



MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 15th JANUARY 2024

PRESENT: Councillors: Paul Blatchford (Chairman), Mike Bailey, Steve Davies, Kevin Gibbons, Paul Harding, Nick Manley, Maggie McCarthy, Kelly Smith, Matthew Thomson and Steve Voller.

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

Cllr Blatchford welcomed everybody.

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

i) Members of the public

No members of the public were present.

ii) Community Beat Manager's report

The following report was received for the period 18/12/2023 to 15/01/2024.

Incidents reported = 37 with the following selection of crimes reported: 5 abandoned 999 calls, 2 assault, 6 concern for welfare, 1 criminal damage, 1 public order, 1 stalking, 3 suspicious activity, 1 theft from a vehicle, 1 threat and 3 traffic related.

Happy new year from the Worle and Village team, they are offering free "Bike marking" on Saturday 20th January at the Campus, Worle from 10 til Midday. New and used bikes can be registered for free. They will also be at 'Coffee and Chat' on Wednesday 24th January if you want to pop in and have a chat.

For up-to-date information residents can keep in touch via the Avon & Somerset website or follow them on social media, Facebook "Weston & Worle police or Twitter "ASPNorthSom". Residents were asked if they see anything suspicious in the area or would like to talk to local officers, please call 101 or 999 in an emergency, they can also report anonymously to Crimestoppers on 0800555111.

iii) Ward Councillor's report

Cllr Tristam asked for clarification in relation to the Parish Councils objection to the Knightcott development of 95 houses. The Clerk to send a copy of the Parish Councils objections.

The meeting was convened.

001/24 To receive apologies for absence (agenda item 1)

Apologies were received from Cllr Simon Arlidge, Kelly Smith and Tara Wright.

002/24 To receive members' declarations of interest on any agenda item (agenda item 2)

Declarations of interest were received from Cllr Gibbons on agenda item 10, 23/P/2736/R3 Banwell Primary School as he is Chairman of the Governing Body.

003/24 To approve as a correct record, the minutes of the Parish Council meeting on the 18th of December 2023 (agenda item 3)

Resolved – That the minutes of the Parish Council Meeting held on the 18th of December 2023 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous with three abstentions due to absence)

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

004/24 To receive the Clerk's report/Exchange of information (agenda item 4)

- i) **Zebra Crossing Escort**
This began on Tuesday 9th and has been very well received from the school and parents. Still awaiting a response from the Police in relation to a sign although they have agreed to patrols to support the Crossing Escort.
- ii) **Solar Panels**
An installation date of the 12th of February for 5 days has been received. The Scouts have been contacted.
- iii) **Soup and a Roll Initiative**
This has now been going for just under two months. We average between 12 and 19 each day and the feedback has been very positive. In total we have had 176 people through the doors. .
- iv) **Wolvershill Development Liaison Group & Working Group**
North Somerset have made contact, and the first meeting of the Liaison Group will be the 1st of February. With the Working Group then Meeting on the 12th of February. This allows for any feedback from this meeting to be incorporated into the agenda papers for the next full council meeting.

005/24 To note the training and events available and agree any attendance (agenda item 5)

- 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 £30**
- vi) **North Somerset Council's Weed Management Inquiry Day, Thursday 29 February Free**
- vii) **Up to £1000 LANTRA Training (deferred until next month).**

Resolved – To agree the cost of £40 for Councillor Bailey to attend the 'Planning in Plain English' Course.

The resolution was correctly proposed and seconded (unanimous)

006/24 To approve the following expenditure (agenda item 6).

- i) **£760 for the annual monitored intruder alarm and fire alarm systems**

Resolved – To agree the fee of £760 for the annual monitored intruder and fire alarm systems.

The resolution was correctly proposed and seconded (unanimous)

- ii) **£145 for the annual CCTV system**

Resolved – To agree the fee of £145 for the annual CCTV system.

The resolution was correctly proposed and seconded (unanimous)

- iii) **£530 for two new CCTV cameras**

Resolved – To agree the cost of £530 for two new CCTV cameras to be fitted at the annual check.

The resolution was correctly proposed and seconded (unanimous)

007/24 To note the annual independent play inspections and agree any expenditure (agenda item 7)

The annual play inspections were noted. All works GB Sport outstanding works and the replacement nest swing are due to be completed by the end of January.

