed and seconded (Unanimous)

33/17 To review and approve the following documents; (Agenda item 11)

(i) Financial Regulations

Resolved – To approve the Financial Regulations with amendments

The resolution was correctly proposed and seconded (unanimous).

(ii) Financial Risk Assessment

Resolved – To approve the Financial Risk Assessment with amendments

The resolution was correctly proposed and seconded (unanimous).

(iii) Reserves Policy

Resolved – To approve the Reserves Policy with amendments

The resolution was correctly proposed and seconded (unanimous).

(iv) Standing Orders

Resolved – To approve the Standing Orders with amendments

The resolution was correctly proposed and seconded (unanimous).

(v) Disciplinary Procedure

Resolved – To approve the Disciplinary Procedure.

The resolution was correctly proposed and seconded (unanimous).

(vi) Grievance Procedure

Resolved – To approve the Grievance Procedure.

The resolution was correctly proposed and seconded (unanimous).

(vii) How to deal with Complaints from an outside body policy

Resolved – To approve the How to deal with Complaints from an outside body Policy with amendments.

The resolution was correctly proposed and seconded (unanimous).

34/17

To receive the Clerk's report/Exchange of information: (Agenda item 12)

(i) Exhumation and reinterments

The Clerk informed the council that the exhumations and most of the reinterment's had taken place. The repositioning of the gravestones for these will be started next week. Four families are left to decide a date when they can be present for the reinterment's.

(ii) Portable Vehicle Activated Signs Rollout

The Clerk informed the council that the Vehicle activated sign had now been removed. The figures were –

- Knightcott Road – 14412, 12419, 12351
- Castle Hill – 13681
- East street leaving the village – 5441
- East Street entering the village – 7549, 7504, 7672

(iii) Mobile Phone Public Consultation

The Clerk informed the council that they had over 80 responses to the survey covering about 50% of the postcodes of the central part of the village. North Somerset have kindly agreed for the Clerk to use their mapping system to create coverage maps for the village for each mobile provider.

(iv) Land Registry

The Recreation Ground, the land that the Village Hall is located on and the Cemetery had been sent off by the Clerk to land registry. She had received confirmation that two of them were being processed but that they were experiencing high volumes of applications at the moment. Unfortunately, a statutory declaration was required for the cemetery which the clerk will organise and send off next week.

(v) Commonwealth Day

Tom Couch from the British Legion said he was happy for the Parish Council to erect the flag on Commonwealth Day. The Clerk was asked to contact the neighbours to explain what will be happening.

(vi) Lights around the village

The Clerk had asked the Parish Councillors to check monthly on the Parish Council owned lights located near to where they lived. Maps had been provided. No issues were noted at the present time.

(vii) Love Banwell

The Clerk to attend the initial meeting in March to see how the Parish Council can become involved.

(viii) Contribution from North Somerset concerning the yellow lines along High Street and Church Street.

The Parish Council had suggested to North Somerset that lines were painted along High Street and Church Street. North Somerset have written back asking for a contribution of £48.50. The council agreed to put this on next month's agenda for ratification.

(ix) Work to be completed along Littlefield's Avenue.

The Clerk and the Chairman had met with North Somerset Highways on Friday concerning work to be carried out around the village. It is anticipated that the closure of Littlefields Avenue will potentially cause problems accessing the school (depending on the Easter Holiday). The Clerk will work with the Village Hall and the School to minimise the impact this will cause on the school run.

(x) Work completed along High Street

The Chairman reported to council that he had looked at the work along High Street and that it had not been completed correctly. The tarmac has been replaced incorrectly meaning that the water is still heading towards the property along High Street. The speed hump in this location (probably one of the most important as it is at the back entrance to the school) has been tarmacked over making it ineffective. The white lines for the ghost pavement and part of the keep clear sign were also missing. The Clerk was asked to write to North Somerset explaining the councils concerns and asking that the situation be rectified.

(xi) Banwell Schools Life Skills Group request

Banwell Schools Life Skills Group had written to the chairman requesting money to help set up the allotment that they had been given. The Clerk was asked to put it as an agenda item for March. A reply would be sent to The Life Skills Group and copied into the head.

(xii) The Queens Garden Centre

Banwell was selected as one of the two town / parish councils to represent North Somerset at the Queens Annual Garden Party. The Chairman would be representing the Council with his wife. The Clerk was asked to look at how the council could make a financial contribution to the trip.

(xiii) Church Street Drain

Cllr Blatchford brought to the council attention that the drain in Church Street needed to be looked at as water comes out of the gullies when it rains.

(xiv) Refuse and recycling

The refuse and recycling has not been collected on Church Street again this week due to the road closure. The Clerk said she will contact North Somerset. Cllr Parry also informed the council that the present contractors were leaving rubbish on route. District Cllr O'Brien informed the meeting that North Somerset were in the process of changing contractors and were experiencing problems with the present contractors. He asked if any problems could be photographed and then sent to North Somerset.

