MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE (YCC) AT 7:30pm ON MONDAY 16th NOVEMBER 2026

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

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

Cllr Voller welcomed everyone and thanked former Cllr Kelly Smith for her contributions to the Parish Council and the community, noting that she would be missed.

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

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

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

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

The meeting was convened.

178/26 To receive apologies for absence (agenda item 1)

Apologies were received from Cllrs Tara Wright and Steve Davies.

179/26 To receive members' declarations of interest on any agenda item (agenda item 2)

No declarations of interest were received.

180/26 To approve as a correct record the minutes of the Parish Council Meeting held on the 19th of October 2026 (agenda item 3)

Resolved – That the October 19th 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.

181/26 To note the following minutes (agenda item 4)

i) **Cemetery Working Group Notes 21st October**
ii) **Planning Committee 2nd November 2026**
iii) **Youth & Community Centre Committee 2nd November 2026**

The minutes and notes above were noted.

182/26 To agree the actions from the Cemetery Working Group Meeting (agenda item 5)

i) **To keep the Cemetery fees the same for 2027**

Resolved – To keep the Cemetery fees the same for 2027.

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The resolution was correctly proposed and seconded (unanimous)

ii) **To alter the interment and memorial application form and fees schedule to remove the option to pay by cheque**

Resolved – To alter the interment and memorial application form and fees schedule to remove the option to pay by cheque.

The resolution was correctly proposed and seconded (unanimous)

iii) **To approve £155 for essential health and safety works to memorials.**

Resolved – To approve £155 for essential health and safety works to memorials, including the installation of a base and ground anchor.

The resolution was correctly proposed and seconded (unanimous)

iv) **To approve £545 for remedial works to memorials with loose fixings**

Resolved – To approve £545 for remedial works to memorials with loose fixings.

The resolution was correctly proposed and seconded (unanimous)

183/26 To discuss recommended response from the planning committee to the Public Consultation Land at Knightcott Road, Banwell (Phase II) and agree a Parish Council response (agenda item 6)

Resolved – To approve the following public consultation response to Land at Knightcott Road, Banwell (Phase II).

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

- the progressive erosion of the open land and separation between Banwell and Knightcott;
- the potential for incremental development of the wider landholding beyond the current Phase 2 proposal;
- the landscape and visual impact of extending built development farther south towards the Mendip Hills National Landscape;
- the need to demonstrate that the development would avoid or minimise adverse effects on the setting and special qualities of the National Landscape;
- potential effects on Greater and Lesser Horseshoe bats, including established foraging and commuting routes, dark corridors, hedgerows and the impact of artificial lighting;
- the cumulative impact of further development when considered alongside Phase 1, the Wolvershill strategic development and other planned growth around Banwell; and
- the need to ensure that the proposed public open space, ecological areas and landscaping are permanently protected and are not subsequently brought forward for further development; and
- the proposed development lies outside Banwell's existing settlement boundary, and the land was considered but not selected for residential allocation as part of North Somerset Council's emerging Local Plan.

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

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The resolution was correctly proposed and seconded (unanimous).

184/26 To note the training and events available and agree any attendance (agenda item 7)

i) **GB Sport 26th Nov or 20th Jan Routine Play Inspection training £230 per person**

Resolved – To approve £230 for Cllr Base to attend Routine Play Inspection training.

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.

185/26 To receive the Clerk's report/Exchange of information (agenda item 8)

i) **Banwell Bypass update**

North Somerset Council has confirmed that completion of the Banwell Bypass has been delayed until December 2027, primarily due to ongoing Bristol Water utility diversions. At its Full Council meeting on 10th November, an additional £9.5 million was approved, bringing the projected scheme cost to £114.7 million. This will be funded through borrowing, although the Council will investigate opportunities to recover costs associated with the delays. An extension to the March 2027 Homes England funding deadline is also being sought.

Locally, the Eastermead Ryne culvert diversion has been completed, Wolvershill Road has reopened following drainage and utility works, and the remaining snagging works on the Moor Road link have been completed. Design work for Bristol Water diversions at Castle Hill and Dark Lane is still outstanding. Bristol Water was expected to complete its works in the field adjacent to Dark Lane by 13th November, although construction of the Southern Link Road is unlikely to resume until spring 2027 due to weather conditions.

ii) **National Grid and Riverside Fencing**

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

iii) **Finance Officer**

The Finance Officer commenced work on 10th November. She is self-employed and will invoice the Council monthly. Her first task was to prepare the Council's VAT reclaim.

iv) **Outdoor Gym Equipment at the Recreation Ground**

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

v) **CIL Contribution**

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

vi) **Highways, Working Together Pilot**

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

vii) **Councillor Asset Checks**

The Chairman thanked all the councillors who have undertaken the annual asset checks. These have now been completed.

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

The Chairman thanked everyone who attended and supported the Remembrance Day Parade. Particular thanks were extended to HW Martin, who arranged the road closures on behalf of the bypass team, and to the volunteers who assisted with the parade and road closures. Thanks were also extended to the volunteers who decorated the War Memorial in preparation for the parade and to Cllr Bailey for repainting the railings.

