



MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE (YCC) AT 7:30pm ON MONDAY 20th APRIL 2026

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

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

Cllr Voller 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.**

No report was received. Residents are encouraged to stay informed via the Avon & Somerset Police website or by following their Facebook page: North Somerset Neighbourhood Policing.

iii) **Leader of North Somerset Council report.**

Cllr Bell was unable to join the meeting.

iv) **Ward Councillors report.**

Cllr Tristram reported that, overall, residents appear to be content at present. He noted having received a small number of enquiries relating to potholes, gullies, and drainage. He also confirmed that he has met again with residents of William Dawes Close and attended the 'Coffee and Chat' morning held at the Scout Building.

The meeting was convened.

050/26 To receive apologies for absence (agenda item 1)

Apologies were received from Cllrs Kelly Smith and Tara Wright.

051/26 To receive and consider an application to fill the casual vacancy by co-option from Darren Salvage (agenda item 2)

This was delayed until May.

052/26 To receive members' declarations of interest on any agenda item (agenda item 3)

No interests were declared.

053/26 To approve as a correct record the minutes of the Parish Council Meeting held on the 16th of March 2026 (agenda item 4)

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

The resolution was correctly proposed and seconded (unanimous)

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

054/26 To note the following minutes (agenda item 5)

- i) **Employment Committee meeting on the 30th of March**
- ii) **Mendip Villages Joint Committee meeting on the 26th of March**
- iii) **Mendip Villages Joint Committee meeting on the 8th of April**
- iv) **Planning Committee Meeting on the 13th of April**

The minutes above were noted.

055/26 To note the training and events available and agree any attendance (agenda item 6)

- i) **ALCA Chairmanship Part 1 course online, Thursday 16th July £45**

Resolved – To approve the attendance of Cllr Bailey.

The resolution was correctly proposed and seconded (unanimous)

- ii) **ALCA e-learning on Nimble**
- iii) **Breakthrough Communications Training via ALCA**
- iv) **Various Finance Training via ALCA**
- v) **Various ‘Scribe’ Finance Training**
- vi) **Various NALC training from £30**

The training above was noted.

056/26 To receive the Clerk’s report/Exchange of information (agenda item 7)

- i) **Banwell Bypass update**

Wales & West are currently working at Knightcott, with Phase 3 of the Galliford Try works due to commence on 20 April. Traffic management is expected to remain in place in this area for the next few months. Apologies have been received regarding previous traffic management issues, and future arrangements will require approval by the Bypass Team to improve communication and signage. Riverside is currently closed until mid-July to enable completion of the Moor Road link and subsequent bridge works.

- ii) **Mead Fields Surgery and Spring Clean**

A joint event was held with six residents attending. Updates were requested on allotments, play areas, pedestrian access, and road links, with some elements subject to further clarification or delay.

- iii) **YCC Hedge Planting**

The hedge planting project at the Youth & Community Centre was completed successfully with support from Galliford Try, the North Somerset Bypass Team, and the Scouting Association.

- iv) **Recreation Ground Gym Equipment**

Feedback from other councils was generally positive, with higher usage linked to more advanced, adaptable equipment. A review of the current specification, including the potential addition of app-enabled equipment, is underway and will be brought back to a future meeting.

057/26 To approve the following expenditure (agenda item 8)

- i) **£110 for annual membership to the Institute of Cemetery & Crematorium Management (ICCM).**

Resolved – To approve the cost of £110 for the annual subscription to the ICCM.

The resolution was correctly proposed and seconded (unanimous)

- ii) **£417.60 + VAT for the annual subscription to Scribe Bookings.**

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

The resolution was correctly proposed and seconded (unanimous)

iii) **£951.58 for the Annual Avon Local Council Association (ALCA) subscription.**

Resolved – To approve the cost of £951.58 for the Annual ALCA subscription.

