



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT 7:00pm ON MONDAY 17th DECEMBER 2018 AT BANWELL CHILDRENS CENTRE

PRESENT: Councillors Jim Weston (Chairman), Phil Adams, Paul Blatchford, Steve Davies, Phil Hale, Paul Harding (Vice-Chairman), Nick Manley, Maggie McCarthy, and Emma Perrett.

IN ATTENDANCE: Mrs Liz Shayler (Clerk).

WARD COUNCILLOR: Cllr Harley

PRESS: Sam Frost

MEMBERS OF THE PUBLIC: 6

276/18 To receive apologies for absence (agenda item 1).

Apologies were received from Cllr Paul Bateman and Cllr Parry.

277/18 To receive members' declarations of interest on any agenda item (agenda item 2).

Cllr Manley declared an interest in 15 (ii) due to the proximity of the application to his property. Cllr Perrett declared an interest in 15 (vii) due to the proximity of the application to her property.

278/18 The Council was recommended to resolve that members of the press and public be excluded from the meeting during consideration of the following agenda item 4 (Agenda item 3)

Resolved – that members of the press and public be excluded from the meeting during consideration of agenda item 4

The resolution was correctly proposed and seconded (unanimous).

279/18 To discuss the following North Somerset Documents (Agenda item 4)

Following advice from the Council's solicitors the Clerk advised the Council that any licence agreement needed to be drawn up at the same time as the surrender documents.

i) Agreement for Surrender

Resolved – that given the solicitors advice this item be deferred until January.

The resolution was correctly proposed and seconded (unanimous).

ii) Deed for Surrender

Resolved – that given the solicitors advice this item be deferred until January.

The resolution was correctly proposed and seconded (unanimous).

The meeting was suspended until 7:30pm

Before the meeting was reconvened Members of the public were invited to speak;

i) Members of the public.

No issues were raised

ii) **Community Beat Manager's report.**

The following report was received for the period 18/11/2018 to 16/12/2018

Calls from the Parish received = 41

Selection of crimes reported included: 1 anti-social behaviour, 1 burglary, 3 criminal damage, 1 harassment, 4 suspicious activity, 1 theft, 1 theft of a vehicle and 12 traffic related.

The Police asked that residents remember to lock their vehicles. There had been a number of thefts in neighbouring areas where vehicles had been left unlocked and items stolen.

After last month's request from the Parish Council a new monthly Beat Surgery is planned for Banwell starting January the 26th, in the coffee shop at Banwell Craft store, residents are asked to pop in for any advice or concerns. Beat surgeries also continue to be held in Winscombe at the Community Centre's Farmers Market between 10am and midday, the next dates are 20th Dec & 14th January. Alternately the team can be contacted via the Avon and Somerset Constabulary website or Twitter @ASPWSM. The police asked that they be contacted if there are forthcoming events that they could attend.

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

Cllr Harley reported that this month had been taken up by a variety of waste issues, planning applications and appeals. North Somerset is working hard to support the community and the Parish Council and Cllr Harley will take applications to committee if necessary. She reported some success with planning application appeals.

The Chairman informed Cllr Harley that there was an issue with the lorries accessing the Bellway development site as they are using Wolverhill Road which has a 7.5 tonne weight limit rather than using the dual carriageway and Knightcott Road.

The meeting was reconvened

280/18 To approve as a correct record, the minutes of the Parish Council Meeting held on 19th November 2018 (agenda item 5).

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

The resolution was correctly proposed and seconded (8 in favour with one abstention due to absence).

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

281/18 To note the Cemetery and Memorials Committee meeting minutes from the 27th November 2018 (agenda item 6).

The minutes were noted.

282/18 To receive the Clerk's report/Exchange of information: (agenda item 7).

- (i) **Lights around the village** – It was reported that the lights along Littlefield's Avenue, Littlefield's Road, Thomas Close and Queens Road were out. The Clerk reported that the three lights at Towerhead were not working due to no power and that this is being investigated.

283/19 To discuss and agree a way forward concerning the dog bin collections (agenda item 8).

Resolved – Due to missed collections by the dog waste collection contractor the Parish Council will be changing to a new contractor. The new contract is to be awarded to Greenways Grounds Maintenance with the Clerk to set up an appropriate contract.

The resolution was correctly proposed and seconded (unanimous).

284/18 To note the training and events available and agree any attendance. (agenda item 9).

i) 9th January 2019 Managing Local Elections Webinar £60. The Clerk

Resolved - The Clerk to attend this course at a cost of £60.

The resolution was correctly proposed and seconded (unanimous).

ii) 7th February Playground Inspections GB Sports, Weston. 8:45am – 4pm £150 with an extra £100 for certification.

Resolved - The Clerk to attend this course at a cost of £150. Certification was deferred.

The resolution was correctly proposed and seconded (unanimous).

iii) 14th – 15th February 2019 Local Practitioners Conference. Chesford Grange Kenilworth £299

No one to attend this conference

285/18 To set up a working party to work with North Somerset to look at the current Settlement (agenda item 10).

Resolved: Cllrs Blatchford, McCarthy Perrett and the Clerk to meet with North Somerset to discuss the settlement boundary and refer back to the Council in the New Year.

The resolution was correctly proposed and seconded (unanimous).

286/18 To discuss and agree a response to the West of England's Joint Spatial Plan - Technical Evidence Work Consultation (agenda item 11).

Resolved: To submit Cllr Hale's response to the West of England's Joint Spatial Plan - Technical Evidence Work Consultation.

The resolution was correctly proposed and seconded (unanimous).

287/18 To discuss the initial draft of the 2019/2020 budget and decide whether a tea and buns meeting is required. (agenda item 12).

The initial draft was noted, it was felt that a tea and buns meeting was unnecessary at this time. Cllr Harding raised that he would like the budget kept the same as last year as North Somerset's readjustment of population meant that there will be an increase to the precept collected. Cllr Hale raised the matter of dipping into reserves to fund the work of the Council and felt that the Council needed to review priorities.

288/18 To authorise bills for payment (agenda item 13).

A revised list of payments was circulated for consideration.

Resolved: To authorise bills for payment of £7,058.19. Cllr Harding and Cllr McCarthy to authorise the BACs payments and to sign the cheques.

The resolution was correctly proposed and seconded (unanimous)

289/18 To note the Parish Council's end of November's net position, bank balances and bank reconciliation (agenda item 14).

The net position, bank balances and bank reconciliation were noted.

290/18 To note and comment upon planning applications (agenda item 15).
Cllr Blatchford gave a presentation on the applications

i) **18/P/2275/RM – Wolvershill Road.** To discuss assigning road names to the development.

Resolved: That 'Taylors Field' be suggested as an appropriate name.