Resolved: to agree the purchase of a new swing seat.

The resolution was correctly proposed and seconded (unanimous)

008/24 To agree a new telephone and broadband contract for the Youth & Community Centre (agenda item 8).

Resolved – To agree a five-year contract with Mainstream Digital for a fibre line.

The resolution was correctly proposed and seconded (unanimous)

009/24 To agree a response to North Somersets Local Plan Consultation (agenda item 9)

Cllr Manley was thanked for compiling the Parish Councillors responses.

Resolved – To agree the response submitted as part of the agenda papers.

The resolution was correctly proposed and seconded (unanimous)

010/24 To note and agree a response to the following planning applications (agenda item 10).

i) 23/P/2710/FUL Dear Leap Farm Knightcott Road Banwell

Regularisation of 2no. storage containers to be used in conjunction with the approved use. *

Resolved –To object on the basis there was a condition from the 2022 consent explicitly prohibiting any additional storage beyond building confines on the site and the proposed use of shipping containers is inappropriate within the rural setting of the site and is, therefore, harmful to the character and appearance of the area.

The resolution was correctly proposed and seconded (unanimous)

ii) 23/P/2721/FUH 76 Knightcott Road Banwell BS29 6HF

Proposed erection of a single storey extension to the rear at the West elevation and a two-storey rear extension to rear of dwelling.

Resolved –To not object to the application above.

The resolution was correctly proposed and seconded (unanimous)

iii) 23/P/2736/R3 Banwell Primary School West Street Banwell BS29 6DB

Proposed enlargement of the existing window openings to form 1no. door opening and 2no. larger windows to the Northern elevation of Block F.

Resolved – To not object to the application above.

The resolution was correctly proposed and seconded (unanimous)

011/24 To note the following planning applications (agenda item 11).

i) 23/P/2648/AOC Parcels 2.1a, 2.1b, 2.2a and 2.2b at Parklands Churchland Way.

Request to discharge conditions 7 (Construction Programme), 10 (Construction Management Plan), 12 (Surface Water Drainage Scheme), 14 (Treat and Remove Suspended Solids), 15 (Foul Water), 19 (Access/Parking/Roads), 22 (Landscaping), 24 (Landscape and Management Plan), 25 (Tree Protection Fencing), 28 (Biodiversity), 29 (dark vegetated corridor), 30 (External Lighting), 31 (Biodiversity and Nature Conservation Management Plan), 34 (Protective Fencing), 42 (15% Energy Generation), 43 (Code Level 4/6), 46 (Columns and Lanterns), 47

(Archaeology), 48 (Finished Levels), 49 (Materials), 50 (Footway Samples), 54 (Boundary Enclosures) and 57 (Waste Control) from application 12/P/1266/OT2.

- ii) **23/P/2686/AOC Rolstone Farm Business Park, West Rolstone Road, Hewish.**
Discharge of Condition 7 (Noise Assessment) on application 21/P/0094/FUL.
- iii) **23/P/2786/AOC Land at Parklands Churchland Way**
Request to discharge condition number 5 (Noise Impact Scheme) on application 23/P/0565/FUL

The applications above were noted.

012/24 To note the Internal Auditors Report and agree any actions (agenda item 12)

The Council noted the Internal Auditors Report and agreed.

Resolved: To implement the changes to the Financial Regulations & Standing orders with immediate effect and the increase to the fidelity insurance to be considered again at the end of the financial year before the insurance renewal in May.

The resolution was correctly proposed and seconded (unanimous)

013/24 To authorise bills for payment for January (agenda item 13)

The Clerk tabled an amended 'Bills for payment' sheet.