Resolved: That the Clerk organise an event between 10am and 12pm on Saturday 4th March. To publicise the need for volunteers to clean the Village Pump, Cart Area, Village Signs and Car-Park. The Clerk to liaise with other groups to see if they might like to get involved.

The resolution was correctly proposed and seconded (Unanimous)

36/17 To approve the following items of expenditure: - (Agenda item 14)

- (i) **The price of repointing the jubilee pump and adjacent to the war memorial and other associated works. (attached pages 53)**

Resolved: That contractor A be selected to repoint the wall adjacent to the war memorial and the jubilee pump area.

The resolution was correctly proposed and seconded (Unanimous)

- (ii) **The varnishing of the Parish Benches**

To defer until late spring / early summer when the benches have dried out

- (iii) **Up to £300 for a laptop and associated software for the new councillor**

Resolved: For the clerk to purchase a laptop and associated software.

The resolution was correctly proposed and seconded (7 in favour, 1 abstention, 1 against)

37/17 To agree clearing of the green waste generated from the tidy up of the graveyard (agenda item 15).

The Clerk reported that Glendale had been collecting the green waste and there was only a pile of twigs and leaves left. The clerk had written a note of thanks to North Somerset.

38/17 To discuss and agree the refurbishment of the finger posts (agenda item 16).

Resolved: To put forward as a project for Love Banwell. Clerk to investigate costs of paint and associated materials to be provided for the volunteers

The resolution was correctly proposed and seconded (Unanimous)

39/17 To agree the purchase of the Recreation Ground Fence for area 1 for £5106.98 (agenda item 17).

Resolved: To agree the purchase of the Recreation Ground Fence for area 1 for £5106.98

The resolution was correctly proposed and seconded (Unanimous)

40/17 To agree a contribution of up to £78 for the repair to the electrical box for the Parish Council's Christmas tree in the school grounds (agenda item 18).

Resolved: To agree a contribution of £78 for the repair to the electrical box for the Parish Council's Christmas tree in the school grounds.

The resolution was correctly proposed and seconded (Unanimous with 2 abstentions)

41/17 To discuss the replacement of the dog bin lid (Agenda item 19).

Resolved: That the lid could not be replaced without replacing the entire bin and as the sticker covers the holes then the dog bin would be left in place and monitored.

The resolution was correctly proposed and seconded (Unanimous)

42/17 To discuss the proposed turning circle signs on Littlefields Road and Littlefields Avenue (Agenda item 20).

Resolved: To overturn last month's resolution to purchase a turning circle sign for Littlefields Road. To wait until after the resident along Littlefields Avenue has put in their planning application for a disabled parking bay and it has been decided before deciding whether to erect a sign in Littlefields Avenue.

The resolution was correctly proposed and seconded (Unanimous)

43/17 To note the training available and agree any attendance (Agenda item 21)

(i) 17th Feb 'CiLCA support', Longwell Green 10:30am – 12:30pm

Resolved that the Clerk attend this course.

The resolution was correctly proposed and seconded (Unanimous)

(ii) 23rd February Locking 'At your Place' (part of the Being a Good Councillor course) 7:30pm

(iii) 13th March ALCA /North Somerset Forum Clevedon 7pm – 9pm

The Clerk was asked to send the Parish Council's apologies due to their monthly meeting

(iv) 16th March 'South West Regional Conference' Taunton - all day

Resolved that the Clerk and Cllr Haden, Cllr Parry attend this conference

The resolution was correctly proposed and seconded (Unanimous)

(v) 18th March 'Being a Good Councillor' Timsbury 9:30pm – 12:30pm

None

(vi) 12th April 'Social Media', Keynsham 2pm – 5pm

Resolved: Cllr Parry to attend this course.

The resolution was correctly proposed and seconded (Unanimous)

44/17 To agree a response to North Somerset's Planning Application Requirements (Agenda item 22)

Resolved: Banwell Parish Council are generally supportive of the application requirements for North Somerset however the policy itself was felt to be ambiguous and repetitive. Cllr Hale and the Clerk to agree a response.

The resolution was correctly proposed and seconded (Unanimous, 1 abstention)

45/17 To agree a response to North Somerset's Public Space Protection Orders (Agenda item 23)

Resolved: To support North Somerset's Public Space Protection Order's in Banwell.

The resolution was correctly proposed and seconded (Unanimous)

46/17 To agree representation to the 'Groundwell Rising' screening at 8pm on the 23rd February at The Bell (Agenda item 24).

Resolved: That no councillor be sent as a representative of Banwell Parish Council due to the potential biased nature of the screening however councillors to attend as parishioners.