The resolution was correctly proposed and seconded (unanimous)

ii) Amendments to **18/P/3681/FUL - Land to the rear of 'The Ship Hotel', West Street, Banwell.** Erection of two dwellings, access and parking.

Standing orders were suspended to allow members of the public to speak

Members of the public raised the following point;

- That the relentless amount of amendments has made it difficult to reply within consultation dates especially over the holiday period.

Standing orders were reinstated

Resolved – To continue to not support this application for the following reasons;

- Impact of the new houses on adjacent properties in relation to overlooking, proximity and loss of light.
- Footprint and height remain intrusive.
- Inappropriate design given the proximity to the grade ii listed Ship Hotel and being in the Conservation Area.
- Loss of an ancient wall.
- The distance between the houses and the refuse point is too great.
- The Parish Council remains concerned that emergency vehicles may be unable to turn in the proposed main access.
- How the identified environmental area will be maintained in the future.
- Impact on Archaeology.
- Unclear relationship between the car parking allocated for the Ship Hotel and that for the proposed development.

The Parish Council also to request that the deadline for public comments be extended from the 26th December into the New Year.

The resolution was correctly proposed and seconded (unanimous)

iii) **18/P/5002/CRN - Building at The Moor Dairy Moor Road Banwell BS29 6ET.** Notification of intention of use of building as an office (Use Class B1).

Councillors were informed that this application had already been decided and that it was not permitted development and would need a planning application.

- iv) **18/P/4804/FUL- Land to the North West of The Old Farmhouse Rolstone Farm West Rolstone Road Hewish Banwell BS24 6UU.** Provision of equine ménage area.

Resolved – To support this application with a condition that no external lights be permitted and that unless the soil bund is required for a planning reason that the stripped soil be instead spread across the adjoining field.

The resolution was correctly proposed and seconded (Unanimous)

- v) **18/P/4781/RM - Land South of Wolvershill Road, Banwell.** Erection of a sub-station.

Resolved – To support this application

The resolution was correctly proposed and seconded (Unanimous)

- vi) **18/P/4773/FUL - Banwell Scout Hut West Street Banwell BS29 6DB.** Demolition of existing Scout Hut and erection of a replacement.

This application was noted

- vii) **18/P/4735/OUT - Land West of Wolvershill Road, North of Wolvershill Park and Knightcott Park Banwell.** Outline planning application for the erection of up to 63no. dwellings (including 19 no. affordable housing units (30%), along with the provision of informal public open space and associated works. Access from Wolvershill Road for approval with appearance, landscaping, layout and scale reserved for subsequent approval. Land West of Wolvershill Road, North of Wolvershill Park and Knightcott Park Banwell.

Resolved – To continue to not support this application for the following reasons;

- Outside of the settlement boundary
- Will exacerbate the traffic problems already present in the Village and along Wolvershill Road.
- Will increase pollution due to the number of cars which will be idling in queues built up along Knightcott Road and Wolvershill Road.
- Puts unsustainable pressure on the School and Doctor services.
- Will lead to a loss of privacy for direct neighbours and will have an adverse effect on visual amenity and wildlife
- Will increase health hazards due to insufficient sewer capacity.
- The design is cramped and there are insufficient car parking spaces /garages for parking.
- It will erode the strategic green space between the historic centre of Banwell and the potential bypass and garden village as identified in the West of England Spatial Strategy.

The resolution was correctly proposed and seconded (unanimous)

291/18

To note decisions by North Somerset – (agenda item 16).

- i) **18/P/2626/LBC** – Abbey Towers East Street Banwell North Somerset BS29 6BW. Removal of an existing load-bearing wall and chimney breast separating the kitchen and dining rooms to create a single living space. The remaining wall at first floor and above will be supported with steelwork. **APPROVED**
- ii) **18/P/3180/OUT** Land at Former Western Trade Centre Knightcott Road Banwell. Outline planning application for up to 20no. dwellings with associated soft/hard landscape works, access improvements, parking and drainage. Access to be determined; appearance, landscaping, layout and scale reserved for subsequent approval. **REFUSED**
- iii) **18/P/3773/FUL** - Pennant Dark Lane Banwell BS29 6BP. Proposed dwelling in land adjoining Pennant House. **APPROVED**
- iv) **18/P/4608/TPO** - The Coach House Cooks Lane Banwell BS29 6DS. Beech - prune lower limb by 1-1.5m. **APPROVED**

PC Papers 21st Jan 2019

- v) **18/P/4656/TPO** – The Caves, Whitley Road, Banwell. BS29 6NA. Woodland – removal of saplings. **WITHDRAWN**
- vi) **Mod 58 Moor Lane to Waterloo farm Banwell** – Rights of way to be upgraded to Bridleways
- vii) **18/P/4239/FUH** - 6 Riverside Banwell BS29 6EE. Combined Double and Single Storey Rear Extension. **APPROVED**
- viii) **18/4535/LDP** – The Old Farmhouse, Rolstone Farm, West Rolstone Road, Hewish. BS24 6UU. 2 storey rear extension. **APPROVED**
- ix) **18/P/5002/CRN** - Building at The Moor Dairy Moor Road Banwell BS29 6ET. **NOT PERMITTED DEVELOPMENT**

292/18

Dates of the next meetings – (agenda item 18)

10th January 2019 – Youth Club Committee Meeting 7pm Banwell Children’s Centre.