Resolved: To authorise the bills for payment sheet for January of £15676.64. Cllr Harding and Cllr Bailey to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

014/24 To note the Parish Council's end of Decembers net position, bank balances and bank reconciliation (agenda item 14)

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

015/24 Dates of the next meetings (agenda item 15)

Thursday 1st of February 2024, 3pm Wolverhill Liaison Group at the YCC
Monday 5th of February 2024, 7pm Planning Committee at the Youth & Community Centre (YCC)
Monday 5th of February 2024, TBD Youth & Community Centre Committee at the YCC
Monday 5th of February 2024 TBD Employment Committee at the YCC
Monday 12th of February 2024, 7pm Wolverhill Development Working Party at the YCC
Monday 19th of February 2024, 7:30pm Parish Council Meeting at the YCC

The Chairman closed the meeting at 20:05

.....Chairman

.....Date

Bills for Payment - 19th December to the 10th January 2024
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
Already Paid				There are 2 MPAN numbers		The Parish Council
DD	Unity Trust	Bank Charges	£30		095/23	
DD	YU	Streetlight Power	£244.22		095/23	
DD	YU	Streetlight Power	£9.49		095/23	
DD	Mainstream	Phone and Broadband	£140.47		095/23	
DD	EDF	YCC Electricity	£151.15		095/23	
To Pay						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£1,043.34		095/23	
BACS	J K Gardening	Spraying Cemetery	£35.00		H & S - 013/24	
BACS	J K Gardening	Spraying Riverside	£30.00		H & S - 013/24	
BACS	J K Gardening	Cemetery Garden	Total £1148.34		H & S - 013/24	
BACS	Ambience Landscape	Dog Bin emptying	£629.20		095/23	
BACS	Insight Cleaning	YCC Cleaning	£232.00		095/23	
BACS	DS Securities	Annual Intruder and Fire Alarm (monitored)	£912.00		006/24 (i)	
BACS	DS Securities	Annual CCTV	£174.00		006/24 (ii)	
BACS	GB Sport	Quarterly August inspection	£120.00		095/23	
BACS	Jonathan McMillan	DBS Check	£18.00		207/23	
BACS	Dani Wolfegang- James	Locum Comms Officer	£402.56		E31/23	
BACS	Banwell Handyman	YCC Works	£167.85		H & S - 013/24	
BACS	The Gatehouse	Soup and a Roll (Nov, Dec and 1/2 Jan)	£505.00		189/23 (i)	
BACS	Bridget Bowen	Internal Audit Fees	£325.00		113/23	
BACS	Ward Tree Surgeons	H & S works to PC owned Trees	£576.00		188/23 (ii)	
BACS	Minibus Society	Grant for annual running costs	£1,000.00		210/23 (i)	
BACS	Gregor Heating	Solar Panel Deposit	£5,285.80		176/23	
DD	Lloyds Bank PLC	Multipay charge & costs (zoom, food bank, Christmas Hampers).	£517.43		095/23	
BACS	Liz Shayler	Overtime	£126.07		013/24	
SO	Liz Shayler	Clerks Salary (new basic monthly)	£2,008.95		095/23	
DD	Nest	Pension contributions	£190.77		095/23	
BACS	HMRC	PAYE and NI	£752.84		095/23	
DD	North Somerset	YCC Waste Collection	£9.50		095/23	
		Totals	£15,676.64			

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



Banwell Parish Council

Banwell Youth & Community Centre,
West Street, Banwell BS29 6DB
Telephone: (01934) 820442

Email: clerk@banwellparishcouncil.org.uk

MEETING: Wolvershill Development Liaison Working Group.

DATE & TIME: Thursday 1st February 2024 at 3 pm.

LOCATION: Virtual.

PRESENT: Parish Councillors Paul Blatchford, representatives from North Somerset Council's Planning Policy team, and transport team including Michael Reep, Marcus Hewlett, Ellena Fletcher, Joseph Burnell, Lindsay Margerison, James Wigmore, Max Smith, Roger Willmot, Esther Coffin-Smith, Thomas Bell and Andrea English, and representatives from the developers with land interests at Wolvershill Andrew Minto, Richard Grant, Russell Smith, Andrew Cockett, Jonathan Adams, Jeff Richards, Amanda Sutherland, Verity Wood, Ian Gazzard, Mike Kerton, Isaac Kibblewhite, Andrea Kellegher & Sarah Morgan.

Also present: Liz Shayler (Clerk).

Cllr Blatchford welcomed everybody.

WLG1/24 To elect a chairman

Cllr Blatchford was elected Chair of the Working Group

No objections were received.

WLG2/24 To elect a vice-chairman

No other Councillor was present and so this item was deferred.