The resolution was correctly proposed and seconded (Unanimous)

47/17 To form a working party to look at the Scout Hut Lease and make a recommendation to council in March (Agenda item 25).

Resolved: That Cllrs Harding, and Cllr Hale form a working party to look at the Scout Hut Lease and make a recommendation to council in March.

The resolution was correctly proposed and seconded (Unanimous)

48/17 To authorise bills for payment (agenda item 26)

The Clerk tabled an amended 'bills for payment' which included the cost of the ID badges as agreed in the minute 43/16.

Resolved: To authorise bills for payment. Cllrs Arnold and Hale will sign the cheques.

The resolution was correctly proposed and seconded (Unanimous)

49/17 To note the Parish Council's current net position (Agenda item 27)

The net position was noted.

50/17 To note and comment upon planning applications (Agenda item 28).

- i) **17/P/0069/F** – Fairlawn, Wolvershill Road, Banwell, BS29 6LA. Two storey side extension and alterations to roof including dormers, following demolition of existing garage.

Resolved – To recommend approval

The resolution was correctly proposed and seconded (Unanimous 1 abstention)

- ii) **17/P/0099/TPO** - High Trees, Wolvershill Road, Banwell, BS29 6DGT1 beech - reduce by 1m; T2 lime - reduce by 1m

Resolved – To recommend approval

The resolution was correctly proposed and seconded (Unanimous 1 abstention)

- iii) **17/P/0191/F** - The Longhouse, 25 East Street, Banwell, BS29 6BW. Conversion of garage to garden room and store.

Resolved – To recommend approval

The resolution was correctly proposed and seconded (Unanimous 1 abstention)

- iv) **17/P/0277/LUP**- Dimora, Wolvershill Road, Banwell, BS29 6DJ Certificate of lawfulness for the proposed loft conversion.

Resolved – To recommend refusal as it is felt this is not permitted development.

The resolution was correctly proposed and seconded (Unanimous)

51/17 To note planning decisions – (Agenda item 29).

- (i) **16/P/2715/F** - 8 West Street, Banwell, BS29 6DA - Change of use of ground floor from hairdressers (A1) to residential (C3) to be used in association with the upper 2no. floors. **GRANTED**
- (ii) **16/P/2873/F** Agricultural Barn, Catworthy Lane, Banwell. Conversion of existing barn to 2no. dwellings (C3 use) including alterations consisting of the insertion of windows and doors, setting back of east elevation wall and formation of veranda on ground floor and balcony on first floor and replacement walling and roofing materials and insertion of rooflights. Change of use of small area of land to north of barn to from a separate access off Catworthy Lane and parking area following removal of polytunnel. **GRANTED**
- (iii) **16/P/2938/F** Land at Yarborough Cottage, Banwell Road, Banwell, BS29 6ND. Construction of a timber stable block, all-weather riding arena, mobile field shelter and change of use of agricultural land to equestrian use. **GRANTED**
- (iv) **16/P/3008/F**- Summer Lane Caravan Park, Summer Lane, Banwell, Weston super Mare, North Somerset, BS29 6JA. Replacement of equipment store. **GRANTED**

