



## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 18<sup>th</sup> of MAY 2026

**PRESENT:** Councillors: Steve Voller (Chairman), Simon Arlidge, Mike Bailey (Vice-Chairman), Andrew Base, Mike Dolling, Matthew Thomson & Tara Wright.

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

Cllr Voller welcomed everyone

**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 PCSO was present, and no report had been received.

**iii) Ward Councillor's report.**

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

**The meeting was convened.**

**077/26 To elect a Chairman of the Parish Council for 2026/27 and to receive the Chairman's Declaration of Acceptance of Office (agenda item 1).**

**Resolved** – To elect Cllr Steve Voller as Chairman of the Parish Council for 2026/27.

**The resolution was correctly proposed and seconded (unanimous)**

Cllr Voller read and signed the declaration of acceptance of office.

**078/26 To elect a Vice Chairman of the Parish Council for 2026/27 and to receive the Vice Chairman's Declaration of Acceptance of Office (agenda item 2).**

**Resolved** – To elect Cllr Mike Bailey as Vice Chairman of the Parish Council for 2026/27

**The resolution was correctly proposed and seconded (unanimous)**

Cllr Bailey read and signed the declaration of acceptance of office.

**079/26 To receive apologies for absence (agenda item 3).**

Apologies were received from Cllrs Paul Harding, Steve Davies and District Councillor Joe Tristram.

**080/26 To receive and consider an application to fill the casual vacancy by co-option from Darren Salvage (agenda item 4).**

**Resolved** – To co-opt Darren Salvage onto Banwell Parish Council.

**The resolution was correctly proposed and seconded (unanimous)**

Cllr Salvage read and signed the declaration of acceptance of office.

**081/26 To appoint Members to Committees and Working Groups for 2026/27 (agenda item 5)**

**Resolved – To appoint the following Members to Committees and Working Groups for 2026/27.**

<b>Planning</b> 1 <sup>st</sup> Monday of the month	<b>Youth and Community Centre</b> 1 <sup>st</sup> Monday of the month (quarterly)
Cllr Arlidge	Cllr Bailey
Cllr Bailey	Cllr Base
Cllr Davies	Cllr Smith
Cllr Dolling	Cllr Thomson
Cllr Harding	Cllr Wright
Cllr Thomson	
<b>Employment</b> 1 <sup>st</sup> Monday March & September	<b>Appeals</b> When needed
Cllr Arlidge	Cllr Davies
Cllr Bailey	Cllr Thomson
Cllr Base	Cllr Voller
Cllr Wright	
<b>Cemetery &amp; Memorials Working Group</b> May & October	<b>Environment Working Group</b> 1 <sup>st</sup> Monday of the month (quarterly)
Cllr Base	Cllr Arlidge
Cllr Davies	Cllr Bailey
Cllr Harding	Cllr Smith
Cllr Thomson	Cllr Voller
Maggie McCarthy (co-opted)	
John Keate (co-opted)	
<b>Wolvershill Development Liaison Group</b>	<b>Wolvershill Development Working Group</b>
Chairman of the Parish Council	Cllr Arlidge
Vice-Chairman of the Parish Council	Cllr Bailey
Chairman of the Planning Committee	Cllr Dolling
	Cllr Harding
	Cllr Thomson
	Cllr Voller

**The resolution was correctly proposed and seconded (unanimous)**

**082/26 To appoint members of outside bodies for 2026/27 (agenda item 6).**

**Resolved – That the following members be appointed as the Parish Council’s representatives on outside bodies in 2026/27 in accordance with the following schedule: -**

<b>Outside Body</b>	
ALCA North Somerset Group	Cllr Bailey & VACANCY
Banwell Allotment Society	VACANCY
Banwell in Bloom	Cllr Thomson
Banwell Scouts Association	Cllr Smith
Banwell School Community Governor	VACANCY
Banwell Village Hall Management Committee	Cllr Dolling & VACANCY
Churchill and Langford Minibus Society	Cllr Bailey
Impact Alliance	Cllr Smith & Cllr Wright
Mead Fields Stakeholders Group Clerk,	Clerk, Cllr Bailey & Cllr Salvage
Mead Fields Hub Committee	Cllr Salvage
Parochial Church Council	VACANCY (although elected in April)
NSC Standards Sub-Committee	Cllr Harding
Winscombe & Banwell Patient Participation Group	Cllr Base

<b>Other</b>	
Defibrillator Guardians	Nick Manley
Weekly Visual Checks of Play Areas	Cllr Dolling, Cllr Bailey & Cllr Thomson
Vehicle Activated Speed Sign	Cllr Dolling & Cllr Thomson

**The resolution was correctly proposed and seconded (unanimous)**

**083/26 To receive members' declarations of interest on any agenda item (agenda item 7)**

No interests were declared.