21st January 2019 – Parish Council Meeting 7:30pm Banwell Children’s Centre

The Chairman closed the meeting at 20:20

.....Chairman

.....Date

Bills for Payment - 20th November to the 11th December 2018
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Minute agreed	Power
DD	Mainstream	Phone and Broadband	£1.73	£0.35	£2.08		LGA 1972 s111
DD	E-ON	Streetlight Power	£179.54	£35.91	£215.45		PCA 1957, s3 & HA 1980 S301
SO	E. Shayler	Clerk's Salary	£1,312.23		£1,312.23		LGA 1972 s112
BACS	E. Shayler	Clerk's Expenses (Christmas light and mileage)	£87.50		£87.50		LGA 1972 s111
BACS	J K Gardening	Grass cutting @ Rec Ground	£141.75		£141.75		PHA 1875 s164
BACS	J K Gardening	Grass cutting @ Riverside, Children's Centre, K'cott Bank	£141.75		£141.75		PHA 1875 s164
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50		LGA 1972 s214 (2) & (6)
BACS	J K Gardening	Village Orderly duties Total £838.50	£392.50		£392.50		LGA 1972 s112
BACS	Youthworkz	Youth Club staffing costs (£676 - £12 subs) + Programme costs (£94.30)	£770.30		£770.30		LG (MP) Act 1976 S19 (1e) & (1f)
BACS	Bin-It	Dog Bin Emptying October	£189.94	£37.99	£227.94		EPA 1990 s5 subsection 86 (13)
BACS	Bin-It	Dog Bin Emptying November	£264.60	£52.92	£317.52		EPA 1990 s5 subsection 86 (13)
BACS	SLCC	Local Conference	£160.00	£32.00	£192.00	240/18 (ii)	LGA 1972 s111
BACS	ALCA	VAT Training Course Clerk	£40.00		£40.00	267/18 (ii)	LGA 1972 s111
BACS	Panda Telecom Ltd	New streetlight contract	£875.00	£175.00	£1,050.00	242/18	PCA 1957, s3 & HA 1980 S301
BACS	Adams Memorials	WW1 War Grave	£155.00		£155.00	217/18	LGA 1972 s214 (2) & (6)
BACS	GB Sport & Leisure	Annual Inspections	£198.00	£39.60	£237.60	239/18 (iii)	PHA 1875 s164
BACS	Banwell Vilage Hall	Room hire & Office	£835.00		£835.00		LGA 1972 s111
Chq	Maggie McCarthy	Land Registry Fee	£10.00		£10.00		
BACS	Webglu	Managed Web service 4th quarter.	£60.00	£12	£72.00		LGA 1972 s111
BACS	SLCC	Arnold Baker, Pollution Control & report writing book	£112.49		£112.49		LGA 1972 s111
DD	TV Licence	Childrens Centre	£150.50		£150.50		LG (MP) Act 1976 S19 (1e) & (1f)
DD	Nest	November pension contibutions	£69.10		£69.10		LGA 1972 s112
BACS	HMRC	PAYE and NI for December (DD 12.01.18)	£340.48		£340.48		LGA 1972 s112
Charges	Unity	Bank Charges for 2nd Quarter	£22.50		£22.50		LGA 1972 s112
		Totals	£6,672.41	£385.77	£7,058.19		



Banwell Parish Council

MINUTES OF A MEETING OF THE YOUTH CLUB MANAGEMENT COMMITTEE HELD AT BANWELL CHILDREN'S CENTRE AT 7.00 P.M. ON THURSDAY 10th JANUARY 2019

Present: Nick Manly (Chairman), Paul Blatchford (Vice Chairman), Paul Harding, Maggie McCarthy and Jim Weston.

In attendance: Jenna Jordan (Youthworkz), Liz Shayler (Clerk),

01/19 To receive apologies for absence: (agenda Item 1)

Apologies were received from Cllr Dawn Parry

02/19 To receive declarations of Interest (agenda Item 2)

There were no declarations of interest received.

03/19 To approve the minutes of the meeting held on 27th September 2018 as a correct record of the meeting (agenda Item 3)

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

The resolution was correctly proposed and seconded (3 in favour with 1 abstention due to absence at the last meeting)

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

04/19 To invite public participation (agenda item 4)

No members of the public were present

05/19 Exchange of information (agenda item 5)

- (i) **Speed bump Sign** - the Clerk
- (ii) **Light at the entrance to the Childrens Centre car-park** – Concern was raised about the light which illuminated the speed bump. The Clerk was asked to contact the lighting contractors to have it repaired or replaced.

06/19 To complete the Youthworkz bimonthly appraisal process (agenda item 6)

The bi-monthly appraisal process was completed. Unfortunately due to other commitments Youthwork formally handed in their notice.

Resolved - To assess the present Youth Provision and recruitment process.

The resolution was correctly proposed and seconded (unanimous)

07/19 To note the Youth Club budget (agenda item 7).

The Youth Club budget was noted.

08/19 To agree the Youth Club Committee's 2019/20 budget to present to the Parish Council (agenda item 8).

Resolved – To agree the Youth Cub Committee's 2019/20 budget request to present to the Parish Council.

The resolution was correctly proposed and seconded (unanimous).

09/18 Date of Next Meeting (agenda item 9)

Thursday 28th March 2019 at 7p.m. at Banwell Children's Centre

The meeting closed at 7:15pm.

Chairman.....

Date.....

YOUTHWORKZ – BI-MONTHLY REVIEW OF PERFORMANCE

Period under review September 21st 2018 to January 8th 2019.

1. Are all contracted sessions being held? Yes / **No**
Comments; Sessions cancelled due to non-attendance by young people. First session of the year cancelled due to first day back at school.
2. Are the numbers attending increasing? Yes / **No**
Comments; Numbers remain low.
3. Is a comprehensive range of activities being organized? **Yes** / No
Comments..... See Youthworkz report
4. Are YOUTHWORKZ demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? Yes / **No**
Comments.....
5. YOUTHWORKZ arranging activities outside of the village? Yes / **No**
Comments...
6. Are YOUTHWORKZ seeking other sources of funding for Youth Club activities? Yes / **No**
Comments; No new funding has been applied for still waiting for outstanding request from the Co-op.
7. Is any feedback from users/parent's positive? Yes / No
Comments; N/A
8. Have any complaints been received about the service? Yes / **No**
Comment; None received
9. Have there been any behavioural issues at the Youth Club including damage? Yes / **No**
Comments... Behaviour continues to be outstanding.
10. Have any unannounced visits been made by Committee members since the review? Yes/**No**
11. Any other comments:
Youthworkz formally handed in their notice until April 2018.
12. Conclusion – Satisfactory / Unsatisfactory
13. Action points for YOUTHWORKZ – N/A
14. Action points for Youth Club Management Committee
 - To look at the present youth provision in the village and in other areas
 - To look at recruitment

Signed.....

Date.....



Banwell Parish Council

Dignity at Work/Bullying & Harassment Policy

1. Purpose and Scope

1.1 Statement: In support of our value to respect others Banwell Parish Council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The council is committed to the elimination of any form of intimidation in the workplace.

This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the council's policies on Grievance and Disciplinary handling and the Elected Members Code of Conduct.

The council will issue this policy to all employees as part of their induction and to all Members as part of their Welcome Pack. The council may also wish to share this policy with contractors, visitors and members of the public.

1.2 Definitions

Bullying - *"Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."*

Harassment is *"unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment."* This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

These definitions are derived from the ACAS guidance on the topic. Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents.

Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the council's reputation and ultimately, legal proceedings against the council and payment of legal fees and potentially unlimited compensation.

1.3 Examples of unacceptable behaviour are as follows; (this list is not exhaustive)

Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, making threats of physical violence against a person or their family, deliberately undermining a competent worker by overloading work and/or constant criticism, blaming a person for others' mistakes, preventing an individual's promotion or training opportunities.

Bullying and harassment may occur face-to-face, in meetings, through written communication, including electronic communication such as e-mail or on social media, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

1.4 Penalties: Bullying and harassment by any employed persons can be considered examples of gross misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the council. If elected Members are bullying or harassing employees, contractors, fellow councillors, others then a referral through the Standards process in place at the time reported as a contravention of the Member's Code of Conduct could be an appropriate measure. If an employee is experiencing bullying or harassment from a third party, the council will act reasonably in upholding its duty of care towards its own employees. In extreme cases harassment, can constitute a criminal offence and the council should take appropriate legal advice, often available from the council's insurer, if such a matter arises.