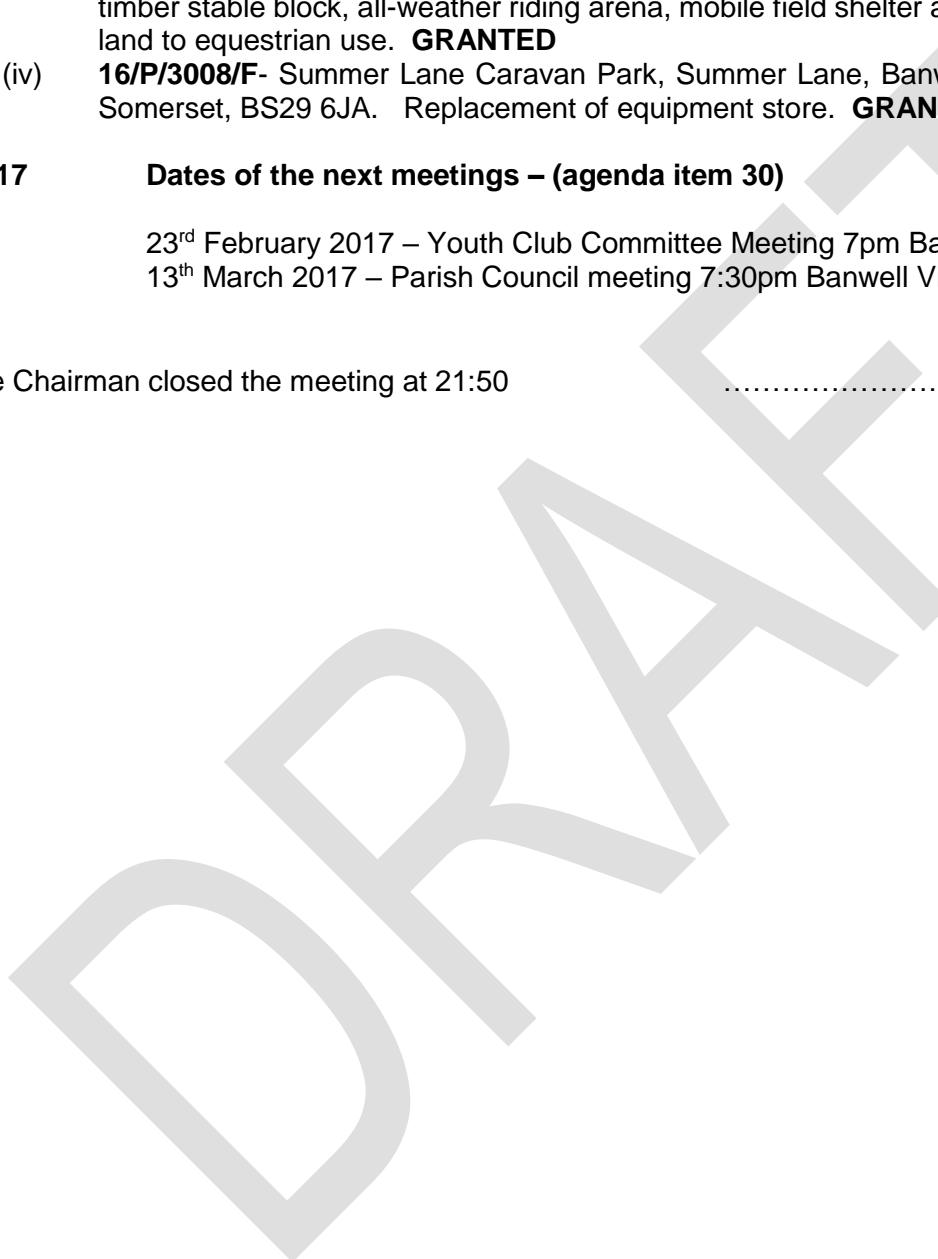
52/17 Dates of the next meetings – (agenda item 30)

23rd February 2017 – Youth Club Committee Meeting 7pm Banwell Children’s Centre
13th March 2017 – Parish Council meeting 7:30pm Banwell Village Hall

The Chairman closed the meeting at 21:50

.....Chairman

.....Date



Bills for Payment - 8th January to the 9th February 2017**Banwell Parish Council**

Chq No.	Payee	Details	Net Amount	VAT	Gross Amount
5097	Land registry	Register of the recreation ground	£30		£30
5098	Land registry	Register of the land on which the village hall sits	£30		£30
5099	Land registry	Register of the cemetery	£30		£30
5100	E. Shayler	Locum Clerk's January Salary for payment on the 30th January	£1,161.82		£1,435.46
5100	E. Shayler	Expenses (postage, toners, polypockets, folders, ID verification) Total £1458.04	£257.48	£38.74	£296.22
5101	HMRC	PAYE and NI for December	£366.81		£366.81
5102	Bin-It	Dog Bin Emptying	£344.93	£68.99	£413.92
5103	J K Gardening	Grass cutting @ Rec Ground, Riverside, Children's Centre, K'cott Bank	£283.50		£283.50
5103	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50
5103	J K Gardening	Village Orderly duties	£392.50		£392.50
5103	J K Gardening	Environmental fee (Price, Bartlett)	£80.00		£80.00
5103	J K Gardening	Compost Bin	£40.00		£40.00
5103	J K Gardening	Cutting hedges in Rec, YCC and Riverside	£280.00		£280.00
5103	J K Gardening	Exhumation & interment costs In total £3238.50	£2,000.00		£2,000.00
5104	Youthworkz	Youth Club staffing costs (£960 - £109.50 = £850.50) + Programme costs (£92.55)	£943.05		£943.05
5105	SSE Lighting	Lighting survey January 2017	£1,139.00	£227.80	£1,366.80
5106	Parish News	Classified advert	£48		£48
5107	Gowers	For the exhumation, reinterment, storage and replacement of gravestones	£4,418.00		£4,418.00
5108	Tempest	ID badges and accessories	£42	£8.40	£50.40
DD	Nest December	February pension contributions (DD 10.03.17)	£26.16		£26.16
DD	EON	Electricity Account (DD 22.02.17)	£195.93	£39.19	£235.12
DD	Mainstream	Broadband and telephone -line rental fraud & call charges (DD 14.02.17)	£61.58	£12.32	£73.90
		Totals	£12,333.26	£395.44	£13,002.34