WLG3/24 To receive apologies for absence

Apologies were received from Cllrs Nick Manley and Paul Harding

WLG4/24 To receive members' declarations of interest on any agenda item

No declarations of interest were received.

Cllr Harding joined the meeting.

WLG5/24 Developing a vision for Wolvershill – ambitions and challenges

Marcus Hewlett from North Somerset Planning Policy team introduced himself. It is hoped that this process would foster collaboration and coordination in the planning process for the Wolvershill development proposals.

This session was to provide an early opportunity for stakeholders to engage in discussions about key issues, aspirations, and challenges related to the development. It seeks to inform the creation of the Wolvershill Supplementary Planning Document (SPD) and the master planning of the Wolvershill development.

WLG6/24 **Key policy requirements for the development**

The purpose of the Wolverhill Supplementary Planning Document (SPD) is to:

- Provide a 'spatial/masterplan framework' to guide future planning applications.
- Provide an additional level of detail to the local plan especially Policy LP1.
- Identifies high-level masterplan framework including land use, vehicle movement, transport, green infrastructure & heritage,

It is hoped that the draft SPD will be submitted in the spring as background to Local Plan submission.

WLG7/24 **Proposed North Somerset Supplementary Planning Document – programme, role, and scope.**

There was a presentation on some initial thoughts around transport, vehicle movement, land use, green infrastructure & heritage. Transport information is based upon work NSC have carried out with consultants AECOM to support the emerging Local Plan.

i) Transport

- Active travel routes (in and around the settlement and neighbouring settlements).
- Public Transport with an aim to improving and creating new bus routes.

Attendees raised questions about why buses were not utilising Wolverhill Road, especially since a bus gate was designed along the bypass at this location. Additionally, concerns were raised regarding why many of the routes were bypassing Banwell.

ii) Movement through, in and out of the site

iii) Green infrastructure & Heritage including wildlife habitats.

iv) Land Use

- Introduced was the local centre, north of the bypass along Wolverhill Road.
- Creation of different character areas. There was concern expressed that while having distinct character areas within the new development was appreciated, it was important for the houses within the development still function cohesively as a whole.

Feedback from the session will inform ongoing work on the Wolverhill proposals to feed into the SPD preparation.

WLG8/24 **Date of next meeting – 2pm February 5th of 2024 – Hybrid at Banwell YCC and virtually.**



Banwell Parish Council

Banwell Youth & Community Centre,
West Street, Banwell BS29 6DB
Telephone: (01934) 820442

Email: clerk@banwellparishcouncil.org.uk

MEETING: Wolvershill Development Liaison Working Group.

DATE & TIME: Monday 5th February 2024 at 2 pm.

LOCATION: Hybrid – Banwell Youth & Community Centre and Virtually.

PRESENT: Parish Councillors Paul Blatchford, Paul Harding, Nick Manley representatives from North Somerset Council Marcus Hewlett, Ellena Fletcher and representatives from the developers with land interests at Wolvershill, Andrew Cockett, Jonathan Adams, Jeff Richards, Ian Gazzard, Mike Kerton, Isaac Kibblewhite, Dean Fisher, Jenny Brow, Andrea Kellegher & Sarah Morgan

WLG9/24 To receive apologies for absence

No apologies were received.

WLG10/24 To receive members' declarations of interest on any agenda item

No declarations of interest were received.

WLG11/24 To agree the minutes from the Wolvershill Liaison Group on the 1st of February 2024

This item was deferred to allow the minutes to be circulated.

WLG12/24 Overview of the Process

This meeting was in relation to the land in the control of Wain Estates, Ainscough & Bloor Homes who would appreciate feedback from the Working Group and Parish Council on their current indicative suggestions for the Wolvershill Masterplan.

WLG13/24 Understanding the Site

i) Land Control



ii) Site Features

Technical constraints and opportunities - discussed were the following.

- New Banwell Bypass Route.
- Flood plain particularly to the east of the site.
- Impact of the M5,
- The Rhyne network,
- The Special Area of Conservation for Bats,
- Area of Outstanding Natural Beauty (now called Mendip Hills National Landscape),
- Historic Banwell Conservation Area,
- Wolvershill Road north and south of the bypass.

Green and blue infrastructure

It was suggested that there could be a parkland established along the eastern boundary of the site, with an additional strategic green gap the other side of the bypass towards historic Banwell. Measures would be put in place to enhance biodiversity within these areas.