1.5 The Legal position: Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal

Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrator(s) as individual named Respondents.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination. The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes, for instance; employers can be vicariously liable for harassment received in the workplace, that the conduct is viewed as 'serious', or 'oppressive and unacceptable', that a 'course of conduct' needs to be established but that this can link incidents which are separated by long time periods and that damages for personal injury and distress can be awarded under the Act.

2. Process for dealing with complaints of Bullying and Harassment

2.1 Informal approach – Anyone; employee, contractor, member or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents.

2.2 Formal approach

2.2.1 Employees: Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Chair of the Employment committee or another Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal Grievance Procedure to be invoked. The employee will be expected to provide evidence of the conduct about which s/he is complaining.

2.2.2 Others

Any other party to the council, other than an employee, who feels he or she is being bullied or harassed should raise their complaint with the council, where possible, if an informal notification to the alleged perpetrator has been unsuccessful at eliminating the problem. The complaint should then be investigated and a meeting held to discuss the facts and recommend the way forward. A member of the public who feels s/he has been bullied or harassed by any Members or officers of a council should use the council's official Complaints Procedure. It is important that the Officer(s) or Member(s) being complained about do not prevent the council operating impartially in its investigation and decision making in this regard.

2.3 Grievance – Employees only - A meeting to discuss the complaint with the aggrieved party will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the council's Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting. A full investigation of the complaint will be held by an officer, or other duly appointed person as appointed by the employment committee. The Employment Committee may find it appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The Hearing Panel will publish its recommendations following deliberation of the facts. An action plan should be made available to the aggrieved employee to demonstrate how the problem is to be resolved. If it is decided that mediation or some other intervention is required the council will contact NALC, an employer's body or ACAS for advice. The employee will have a right of appeal. At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full council without prior approval by the aggrieved party. The council will commit not to victimize the aggrieved for raising the complaint once the appropriate dispute resolution process has been concluded.

2.4 Disciplinary Action - Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.

For an **Employee** found to have been bullying/harassing others this will follow the council's Disciplinary procedure under the ACAS Code of Practice and would normally be treated as Gross Misconduct. For **Members** who the council reasonably believe have been bullying or harassing another person(s) whilst undertaking council activities the range of sanctions available to the council, are limited and must be reasonable, proportionate and not intended to be punitive. In some cases, counselling or training in appropriate skill areas e.g. inter-personal communication, assertiveness, chairmanship etc. may be more appropriate than a penalty. Sanctions may include; admonishment, issuing an apology or giving an undertaking not to repeat the behaviour, removal of opportunities to further harass/bully such as removal from a committee(s) where direct contact with the employee or decision-making about that employee will take place, or removing the right to representation on any outside bodies where there will be contact with the employee who has raised the complaint. A referral under the Code of Conduct to the relevant reviewing body is usually an appropriate step and there may be further disciplinary sanctions available as a result of the Standards Committee (England) or Ombudsman (Wales) reviewing the evidence under the Code in place at the time.

A referral to the Police under the Protection from Harassment Act 1997 may also be appropriate in the more extreme cases.

2.5 False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/Member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure or a referral to the Standards process.

3. Responsibilities

All parties to the council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed, then each individual can challenge the perpetrator and ask them to stop. There needs to be agreement about how “robust people management” and “bullying” differ; effective management of performance will usually include feedback based on objective evidence, delivered by the employment committee.

The council undertakes to share its policy with all members and workers and request that each party signs to demonstrate acceptance of its terms. All new members and employees will be provided with a copy of this policy.

The Council will undertake to ensure that its members and workers are trained in the processes required by this policy as deemed appropriate.



Banwell Parish Council Equal Opportunities Policy

LEGAL POSITION

It is unlawful to discriminate against an individual on the following grounds:

- **age**
- **disability**
- **gender reassignment**
- **marriage and civil partnership**
- **pregnancy and maternity**
- **race**
- **religion or belief**
- **sex**
- **sexual orientation**

Under the Equality Act 2010 these are known as “protected characteristics”.

PURPOSE

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimization or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

SCOPE

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

OUR COMMITMENT

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. This is further defined in the Dignity at Work policy.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing ‘Society as a whole’.

Breaches of our equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the council’s Grievance procedure.

This policy is fully supported by all Members of the council and adopts the model contract as devised by the employee professional body in the local government sector (the Society of Local Council Clerks).

The policy will be monitored and reviewed annually. Other Personnel policies will be reviewed against the values stated in this main Equal Opportunities policy to ensure that the council strives to remain an Equal Opportunities employer.

Uses of Policy – Induction of staff and Members, decisions relating to Recruitment and Selection, Training and Development, Promotion, Remuneration, Retirement, cross-referenced to Grievance, disciplinary and Dignity at Work Policies.



Banwell Parish Council

Banwell Village Hall,
Westfield Road
Banwell. BS29 6BS
01934 820442

Dear Resident

Many Banwell Parishioners give their personal time and energy helping to undertake public engagement work or volunteering in the community. To recognise and celebrate volunteers within the Parish, in 2019 Banwell Parish Council we be awarding the Recognition of Service to the Community Award.

So, do you know someone who has, for example;

- Made a significant positive impact in the community.
- Has gone above and beyond their role in their capacity as a volunteer.
- Has inspired and motivated others to volunteer.
- Has made a marked difference to someone's life.
- Has generally made a difference working in the community.
- Successfully fundraised for a particular project.

If so, please use the attached form to nominate them for the award. The 2019 winner will be announced at the Parish Assembly on Monday May 13th 2019 which starts at 7:30pm in Banwell Village Hall.

Please return this form by **Friday 19th April 2019** to; the address above or email clerk@banwellparishcouncil.org.uk.



Banwell Parish Council
Banwell Village Hall,
Westfield Road
Banwell. BS29 6BS
(01934) 820442

Banwell Parish Council
Recognition of Service to the Community Award 2019

The Award will be presented at the Annual Meeting of Electors on May 13th 2019 to an unpaid worker who has given time and effort “beyond the call of duty” for any parish voluntary organisation, club, society or recreational group.

PLEASE RETURN THIS FORM BY Friday 19th April 2019 TO: the address above or email clerk@banwellparishcouncil.org.uk.

Your name and contact address / email.....
.....

(Address is so we can let you know if your candidate was successful).

Name and address of volunteer.....
.....

(Address is so we an invitation can be sent out to attend a subsequent Parish Council meeting to receive their award).

Name of organisation (s) in which he/she serves.....
.....

I confirm that the volunteer is happy to be nominated **Yes / No**.