The resolution was correctly proposed and seconded (unanimous)

iv) **£160 + VAT Annual PAT testing and Emergency Lights in the YCC.**

Resolved – To approve the cost of £160 + VAT for the Annual PAT testing.

The resolution was correctly proposed and seconded (unanimous)

v) **Up to £500 for plants for the Remembrance Garden Planting.**

Resolved – To approve the cost of up to £500 for plants for the Remembrance Garden.

The resolution was correctly proposed and seconded (unanimous)

vi) **£40 hire of Scout Building for one-off VANS showcase event.**

Resolved – To approve the cost of £40 for the hire of the Scout Building.

The resolution was correctly proposed and seconded (unanimous)

vii) **£191.50 for edition 14 of Arnold Baker on Local Council Administration & The Clerks Manual**

Resolved – To approve the cost of £191.50 for Arnold Baker on Local Council Administration & The Clerks Manual.

The resolution was correctly proposed and seconded (unanimous)

viii) **£1000 annual contribution to the Langford and Churchill Minibus Society.**

Resolved – To approve the annual contribution of £1000 to the Langford and Churchill Minibus Society.

The resolution was correctly proposed and seconded (unanimous)

058/26 To note the issue with the Heartsine Defibrillators and agree a way forward (agenda item 9).

Resolved – To move away from HeartSine Defibrillators due to ongoing uncertainty regarding their production and availability of pads and to approve the reallocation of this budget towards the purchase of two Primedic HeartSave defibrillators.

The resolution was correctly proposed and seconded (unanimous)

059/26 To agree which Octopus contract to move to in May for the YCC electricity (agenda item 10).

Council considered the benefits of fixing electricity prices in light of current global uncertainty versus switching to an Agile tariff. It was noted that the Agile tariff rates vary every 30 minutes, and that electricity usage at the YCC generally falls outside the peak period of 4pm to 7pm. It was further highlighted that, when combined with the existing solar panels and battery storage, there is potential for additional cost savings.

Resolved – To remain with Octopus and move to the Agile Tariff, with a review to be undertaken in September.

The resolution was correctly proposed and seconded (unanimous)

060/26 To discuss moving from ‘Soup and a Roll’ to Cream Tea for May to end of August (agenda item 11).

Resolved – To move to a weekly ‘Cream Tea’ from May until the end of August, with the preferred timing to be confirmed following feedback. It was further agreed that the initiative will revert to ‘Soup and a Roll’ in September at the Clerk’s discretion, unless there is a significant increase in costs.

The resolution was correctly proposed and seconded (unanimous)

061/26 To discuss the request for a buddy bench in celebration of Banwell Schools Centenary year (agenda item 12).

Resolved – To approve a budget of up to £600 for the purchase of a buddy bench and plaque to support the school’s centenary celebrations and delegate authority to the Clerk to progress the purchase in consultation with the school.

The resolution was correctly proposed and seconded (unanimous)

062/26 To discuss the choice of fencing material at Riverside (wood or recycled plastic) (agenda item 13).

Cllr Base presented the available fencing options, including timber and recycled plastic, and led the discussion on the merits of each, including sustainability considerations. The majority of the discussion centred around the use of timber.

Resolved – That the Council agree to use timber as the fencing material at Riverside. Cllr Base will continue to research suitable timber fencing options.

The resolution was correctly proposed and seconded (unanimous)

063/26 To consider whether to take part in the North Somerset (NSC) Highways Delivering Together Pilot (agenda item 14).

Resolved – To agree in principle to take part in the North Somerset Highways Delivering Together Pilot, subject to the final cost implications being provided to and approved by the Parish Council.

The resolution was correctly proposed and seconded (unanimous)

064/26 To note North Somerset (NSC) Consultation on Riverside Speed Limit Proposals (agenda item 15).

The meeting welcomed the proposal to reduce the current 60mph speed limit to 40mph. Discussion took place regarding the Riverside section south, between the new Moor Road link and the existing 30mph zone, which it was felt should be further reduced to 30mph, with the aim of slowing vehicles approaching the chicanes adjacent to the Riverside play area.