**084/26 To approve as a correct record, the minutes of the Parish Council meeting on the 20<sup>th</sup> of April 2026 (agenda item 8)**

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

**The resolution was correctly proposed and seconded (unanimous with 1 abstention due to absence)**

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

**085/26 To note the following minutes (agenda item 9)**

- i) **Parish Assembly held on the 27<sup>th</sup> of April 2026**  
The Chairman reported that he was very pleased with the turnout.
- ii) **Planning Committee on 11<sup>th</sup> of May 2026**
- iii) **Youth & Community Centre Committee on 11<sup>th</sup> of May 2026**

The minutes from the meetings above were noted.

**086/26 To review and approve all Banwell Parish Council Committees and Working Group and their Terms of Reference (agenda item 10).**

**Resolved** – To approve the Banwell Parish Council Committee and Working Groups Structure and their Terms of Reference.

**The resolution was correctly proposed and seconded (unanimous)**

**087/26 To approve the following documents (agenda item 11).**

- i) **Calendar of Meeting dates**

**Resolved** – To approve the Calendar of Meeting Dates.

**The resolution was correctly proposed and seconded (unanimous)**

- ii) **Standing Orders**

**Resolved** – To approve the Standing Orders.

**The resolution was correctly proposed and seconded (unanimous)**

- iii) **Financial Regulations**

**Resolved** – To approve the Financial Regulations.

**The resolution was correctly proposed and seconded (unanimous)**

- iv) **Risk Assessment and Management Plan**

**Resolved** – To approve the Risk Assessment and Management Plan.

**The resolution was correctly proposed and seconded (unanimous)**

**088/26 To review and approve the following Parish Council Policy and Procedures (agenda item 12).**

- i) Appraisal Policy
- ii) Asset Disposal Policy
- iii) Business Continuity Plan
- iv) Investment Strategy
- v) Legionella Management Policy
- vi) Lone Working Policy
- vii) Memorials Safety Policy
- viii) Preapplication Protocol
- ix) Record management Policy

**Resolved** – To approve the reviewed Banwell Parish Council Policies and Procedures above

**The resolution was correctly proposed and seconded (unanimous)**

**089/26 To note the training and events available and agree any attendance (agenda item 13)**

- 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.

The Clerk tabled additional training

- vi) **ALCA ‘Essential Councillor’, July 21<sup>st</sup> £45**

**Resolved** - To approve the cost of £45 for Cllr Salvage to attend Essential Councillor Training.

**The resolution was correctly proposed and seconded (unanimous)**

**090/26 To receive the Clerk’s report/Exchange of information (agenda item 14)**

- i) **Banwell Bypass update**  
Works continue across several areas associated with the Banwell Bypass project. At Well Lane/Summer Lane, junction and utility diversion works are ongoing, with concerns raised regarding future pedestrian access arrangements during the proposed Summer Lane closure. Discussions are also ongoing regarding a possible East Street closure in July, with further details expected at the June catch-up meeting. Riverside remains closed north of the closure point until the end of July for bridge works, with the Moor Road link road due to open on 18th May. Pedestrian access will not be permitted from where the Bypass crosses Moor Road and Riverside due to the construction of the embankments and bridge. Drone footage will shortly be captured for project communications purposes.
- ii) **£1500 grant received from Winscombe Parish Council**  
The Parish Council received a £1,500 contribution from Winscombe Parish Council towards the operating costs of the Youth and Community Centre to support activities benefiting both communities.
- iii) **Riverside fencing.**  
An update was provided regarding the expected lifespan of timber fencing, with suppliers advising an approximate lifespan of 10 years. Information was also received regarding the possible use of “Post Saver Wrap” to help extend the lifespan of fence posts. In addition, discussions are ongoing with a local wood mill regarding alternative timber options and bespoke specifications aimed at improving durability.
- iv) **Local Plan Update.**  
An update from the Local Plan team ahead of the submission of the Local Plan next week, was received, with Examination Hearings expected in October. It was noted:
  - proposed number of schools reduced from three to two;
  - wording relating to health facilities has been strengthened;

- infrastructure delivery mechanisms and Section 106 trigger points strengthened;
- no longer expected to be a Supplementary Planning Document (SPD) for Wolverhill, with developers instead progressing a Masterplan Framework document;
- concerns were raised that without an SPD there may be fewer mechanisms to secure delivery of infrastructure and wider aspirations identified within Masterplan Framework;
- safeguarding for Junction 21A reduces the amount of employment land proposed; and
- overall allocation across the wider site area remains approximately 3,300 dwellings, which include three main developer sites and smaller adjoining sites.

v) **Mead Fields Stakeholders Meeting.**

Cllr Bailey and the Clerk attended the Mead Fields Stakeholders Meeting this afternoon. Updates were received regarding the opening of the Public Open Space, Hub facilities, infrastructure works, commercial units, and forthcoming community activities and events at Mead Fields.

vi) **Town Twinning Mosaic.**

Councillors were invited to view the mosaic and make suggestions as to where they felt it should be positioned in the top area of the Youth & Community centre.