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ix) **Christmas Tree Festival**

The Parish Council has been invited to participate in the Christmas Tree Festival on 12th December 2026. As the YCC Christmas events will have finished by then, it was suggested that the Council could use the large Christmas tree normally displayed upstairs. It was agreed that the theme would be The Twelve Days of Christmas, incorporating the swans featured on the Parish Council's Chain of Office. Volunteers to help decorate the tree were welcomed, and Cllr Thomson offered to assist.

186/26 To agree the following items of expenditure (agenda item 9)

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

Resolved – To approve expenditure of £172.80 + VAT for two new Banwell Recreation Ground signs.

The resolution was correctly proposed and seconded (unanimous)

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

Resolved – To approve expenditure of £942 + VAT for two fence panels in front of the zipline mound.

The resolution was correctly proposed and seconded (unanimous)

iii) **£272 + VAT for a new Banwell Cemetery sign.**

Resolved – To approve expenditure of £272 + VAT for a new Banwell Cemetery sign.

The resolution was correctly proposed and seconded (unanimous)

iv) **£161.66 + VAT for three Christmas market banners.**

Resolved – To approve expenditure of £161.66 + VAT for three Christmas Market banners.

The resolution was correctly proposed and seconded (unanimous)

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

Resolved – To approve expenditure of up to £300 for two ovens for the YCC.

The resolution was correctly proposed and seconded (unanimous)

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

Resolved – To approve expenditure of up to £250 towards the Christmas Family Fun Day.

The resolution was correctly proposed and seconded (unanimous)

187/26 To consider the tenders received, agree the award and approve the following contracts (agenda item 10)

i) **Grass Cutting.**

Resolved – To award Contractor 1, JK Gardening, a three-year contract.

The resolution was correctly proposed and seconded (unanimous)

ii) **YCC Cleaning Contract.**

Resolved – To award Contractor 1, Insight Cleaning, a three-year contract.

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The resolution was correctly proposed and seconded (unanimous)

iii) **YCC CCTV Contract.**

Resolved – To award Contractor 1, DS Securities, a three-year contract.

The resolution was correctly proposed and seconded (unanimous)

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

Resolved – To award DS Securities a three-year contract.

The resolution was correctly proposed and seconded (unanimous)

188/26 To consider the purchase of a new Mobile Vehicle Activated Speed Sign (agenda item 11)

Following consideration of the options available, councillors agreed to retain the existing sign and purchase two additional signs. This would allow a sign to be installed at each of the three existing locations, removing the need to relocate them every four weeks. Data would instead be downloaded monthly.

Resolved – To approve the purchase of two new Mobile Vehicle Activated Speed Signs from Elan City at an approximate cost of £5,200.

The resolution was correctly proposed and seconded (unanimous)

189/26 To consider the quotes received for the MUGA resurfacing and agree a way forward (agenda item 12)

Resolved – To retain the original resurfacing specification, involving planing approximately 30mm from the existing surface and replacing it with approximately 30mm of AC6 open-graded porous asphalt, and to award the contract to Contractor 4, Mac Groundworks, at a cost of £16,720.82 + VAT.

The resolution was correctly proposed and seconded (unanimous)

190/26 To review the following GDPR documents (agenda item 13)

i) **GDPR Policy.**

Resolved – To approve the reviewed GDPR Policy, subject to replacing the wording "The Council uses Microsoft 365, and all data is primarily stored within the UK" with "The Council uses Microsoft 365. Personal data is stored and processed in accordance with Microsoft's UK GDPR and international transfer arrangements”.

The resolution was correctly proposed and seconded (unanimous)

ii) **Data Map / Audit.**

Resolved – To approve the combined Data Map and Data Audit.

The resolution was correctly proposed and seconded (unanimous)

iii) **Privacy Notice.**

Resolved – To approve the reviewed Privacy Notice.

The resolution was correctly proposed and seconded (unanimous)

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191/26 To note the quarterly internal control report and agree any recommendations (agenda item 14)

The quarterly internal control report was noted. No recommendations were made.

192/26 To note the Parish Council's end of October net position, bank balances, bank reconciliation and reserves (agenda item 15).

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

193/26 To review the Parish Council's bank mandate and consider adding the Finance Officer and additional councillors as authorised signatories (agenda item 16).

Resolved – To approve the addition of the Finance Officer to the Parish Council's bank mandate for the purpose of setting up payments, with payment authorisation remaining the responsibility of the Council's authorised signatories.

The resolution was correctly proposed and seconded (unanimous)

194/26 To authorise bills for payment for November (agenda item 17).

The Clerk tabled an amended schedule of bills for payment.

Resolved – To authorise November payments totalling £10,594.59. Cllrs Harding and Base were authorised to approve the BACS payments on behalf of the Council.

The resolution was correctly proposed and seconded (unanimous)

195/26 Dates of the next meetings (agenda item 18)

Monday 23rd November 2026, 7pm Environment Working Group at the Youth & Community Centre (YCC)
Monday 7th December 2026, 7pm Planning Committee at the YCC.
Monday 21st December 2026, 7:30pm Full Parish Council at the YCC, followed by mince pies and mulled wine.

The Chairman closed the meeting at 8:20pm

……...Chairman

…….Date

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