Resolved – That the North Somerset Speed Limit Proposals be noted, and that the Parish Council requests the Riverside section south, between the new Moor Road link and the existing 30mph limit, be reduced from the proposed 40mph to 30mph.

The resolution was correctly proposed and seconded (unanimous)

065/26 To agree the following documents (agenda item 16)

i) **Updated Asset Register**

Resolved – To approve the Asset Register.

The resolution was correctly proposed and seconded (unanimous)

ii) **Updated Dignity at Work Policy.**

Resolved – To approve the Dignity at Work Policy.

The resolution was correctly proposed and seconded (unanimous)

iii) **Updated Sickness Management Policy.**

Resolved – To approve the Sickness Management Policy.

The resolution was correctly proposed and seconded (unanimous)

iv) **New Environmental and Climate Policy Statement.**

Resolved – To approve the Environmental and Climate Policy Statement.

The resolution was correctly proposed and seconded (unanimous)

v) **New Pension Statement.**

Resolved – To approve the Pension Statement with the addition of an explanation that a Councillor is required to set up the NEST scheme when any new officer is enrolled.

The resolution was correctly proposed and seconded (unanimous)

vi) **New Information Technology (I.T.) Policy.**

Resolved – To approve the Information Technology (I.T.) Policy.

The resolution was correctly proposed and seconded (unanimous)

vii) **New 2026/27 Action Plan**

Resolved – To approve the 2026/27 Action Plan.

The resolution was correctly proposed and seconded (unanimous)

066/26 To note the internal audit report from the 16th of March and agree any recommendations (agenda item 17).

The Clerk reported that the recommendation from the Internal Auditor to update the asset register had been completed.

Resolved – That the internal audit report from 16 March be noted, and that it be further noted that the Parish Council is likely to be required to move to an Income and Expenditure accounting basis in 2027/28.

The resolution was correctly proposed and seconded (unanimous)

067/26 To note the quarterly internal controls report undertaken by Cllr Voller (agenda item 18).

The quarterly internal controls report undertaken by Cllr Voller was noted, with no recommendations raised.

068/26 To carry out a review of the effectiveness of the system of internal control and review the Internal Controls and Internal Audit Plan (agenda item 19).

Resolved – To approve the Internal Audit Plan and to resolve that the effectiveness of the system of internal controls is good and adequately meets the needs of Banwell Parish Council.

The resolution was correctly proposed and seconded (unanimous)

069/26 To confirm that the Parish Council have no conflicts of interest with the external auditor BDO LLP (agenda item 20).

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)

070/26 To note the Internal Auditors section of the Annual Return for 2025/26 (agenda item 21).

The Internal Auditors section of the Annual Return for 2025/26 was noted.

071/26 To approve the Annual Governance Statements for 2025/26 (agenda item 22).

Resolved – To approve the Annual Governance Statements for 2025/26.

The resolution was correctly proposed and seconded (unanimous)

072/26 To approve the Statement of Accounts for 2025/26 (agenda item 23).

Resolved – To approve the Statement of Accounts for 2025/26.

The resolution was correctly proposed and seconded (unanimous)

073/26 To note the Parish Council's end of March net position, bank balances, bank reconciliation and reserves (agenda item 24).

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

074/26 To note the Parish Council's 2025/26 new budget and approve an additional £3000 (taken from general reserves) to cover additional officer hours (agenda item 25).

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

Resolved – To agree an additional £3000 (to be taken from general reserves) to increase the salary budget to cover additional officer hours.

The resolution was correctly proposed and seconded (unanimous)

075/26 To authorise bills for payment for April (agenda item 26).

Resolved – To authorise the April payments totalling £21,033.97. Cllrs Harding and Bailey to authorise the BACS payments on behalf of the Council.