**091/26 To agree the date of the 4th of July for the Community Picnic and any associated costs (agenda item 15).**

**Resolved** – To agree the date of the 4th of July for the Community Picnic and a budget of £120.

**The resolution was correctly proposed and seconded (unanimous)**

**092/26 To approve the following expenditure (agenda items 16)**

i) **£768 + VAT for Annual Scribe Accounts subscription.**

**Resolved** – To approve the cost of £768 + VAT for Annual Scribe Accounts subscription.

**The resolution was correctly proposed and seconded (unanimous)**

ii) **£3660.36 for two green bus shelter roofs.**

**Resolved** – To approve £3,660.36 for two green bus shelter roofs, subject to the award of an external grant, with the Parish Council agreeing to meet any shortfall of up to 10% of the anticipated £2,000 grant funding.

**The resolution was correctly proposed and seconded (unanimous)**

iii) **£1,870.96 for the Insurance Premium.**

**Resolved** – To approve the cost of the second year of the fixed contract with Clear Councils at a cost of £1,870.96.

**The resolution was correctly proposed and seconded (unanimous)**

iv) **£900 for review of website to meet WCAG 2.2.**

**Resolved** – To approve the cost of £900 for work required after a review of the website to meet WCAG 2.2.

**The resolution was correctly proposed and seconded (unanimous)**

v) **£50 for North Somerset run ‘Stay and Play’ sessions at Mead Fields Hub.**

**Resolved** – To approve the cost of £60 for five North Somerset run ‘Stay and Play’ sessions at Mead Fields Hub.

**The resolution was correctly proposed and seconded (unanimous)**

vi) **£150 for a replacement school crossing policeman.**

**Resolved** – To approve the cost of £150 for a replacement school crossing policeman.

**The resolution was correctly proposed and seconded (unanimous)**

**093/26 To consider the Electoral Review of North Somerset Council draft recommendations and agree a response (agenda item 17).**

**Resolved** - To agree the following response:

Banwell Parish Council objects to the draft recommendation which appears to place the Mead Fields development within the proposed Locking, Hutton & Bleadon ward.

Mead Fields lies within Banwell Parish and forms part of the Banwell community. It is therefore important that residents of the development are represented by the same North Somerset councillor(s) as the remainder of the parish. Placing Mead Fields within a different district ward would create an unnecessary split in representation within a single parish community, potentially weakening effective communication, accountability, and coordinated working between residents, the Parish Council, and North Somerset councillors.

The Council also notes that a future Community Governance Review may consider wider parish boundary arrangements. Given this, the Parish Council believes it would be more appropriate to retain the existing warding arrangements at this stage and consider any future electoral changes alongside a full review of parish boundaries, rather than introducing a partial change in advance.

For these reasons, Banwell Parish Council requests that Mead Fields remains within the same North Somerset ward as the remainder of Banwell Parish.

**094/26 To note the Parish Council's end of April's net position, reserves, bank balances and bank reconciliation (agenda item 18)**

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

**095/26 To agree regular standing order, direct debit, card and BACS payments made for 2026/27 (agenda item 19).**

**Resolved** – To agree the following regular standing order, direct debit and BACS payments made from the Unity Bank account / Lloyds Credit Card.

		<b>Frequency</b>
SO	Clerk basic salary	Monthly
SO	Communications Officer basic salary	Monthly
SO	Environment & Biodiversity Officer basic salary	Monthly
SO	Environment & Biodiversity Officer Impact Alliance salary	Monthly
DD	Pension – NEST	Monthly
DD	Conrad – unmetered electricity streetlights	Monthly
DD	EDF – metered electricity YCC	Monthly
DD	Mainstream telephone & app for YCC	Monthly
DD	North Somerset – waste collection at YCC	Monthly
DD	Lloyds Multipay Card fee	Monthly
DD	Multipay Card purchases	When requested
DD	Water-2-Business YCC	Quarterly
DD	Unity Trust Bank Charges	Quarterly
DD	CF Corporate Printer hire	Quarterly