I confirm that the volunteer **will / will not** be attending the Parish Assembly on Monday 13th May 2019.

Please explain overleaf why the person you have nominated deserves recognition.

Rec x6 Memorial Trees

- 📍 Dawn Redwood
- 📍 Turkish Hazel
- 📍 Tupelo
- 📍 Oak variety
- 📍 Aspen (fastigate)
- 📍 Sweet Gum
- 📍 Serviceberry
- 📍 Cut-leaved Alder
- 📍 Broad-leaved Cockspur Thorn
- 📍 Japanese Maple
- 📍 Recreation Ground

Recreation Ground replacement trees

- 📍 Persian Ironwood
- 📍 Silver Birch variety
- 📍 Field Maple variety
- 📍 Sweet Gum fastigate variety
- 📍 Silver Birch variety
- 📍 Field Maple variety



The site is a Recreation Ground with fenced children's playground, MUGA (multi-use games area) and climbing frame. However, the grassed field is currently only used for informal sports play - formal team pitch sports now take place elsewhere in the village. Despite this, it is important that new tree planting does not limit future team sports use. The site is also used for events.

In the past, occasional complaint/feedback has been received from neighbouring residents to the south and west because of trees, some of which have related to anti-social behaviour. Perceived tree size and issues of light can also be causes of complaints from neighbours. While there is no legal obligation on the Parish Council around these issues, keeping new tree planting locations a respectable distance away from boundaries will keep potential future complaints to a minimum.

The site is deep, slightly acidic Loam to Clay soil. Soil pH has not yet been tested, and this should be done before final species choice is made.

The only remaining tree species within the site are Norway Maple (purple variety) and Sycamore along the east and north boundaries, and English Elm along the west boundary. Leyland Cypresses grow close to the south boundary. Currently trees at the site provide some good and increasing shelter, but have relatively visual interest and low diversity. Visual interest can be greatly increased for the future by careful species/form choice and planting.

The following six memorial trees are proposed, and further details on each are provided below:

Dawn Redwood -*Metasequoia glyptostroboides*

Tupelo – *Nyssa sylvatica*

Fastigate Aspen – *Populus tremula Erecta*

Turkish Hazel – *Corylus colurna*

Oak variety – *Quercus Regal Prince*

Sweet Gum – *Liquidambar styraciflua*

The following six additional trees are proposed:

Persian Ironwood variety – *Parrotia persica* Vanessa

Silver Birch variety – *Betula pendula* Tristis x2

Field Maple variety – *Acer campestre* Louisa Red Shine

Sweet Gum variety – *Liquidambar styraciflua* Slender Silhouette

Field Maple variety – *Acer campestre* William Caldwell

Aside from the six memorial trees, the six further trees will replace the three Cherry trees recently removed for risk and tree management reasons. These trees will be generally smaller-growing or be of forms suitable for more limited space, such as columnar trees.

By planting six trees it will be ensured that sufficient trees establish and survive long into the future. The trees will provide shade and together provide year-round interest.

The positions of these trees have been adjusted to reduce the risk of roots disrupting the MUGA pitch surface. There is some repetition of species choice to avoid a 'stamp collection' of trees within the recreation ground and to provide a visual link in the new planting. E.g. Two forms/colours of Field Maples, two Silver Birch Tristis in different locations, two contrasting Sweet Gum varieties in different locations.

For the first three years, newly-planted trees require good maintenance to help them become established.

Tree ties, stakes and guards should be checked twice a year to ensure they are doing their job and to adjust them if necessary.

During hot and/or dry weather (which often includes the Spring) newly-planted trees will require **effective** watering. This usually requires some access to a water bowser, but volunteer arrangements can be equally effective during a hot spell, and as a last resort. A local contractor will be able to provide their services if we see the conditions of 2018, but the cost of this needs to be recognised. Grant funding may be able to include maintenance and watering for the first two-three years.

The most vulnerable sites for drought conditions, in terms of site exposure/likelihood of drying and the likelihood and ease of intervention seem to be: Football Club field, Knightcott Road and the Recreation Ground.

Formative pruning and re-mulching/weeding will also be required, but the cost of this is very low.

38 views

SHARE

Rec x6 Memorial Trees

Recreation Ground replacement trees

St Andrews Church x4 trees

Knightcott x4 trees

Banwell Primary School x1 tree

Football Field x2 trees

Riverside x1 tree

 Riverside

 Swamp Cypress option 1

 Swamp Cypress option 2



The site has had some good tree planting in the more recent past. The large Hybrid Poplar tree suffered a major failure a couple of years ago and has now been pollarded and looks a bit sorry for itself. It has basal decay, but is likely to carry on for some years yet.

Younger Common Limes and Sycamore are present. There is an excellent and youthful True Service tree.

Openness of the site is an important consideration, because the nearby houses over-look it. Parts of the site are very wet, and so the choice of tree should take this into account, especially if planting in the north part of the site.

One tree is proposed, but two planting position options are proposed to give a choice.

The site can easily take a Swamp Cypress, *Taxodium distichum*. This is large-growing deciduous conifer which is the tree of the Florida everglades. It can grow happily in flooded areas and so is a great choice for this site. The tree also has a striking pyramidal shape, exceptionally fine foliage and great autumn colour. Virtually maintenance-free.

For the first three years, newly-planted trees require good maintenance to help them become established.

Tree ties, stakes and guards should be checked twice a year to ensure they are doing their job and to adjust them if necessary.

During hot and/or dry weather (which often includes the Spring) newly-planted trees will require **effective** watering. This usually requires some access to a water bowser, but volunteer arrangements can be equally effective during a hot spell, and as a last resort. A local contractor will be able to provide their services if we see the conditions of 2018, but the cost of this needs to be recognised. Grant funding may be able to include maintenance and watering for the first two-three years.

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Formative pruning and re-mulching/weeding will also be required, but the cost of this is very low.