The resolution was correctly proposed and seconded (unanimous)

076/26 Dates of the next meetings (agenda item 27)

Monday 27th April 2026, 7:30pm Parish Assembly at the Youth & Community Centre (YCC)

Monday 11th May 2026, 7pm Planning Committee at the YCC

Monday 11th May 2026, TBC Youth & Community Centre Committee Meeting at the YCC.

The Chairman closed the meeting at 20:35

.....Chairman

.....Date

Bills for Payment - 17th March to the 16th April 2026
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power	
Already Paid in 25/26 Financial Year						The Parish Council	
BACS	Noticeboard Company	Noticeboard	£ 1,532.89		177/25		
BACS	Banwell Garden Centre	Remembrance Day Garden	£ 2,800.00		120/25		
Already Paid in 26/27 Financial Year							
DD	YU	Streetlight Power	£ 245.48		089/25		
DD	Octopus Energy	YCC energy use	£ 20.94		089/25		
DD	Avanti	YCC LPG Gas	£ 484.20		089/25		
DD	Mainstream	Phone and Broadband	£ 57.14		089/25		
To Pay							
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		089/25		
BACS	J K Gardening	Emptying NSC bins	£ 15.00		198/24 (ii)		
BACS	J K Gardening	Brmbles Clearance YCC and Littlefields	£ 95.00		89/25 & H & S		
BACS	J K Gardening	Treating moss	Total: £1218.34 £ 65.00		H & S		
BACS	Corporate Cleaning Services	Dog Bin Emptying	£ 574.08	Now VAT Registered	089/25		
BACS	Insight Cleaning	YCC Cleaning	£ 264.00		089/25		
BACS	YMCA	Youth Club Provision	£ 675.00		089/25		
BACS	K. Gunningham	Annual Allotment Payment	£ 1,647.88		089/25		
BACS	ICCM	Annual Subscription	£ 110.00		057/26 (i)		
BACS	DS Securities	Door Access servicing	£ 168.00		H & S		
BACS	ALCA	Annual Subs	£ 951.58		057/26 (iii)		
BACS	Deltron	Annual servicing for YCC Lift	£ 216.00		006/26 (i)		
BACS	Scribe	Civic.ly monthly cost	£ 63.60		172/24		
BACS	Scribe	Annual YCC Bookings	Total: £564.72 £ 501.12		057/26 (ii)		
BACS	Neil Merrick	Various jobs (bat boxes, filing iron tips, lobby floor, toilet seat, food bank cupboard bolt & carpet strip).	£ 388.60		Admin, YCC10/26 & 137/25 (iii)		
BACS	Bridget Bowen	Internal audit report	£ 300.00		113/23		
BACS	Bridget Bowen	Final internal audit to include AGAR report	Total: £385 £ 85.00		113/23		
BACS	Churchill Minibus Society	Annual contribution for the Minibus Society	£ 1,000.00		057/26 (viii)		
BACS	Weston Rail Services	Annual Lighting Charge	£ 846.00		089/25		
BACS	Complete Weed Control	Total Herbicide for Weed Control	£ 566.40	043/26			
BACS	Amy Symonds	Impact Alliance Officer Salary	£ 477.78	To be claimed back	MVJC 05/26		
BACS	Officer overtime + Expenses	Overtime, expenses (keys, postage, milk, butter & rolls)	£ 344.05		contractual & 037/25		
DD	Lloyds Bank PLC	Multipay charge & costs (Open AI, microsoft business, YCC	£ 210.97	Now includes Env Officer	Admin, YCC cleaning		
SO	Officer Salaries	Officer Salaries	£ 3,409.20		089/25 & E29/25		
DD	Nest	Pension contributions	£ 304.30		089/25		
DD	Unity Trust	Bank Charges	£ 12.10		089/25		
DD	North Somerset	YCC Waste Collection	£ 9.77		089/25		
BACS	HMRC	PAYE and NI	£ 1,549.55		089/25		
Totals			£ 21,033.97				

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