DD	XCS Printing charges	Quarterly
DD	Avantia gas Standing Charge	Quarterly
DD	Avantia LPG Delivery	When requested
DD	Rentokil-initial - YCC hygiene waste removal	Annually
DD	Information Commissioners Office - data protection	Annually
DD	TV Licence	Annually
VDD	Land Registry	When requested
Card	Chatgpt	Monthly
Card	Zoom	Annual
Card	Microsoft	Annual x 3
BACS	HMRC	Monthly
BACS	JK Gardening - Grass Cutting / Village Orderly Contract	Monthly
BACS	Corporate Cleaning Services Dog Bin Contract	Monthly
BACS	Insight Cleaning - YCC Cleaning Contract	Monthly
BACS	YMCA Dulverton - Youth Club Contract	Monthly
BACS	Banwell News – Quarterly newsletter and advert	Quarterly
BACS	GB Sport & Leisure - Play area operational inspections	Quarterly
BACS	Weston Rail Services - Street light Maintenance	Quarterly
BACS	Webglu - website maintenance and associated fees	Quarterly
BACS	YCC PPL/PRS Music Licence	Annually
BACS	Scribe Accounting, Bookings, Cemetery and Civicly	Annually
BACS	Allotment payment to K Gunningham	Annually

**The resolution was correctly proposed and seconded (unanimous)**

**096/26 To agree to update the bank mandate for Unity Trust Bank (agenda item 20)**

**Resolved –** To agree the addition of Cllr Base for the Unity Trust Bank Mandate.

**The resolution was correctly proposed and seconded (unanimous)**

**097/26 To authorise bills for payment for May (agenda item 21).**

The Clerk tabled an updated payment schedule, which included the Conrad Energy invoice of £188.74 for the Streetlight Electricity.

**Resolved –** To authorise the bills for payment for May of £13,014.73. Cllr Harding and Cllr Bailey to authorise the BACS payments.

**The resolution was correctly proposed and seconded (unanimous)**

**098/26 Dates of the next meetings (agenda item 22)**

- Monday 1st of June, 7pm Planning Committee at the Youth and Community Centre (YCC)
- Monday 15th of June, 7pm Recreation Ground Trust (YCC)
- Monday 15th of June, 7:30pm Meeting of the Parish Council at the YCC.

The Chairman closed the meeting at 21:00

.....Chairman

.....Date

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

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
<b>Already Paid in 26/27 Financial Year</b>						
DD	Octopus Energy	YCC energy use	-£ 0.31	Investigating how to show on accounting system.	094/26	
DD	Mainstream	Phone and Broadband	£ 57.31		094/26	
<b>To Pay</b>						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34	Now VAT Registered	094/26	
BACS	J K Gardening	Emptying NSC bins	£ 15.00		198/24 (ii)	
BACS	J K Gardening	Brambles Clearance Littlefields	£ 25.00		H & S	
BACS	J K Gardening	Environment Fees x 2	£ 80.00		Admin	
BACS	J K Gardening	Riverside rails x 2	£ 45.00		H & S	
BACS	Corporate Cleaning Services	Dog Bin Emptying	£ 574.08		094/26	
BACS	Insight Cleaning	YCC Cleaning	£ 272.00		094/26	
BACS	YMCA	Youth Club Provision	£ 270.00		094/26	
BACS	Scribe	Civic.ly monthly cost	£ 63.60		172/24	
BACS	Scribe	Annual Accounting Package	£ 921.60		091/26 (i)	
BACS	Ward Tree Surgeons	Tree Works	£ 336.00	006/26 (ii)		
BACS	Weston Rail Services	PAT testing	£ 192.00	058/26		
BACS	Medisol	2nd Defib payment	£ 1,123.68	057/26 (iv)		
BACS	Clear Councils	Annual Insurance Premium	£ 1,870.96	091/26 (ii)		
BACS	Amy Symonds	Impact Alliance Officer Salary	£ 308.53	To be claimed back	MVJC 05/26	
BACS	Officer overtime + Expenses	Overtime, expenses (milk, rolls, refreshments)	£ 106.19		contractual & 037/25	
DD	Conrad Energy	Streetlighting	£ 188.74		043/26	
DD	Lloyds Bank PLC	Multipay charge & costs (Open AI, microsoft business, star award, books, food bank and tuck)	£ 492.50		various	
SO	Officer Salaries	Officer Salaries	£ 3,409.20		089/25 & E29/25	
DD	Nest	Pension contributions	£ 293.35	Now includes Env Officer	094/26	
DD	Unity Trust	Bank Charges	£ 12.70		094/26	
DD	North Somerset	YCC Waste Collection	£ 9.77		094/26	
BACS	HMRC	PAYE and NI	£ 1,304.18		094/26	
<b>Totals</b>			<b>£ 13,014.73</b>			

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