Bills for Payment - 18th December 2018 to the 15th January 2019
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Minute agreed	Power
	Already Paid						
DD	Unity	Manual handling charge	£0.60		£0.60		
DD	Mainstream	Phone and Broadband (DD 14.01.19)	£47.49	£9.50	£56.99		LGA 1972 s111
DD	E-ON	Streetlight Power (DD 16.01.19)	£185.52	£37.10	£222.62		PCA 1957, s3 & HA 1980 S301
BACS	J K Gardening	Grass cutting @ Rec Ground	£141.75		£141.75		PHA 1875 s164
BACS	J K Gardening	Grass cutting @ Riverside, Children's Centre, K'cott Bank	£141.75		£141.75		PHA 1875 s164
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50		LGA 1972 s214 (2) & (6)
BACS	J K Gardening	Village Orderly duties	£392.50		£392.50		LGA 1972 s112
BACS	J K Gardening	Environmental fee	£40.00		£40.00		LGA 1972 s214 (2) & (6)
BACS	J K Gardening	Clear Paths in Cemetery	Total £923.50	£45.00	£45.00		LGA 1972 s214 (2) & (6)
BACS	Youthworkz	Youth Club staffing costs (£520 - £14 subs) + Programme costs (£84.50)	£590.50		£590.50		LG (MP) Act 1976 S19 (1e) & (1f)
BACS	SLCC	Webinar	£60.00	£12	£72.00	284/18 (i)	LGA 1972 s111
BACS	SLCC	Annual Subscription	£175.00		£175.00		LGA 1972 s111
BACS	Greenways	Dog bin emptying	£78.46		£78.46	283/19	EPA 1990 s5 subsection 86 (13)
SO	E. Shayler	Clerk's Salary (SO 26.01.19)	£1,312.23		£1,312.23		LGA 1972 s112
DD	Nest	pension contributions (DD 31.01.19)	£69.10		£69.10		LGA 1972 s112
BACS	HMRC	PAYE and NI for January (DD 12.02.19)	£340.48		£340.48		LGA 1972 s112
		Totals	£3,782.28	£58.60	£3,840.88		

Agenda Item

Department	Budget 2017-18	Actual	Budget 2018-19	Spend 1 April - 1st Dec 18	Anticipated Spend 2018-19	Comments	Draft Budget 2019-20	Precept	Reserves
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Cemetery & Memorials

Grass cutting	1,950	1,950	1,950	1462.5	1,940	No anticipated increase	1,950	1,950	0
Garden maintenance	350	0	350	15	60		350	350	0
Making up graves	100	280	200	0	0		280	280	0
Cemetery / Memorial work contingency	10,600	24,226	4,000	2,937	3,087	War memorial due to be cleaned. Underspend from last years budget and precept	6,000	4,000	2000
TOTAL	£13,000	26,456	£6,500	£4,415	£5,087		£8,580	6,580	2000

Clerk and Administration

Salary & NI	18,000	19,522	20,500	15,282	19,500	Anticipated 1% increase, optional spinal point	22,500	21,500	1000
Clerk's Pension provision	906	334.29	400	305.81	420	Figure on system is employee & employer increase 2% to 3%	650	650	0
Office Rental	2,860	3,543	2830	2,145	2,400	Movememnt to Children's centre	0	0	0
Room hire	300	385	270	510	700	Movememnt to Children's centre	64	64	0
Advertising	200	304	300	96	150		300	300	0
Insurance	2,100	2,098	2200	2,623	2,623	New 3yr fixed term	2122.87	2122.87	0
Subscriptions	760	720.43	700	71	767.09	ALCA / SLCC inc	800	800	0
Audit fees	519	979.25	900	693.75	900	Increase due to council over 100K	1000	1000	0
Legal costs	500	85	200	69.85	569.85		200	200	0
Training	1,000	1559	1000	1276	1276		1000	1000	0
Risk Assessments	380	308	300	0	151	Now split with rec	155	155	0
Chairman's Allowance	50	333.1	100	60	£100		100	100	0
Grants and Donations	1,400	2,557	2500	5,789	5,789		6000	5000	1000
Bank Charges	0	0	0	41	70		100	100	0
TOTAL	£28,975	32,727	£32,200	£28,962	£35,416		£34,992	32,992	2000

Environment

Fence and Tree Work	1,500	380	450	103.33	200		£400	£400	0
Village Orderly	4,710	4,710	£4,710	3,533	4,710	No anticipated increase	£4,710	£4,710	0
Dog Bins	4,140	4,528	£4,233	2,915	3,500	No anticipated increase	£4,080	£4,080	0
Grass Cutting	1,201	1,201	£1,850	1,316	1,850	No anticipated increase	£1,850	£1,850	0
Riverside /Defib Maintenance	3,000	3184.17	£2,000	1,127	2,000	Includes new defib	£3,520	£2,520	1000
Environmental projects	1500	1464.43	£6,000	1335	1500		£4,000	£3,000	£1,000

Environmental Grant	7149	7149	£7,149	1748.88	2000	Split to be used to off set Childrens Centre costs	£2,500	£2,500	0
TOTAL	£23,200	£22,617	£26,392	£12,078	£15,760		£21,060	£19,060	2000

Highways

Power	2,400	2,481	2,400	1,670	2,100	New LED lights	2,000	2,000	0
Maintenance	3,000	1,452	2,000	2085.3	2,960	New lighting contract	3500	3500	0
Upgrades	1,000	303.99	1,000	0	5300	2625 for lots of 5 to LED	5300	5300	0
6 yearly inspection	0	0	0	0	0	Completed in 2017	0	0	0
Highways related projects	£7,550	6284.36	£8,000	£102	£102		4000	2000	2000
TOTAL	£13,950	£10,521	£13,400	£3,857	£10,462		£14,800	12,800	2000

Recreation Ground

Rec Grass Cutting	1,700	1,700	1,700	1,276	1,700	No anticipated increase	1,310	1,310	0
Rec Maintenance	New budget codes		1,000	1150.77	1,151		2000	2000	0
Rec Trees and Fence Work			900	911.67	911.67		500	500	0
Annual inspections	217	217	217	307	307		310	310	0
TOTAL	£1,917	£1,917	£3,817	£3,645	£4,069		£4,120	4,120	0

Youth Club

Youth Club staffing - 2/3 days	£11,520	9550	£11,600	£5,378	£8,000	At present 2 days possible increase to 3.	£11,600	£11,600	0
Youth Club programme costs	2880	1384.1	£2,000	£1,016	£1,200		£2,000	£2,000	0
Computers - match funded	1000	0	£0	0	£0	Carry forward	£1,000	£0	£1,000
Extraordinary activities inc Residential	600	358	£1,300	£0	£600	Includes redecoration of den	£800	£800	0
Subs	-960	-£575	-£900	-£142	-£200		-£400	-£400	0
TOTAL	£15,040	10717.6	£14,000	£6,252	£9,600		£15,000	£14,000	1000

Childrens Centre

As of end of July

Repairs & Maintenance	N/A	2908.94	£4,946	£1,444	£4,946	North Somerset figures in red	£2,946	£2,946	£0
CCTV	N/A	Unknown	Unknown	Unknown	Unknown		£2,000	£2,000	£0
Electricity	N/A	1380.55	£1,036	£217	£1,036		£1,035.52	£1,035.52	£0
Gas	N/A	2512.87	£2,631	£823	£2,631		£2,630.99	£2,630.99	£0
Water	N/A	704.76	£601	£0	£601		£601.22	£601.22	£0
Waste Collection	N/A	0	£176	£0	£176		£147	£147	£0
Cleaning supplies	N/A	2625.49	£2,818	£1,280	£2,818		£2,818	£2,818	£0
Sub Total		10132.6	£12,208	£3,764	£12,208		£12,179	£12,179	0

