



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

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

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

Cllr Harding welcomed everybody.

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

i) Members of the public.

No members of the public wished to speak.

ii) Community Beat Manager's report.

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

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

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

iii) Ward Councillor's report.

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

The meeting was convened.

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

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

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

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

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

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

The resolution was correctly proposed and seconded (unanimous)

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

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

The minutes above were noted.

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

i) Banwell Bypass update

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

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

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

ii) Baseline Ecology

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

iii) Community Infrastructure Payment (CIL).

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

iv) Grumble pill Footpath.

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

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

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

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

The resolution was correctly proposed and seconded (unanimous)

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

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

The resolution was correctly proposed and seconded (unanimous)

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

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

The resolution was correctly proposed and seconded (unanimous)

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

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

The resolution was correctly proposed and seconded (unanimous)

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

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

The resolution was correctly proposed and seconded (unanimous)

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

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

The resolution was correctly proposed and seconded (unanimous)

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

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

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

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

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

- i) **ALCA e-learning on nimble**
- ii) **Breakthrough Communications Training via ALCA**
- iii) **Various Finance Training via ALCA**
- iv) **Various 'Scribe' Finance Training**
- v) **Various NALC training from £30**

The training above was noted.

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

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

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

The resolution was correctly proposed and seconded (unanimous)

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

The resolution was correctly proposed and seconded (unanimous)

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

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

The resolution was correctly proposed and seconded (unanimous)

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

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

The resolution was correctly proposed and seconded (unanimous)

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

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

The resolution was correctly proposed and seconded (unanimous)

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

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

The resolution was correctly proposed and seconded (unanimous)

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

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

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

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

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

The resolution was correctly proposed and seconded (unanimous)

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

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

The resolution was correctly proposed and seconded (unanimous)

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

The internal audit report was noted with no recommendations.

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

Resolved – To approve the updated Asset Register.

The resolution was correctly proposed and seconded (unanimous)

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

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

The resolution was correctly proposed and seconded (unanimous)

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

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

The resolution was correctly proposed and seconded (unanimous)

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

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

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

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

The resolution was correctly proposed and seconded (unanimous)

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

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

The resolution was correctly proposed and seconded (unanimous)

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

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

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

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

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

The Clerk tabled an additional bills for payment schedule.

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

The resolution was correctly proposed and seconded (unanimous)

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

Monday 28th April 2025 7:30pm Parish Assembly / Annual Meeting of Electors at the YCC.

Monday 12th of May 2025, 7pm Planning Committee at the YCC.

Monday 12th of May 2025, TBD Youth & Community Centre Committee at the YCC.

Monday 12th of May 2025, TBD Employment Committee

Monday 19th of May 2025, 7:30pm Parish Council Meeting at the YCC.

The Chairman closed the meeting at 20:30

.....Chairman

.....Date

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

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

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