Office equipment, stationery inc Website	3500	5,044	4500	3,191	3,200		£3,000	£3,000	£0
Phone/Internet	800	454.84	500	338.29	500	Move to YCC	£500	£500	£0
Insurance	N/A	N/A	N/A	N/A	N/A	Fittings already included. Up to £12,000 contents already included	£0	£0	£0
Sub Total	4300	5,499	5000	3,529	3,700		£3,500	£3,500	0
TOTAL	£4,300	25764.2	£29,416	£11,057	£28,116		£15,679	£15,679	0

TOTAL EXPENDITURE	£100,382	110,455	£101,309	£62,738.47	£84,094.70		£114,231	105,231	9000
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INCOME

Village Orderly Grant	£436	£435.81	£436	435.81	435.81	Concern this will not exist.	435.81	435.81	0
Children's Centre Rent	£2,500	£2,500	£2,500	2,500	2,500	Withdrawal of North Somerset	0	0	0
Children's Centre Stipend	£0	£0	£0	0	0	Contribution to children 's centre	8,650	8,650	0
Misc income	£50	£1,273	50	88.67	100		100	100	0
Council Tax Support Grant	£3,700	3,819	3,700	2,130	2,130	Removed	0	0	0
Solar panel grant from New Solar Banwell	£7,149	£7,149	7149	7149	7149		7149	7149	0
INCOME	£13,835	£15,176.40	£13,835	£12,303	£12,315		£16,335	£16,335	0

			88,897				Budget	Precept	Reserves
	£86,547	£96,620.19	£87,474	£50,435	£71,780		£97,896	88,896	8000

Cemetery income	2500	4160	2500	2850	4400	Not part of budget as earmarked	£3,000	0	
Section 137 Contributions	It should be noted that Section 137 contributions may come out of various budget headings. For 2018/2019 the maximum S137 expenditure was £7.86 x 2376 = £18,675.36 for Banwell. It can be assumed the 2019/2020 figure will be at least this.								£18,675.36

GENERAL RESERVES (ESTIMATED AT 15.01.19)

£80,000

CEMETERY EXTENSION RESERVE ON 15.01.19

£85,623

CEMETERY EXTENSION RESERVE (ESTIMATED AT 30.04.19)

£86,000

Budget increased by £3,842

Precept requirement £1 less

Band D £83.82

Last year Band D £80.36

Increase of 4.3% or £3.46 a year or 7p a week

Department	Comments	Budget 2019 - 20	Precept	Reserves
Cemetery & Memorials				
Grass cutting	No anticipated increase	1,950	1,950	0
Garden		350	350	0
Making up graves		280	280	0
Cemetery / Memorial work contingency	War memorial due to be cleaned. Underspend from last years budget and precept	6,000	4,000	2000
TOTAL		£8,580	6,580	2000

Clerk and Administration				
Salary & NI	Anticipated 1% increase, optional spinal point	22,500	21,500	1000
Clerk's Pension provision	Figure on system is employee & employer increase 2% to 3%	650	650	0
Office Rental	Movememnt to Children's centre	0	0	0
Room hire	Movememnt to Children's centre	64	64	0
Advertising		300	300	0
Insurance	New 3yr fixed term	2122.87	2122.87	0
Risk Assessments	Now split with rec	155	155	0
Chairman's Allowance		100	100	0
Grants and Donations		6000	5000	1000
Bank Charges		100	100	0
TOTAL		£34,992	32,992	2000

Environment				
Fence & Trees		£400	£400	0
Village Orderly	No anticipated increase	£4,710	£4,710	0
Dog Bins	No anticipated increase	£4,080	£4,080	0
Grass Cutting	No anticipated increase	£1,850	£1,850	0
Riverside /Defib Maintenance	Includes new defib	£3,520	£2,520	1000
Environmental projects		£4,000	£3,000	£1,000
Environmental Grant	Split to be used to off set Childrens Centre costs	£2,500	£2,500	0
TOTAL		£21,060	£19,060	2000

Highways				
Power	New LED lights	2,000	2,000	0
Maintenance	New lighting contract	3500	3500	0
Upgrades	2625 for lots of 5 to LED	5300	5300	0
6 yearly inspection	Completed in 2017	0	0	0
Highways projects		4000	2000	2000
TOTAL		£14,800	12,800	2000

Recreation Ground		Budget 2019 - 20	Precept	Reserves
Rec Grass Cutting	No anticipated increase	1,310	1,310	0
Rec Maintenance		2000	2000	0
Rec Trees and Fence Work		500	500	0
Annual inspections		310	310	0
TOTAL		£4,120	4,120	0

Youth Club				
Youth Club staffing - 2/3 days	At present 2 days possible increase to 3.	£11,600	£11,600	0
Youth Club programme costs		£2,000	£2,000	0
Computers - match funded	Carry forward	£1,000	£0	£1,000
Extraordinary activities inc	Includes redecoration of den	£800	£800	0
Subs		-£400	-£400	0
TOTAL		£15,000	£14,000	1000

Childrens Centre				
Repairs & Maintenance	North Somerset figures in red	£2,946	£2,946	£0
CCTV		£2,000	£2,000	£0
Electricity		£1,035.52	£1,035.52	£0
Gas		£2,630.99	£2,630.99	£0
Water		£601.22	£601.22	£0
Waste Collection		£147	£147	£0
Cleaning supplies		£2,818	£2,818	£0
Sub Total		£12,179	£12,179	0
Office equipment, stationery inc Website		£3,000	£3,000	£0
Phone/Internet	Move to YCC	£500	£500	£0
Insurance	Fittings already included. Up to £12,000 contents already included	£0	£0	£0
Sub Total		3500	£3,500	0
TOTAL		£15,679	£15,679	0

TOTAL EXPENDITURE		£114,231	105,231	9000
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INCOME

Village Orderly Grant	Concern this will not exist.	435.81	435.81	0
Children's Centre Rent	Withdrawal of North Somerset	0	0	0

PC Papers 21st Jan 2019

Children's Centre Stipend	Contribution to children 's centre	8,650	8,650	0
Misc income		100	100	0
Council Tax Support Grant	Reduction from last year	0	0	0
Solar panel grant from New Solar Banwell		7149	7149	0
INCOME		£16,335	16334.81	0

	Budget	Precept	Reserves
	£97,896	88,896	9000

Cemetery income	Not part of budget as earmarked	£3,000	0	
Section 137 Contributions	It should be noted that Section 137 contributions may come out of various budget headings. For 2018/2019 the maximum S137			£18,675.36

GENERAL RESERVES (ESTIMATED AT 15.01.19)	£80,000
CEMETERY EXTENSION RESERVE ON 15.01.19	£85,623
CEMETERY EXTENSION RESERVE (ESTIMATED AT 30.04.19)	£86,000

Budget increased by £3,842

Precept requirement £1 less

Band D £83.82

Last year Band D £80.36

Increase of 4.3% or £3.46 a year or 7p a week

Banwell Parish Council

Bank Reconciliation at 11/01/2019			
	Cash in Hand 01/04/2018		151,072.76
	ADD		
	Receipts 01/04/2018 - 11/01/2019		103,967.72
	SUBTRACT		
	Payments 01/04/2018 - 11/01/2019		67,633.04
A	Cash in Hand 11/01/2019 (per Cash Book)		187,407.44
	Cash in hand per Bank Statements		
	Cash 31/12/2018	0.00	
	Current account (53357655) 31/12/2018	5,320.58	
	Reserve Account (59678674) 31/12/2018	85,623.29	
	Bonus saver account (81413459) 31/12/2018	44,472.21	
	Unity Trust Bank (20398572) 31/12/2018	52,557.34	
			187,973.42
	Less unrepresented cheques As attached		565.98
			187,407.44
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		187,407.44
	A = B Checks out OK		

Banwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Cemetery and Memorials		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
101	Grass Cutting	0.00	0.00	0.00	1,950.00	1,462.50	487.50
102	Paths / Trees / Garden	0.00	0.00	0.00	350.00	15.00	335.00
103	Making up Graves	0.00	0.00	0.00	280.00	0.00	280.00
104	Cemetery / Memorial Maintenance	0.00	0.00	0.00	4,000.00	3,092.00	908.00
105	Environmental Fee	0.00	0.00	0.00	0.00	280.00	-280.00
		£0.00	0.00	£0.00	6,580.00	£4,849.50	1,730.50

Cemetery Income		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
908	Cemetery Income	0.00	2,500.00	5,125.00	0.00	0.00	2,625.00
		£0.00	2,500.00	£5,125.00	0.00	£0.00	2,625.00

Clerk and Administration		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
301	Salary & NI	0.00	0.00	0.00	20,500.00	15,281.98	5,218.02
302	Clerk's Pension	0.00	0.00	0.00	400.00	627.85	-227.85
303	Phone / Internet	0.00	0.00	0.00	500.00	338.29	161.71
304	Office rent	0.00	0.00	0.00	2,830.00	2,145.00	685.00
305	Hall Hire	0.00	0.00	0.00	270.00	510.00	-240.00
306	Office equipment / Stationary / We	0.00	0.00	25.00	4,500.00	3,191.12	1,333.88
307	Advertising	0.00	0.00	0.00	300.00	96.00	204.00
308	Insurance	0.00	0.00	0.00	2,200.00	2,622.87	-422.87
309	Subscriptions inc ALCA & SLCC	0.00	0.00	0.00	700.00	71.00	629.00
310	Audit Fees	0.00	0.00	0.00	900.00	693.75	206.25
311	Legal Costs inc Land registration	0.00	0.00	0.00	200.00	69.85	130.15
312	Training Clerk	0.00	0.00	0.00	400.00	563.80	-163.80
313	Training Councillors	0.00	0.00	0.00	600.00	563.80	36.20
314	Inspections / Risk Assessments	0.00	0.00	0.00	300.00	217.00	83.00
315	Grants and Donations	3,000.00	0.00	0.00	2,500.00	5,789.07	-289.07
316	Chairmans Allowance	0.00	0.00	0.00	100.00	60.00	40.00
317	Bank Charges	0.00	0.00	0.00	0.00	40.80	-40.80
		£3,000.00	0.00	£25.00	37,200.00	£32,882.18	7,342.82

Environment		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
201	Allotment	0.00	1,647.88	1,647.88	1,647.88	1,647.88	0.00
202	Village Orderly	0.00	435.81	435.81	4,710.00	3,532.50	1,177.50
203	Env Hedge / Fence / Tree Work	0.00	0.00	0.00	450.00	103.33	346.67
204	Env Grass Cutting	0.00	0.00	0.00	1,800.00	1,315.75	484.25
205	Dog Bins	0.00	0.00	0.00	4,233.00	2,915.33	1,317.67
206	Env Maintenance Riverside / defib	0.00	0.00	0.00	2,000.00	1,126.75	873.25
207	Environmental Projects	0.00	0.00	0.00	6,000.00	1,335.00	4,665.00
208	Environmental Grant	4,420.52	7,149.52	0.00	11,570.04	1,210.00	7,631.04
		£4,420.52	9,233.21	£2,083.69	32,410.92	£13,186.54	16,495.38

Highways		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
400	Street Light Power	0.00	0.00	0.00	2,400.00	1,669.79	730.21
401	Street light Maintenance	0.00	0.00	0.00	2,000.00	2,085.30	-85.30
402	Street Light Upgrade	0.00	0.00	0.00	1,000.00	0.00	1,000.00
403	Highways related projects	0.00	0.00	0.00	8,000.00	102.38	7,897.62
		£0.00	0.00	£0.00	13,400.00	£3,857.47	9,542.53

Income		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
901	Childrens Centre Rent	0.00	2,500.00	2,500.00	0.00	0.00	0.00
902	Misc Income	0.00	30.00	88.67	0.00	0.00	58.67

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Banwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

903 Council Tax Support Grant	0.00	2,129.91	2,129.91	0.00	0.00	0.00
904 Precept	0.00	88,897.00	88,897.00	0.00	0.00	0.00
907 VAT	0.00	0.00	0.00	0.00	0.00	0.00

£0.00	93,556.91	£93,615.58	0.00	£0.00	58.67
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Recreation GroundCode Title

<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

601 Rec Grass Cutting	0.00	0.00	0.00	1,800.00	1,275.75	524.25
602 Rec Maintenance	0.00	0.00	484.77	1,000.00	1,150.77	334.00
603 Rec Tree and Fence Work	0.00	0.00	0.00	900.00	911.67	-11.67

£0.00	0.00	£484.77	3,700.00	£3,338.19	846.58
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Youth ClubCode Title

<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

500 YC Staffing	0.00	0.00	0.00	11,600.00	5,377.54	6,222.46
501 YC Programme	0.00	0.00	0.00	2,000.00	1,016.11	983.89
502 YC Extraordinary Activities	3,422.40	0.00	0.00	1,300.00	0.00	4,722.40
503 YC Computers	1,000.00	0.00	0.00	0.00	0.00	1,000.00
905 YC Subscriptions	0.00	900.00	167.00	0.00	0.00	-733.00

£4,422.40	900.00	£167.00	14,900.00	£6,393.65	12,195.75
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NET TOTAL

£11,842.92	106,190.12	£101,501.04	108,190.92	£64,507.53	50,837.23
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