Additionally, within the site, active travel routes were proposed divided into those not lit (dark corridors) to help for example, promote bat movements and those which may be illuminated. Furthermore, the importance of incorporating strategic blue corridors, which include the Rhyne network, was emphasised for environmental preservation and enhancement.

During the discussion, it was suggested that consideration should be given to establishing a green gateway at the west entrance to Banwell, located north of the A370. Furthermore, it was proposed that the planning of active travel routes should encompass not only cycle paths and footpaths but also include bridleways potentially linked to the current network.

Access & movement

It was proposed to enhance and introduce additional public bus routes, along with the establishment of a mobility hub. Furthermore, it was suggested to designate Wolvershill Road, north of the bypass, as an active travel route.

During the meeting, it was suggested that the design incorporate features to allow young people to play in front of their houses e.g. neighbourhood streets. Ensuring connectivity between Banwell and the new settlement was identified as another important consideration.

Local centre

It was proposed that north of the Bypass, along Wolvershill Road would host a new settlement centre. There would be distinct identities between the historic Banwell centre and the proposed new settlement centre. Both would be situated along Wolvershill Road ensuring connectivity with the current Centre of Banwell along Wolvershill Road.

A community hub was proposed, and it was expected that North Somerset Council would contribute input regarding their minimum requirements for this new settlement centre. It was hoped that there would be distinctive landmarks included with the design, perhaps celebrating the history of the site.

WLG14/24

Exploring Land Uses

A map was shared identifying potential areas for different land uses for example residential, education, the local centre, green infrastructure, mixed employment & residential.

WLG15/24

Date of next meeting – TBD – Hybrid at Banwell YCC and virtually.



Minutes of the meeting of the Planning Committee held at Banwell Youth & Community Centre, 7pm on Monday 5th of February 2024.

PRESENT: Councillors Nick Manley (Chairman), Simon Arlidge, Paul Blatchford, Steve Davies, Paul Harding, Matthew Thomson

IN ATTENDANCE: Liz Shayler (Clerk) and Parish Councillor Maggie McCarthy

MEMBERS OF THE PUBLIC: Two

Cllr Manley welcomed everybody.

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

Members of the public.

No members of the public spoke

The meeting was convened.

01/24 To receive apologies for absence (agenda item 1)

No apologies were received.

02/24 To receive declarations of interest (agenda item 2)

Cllr Manley declared an interest in 24 P/2587/FUL Land to the rear of the Ship Hotel, West Street, Banwell due to the proximity of his property.

03/24 To approve as a correct record the minutes of the Planning Committee Meeting held on the 2nd of October 2023 (agenda item 3)

Resolved – That the minutes of the Planning Committee Meeting held on the 2nd of October 2023 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous)

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

04/24 To update the green measures to be considered when reviewing all planning applications (agenda item 4).

Resolved – To update the green measures to be considered when reviewing all planning applications.

The resolution was correctly proposed and seconded (unanimous)

05/24 To note and comment upon planning applications (agenda item 5).

(i) **23/P/2563/FUL Gobbles Farm Wolverhill Road Banwell BS29 6LA.**

Change of use of the existing agricultural building to commercial (Use Class B8) storage use and erection of a new commercial building for (Use Class B8) storage units with the creation of associated hardstanding and parking.

Standing Orders were suspended to allow the Land Agent for this application to speak.

The land agent gave a summary of the proposals. Questions were asked about transport movements and the visibility splay.

Standing Orders were reinstated.

Resolved: The committee resolved to support this application.

The resolution was correctly proposed and seconded (unanimous)

Cllr Manley handed over the Chair to Cllr Blatchford for the following application.

(ii) 23/P/2587/FUL Land to the rear of the Ship Hotel, West Street, Banwell.

Demolition of single storey storeroom and pergola and erection of a single storey garden room and two storey residential annexe attached to the existing building; new doorway to replace window to retained east elevation and replacement of first floor window with wooden framed double-glazed window. Alterations to existing tower building to create a new doorway, re-lay tower roof and insertion of new conservation rooflight, secondary glazing to window and internal repairs.

Resolved: The committee resolved to recommend refusal of this application due to an adverse impact on adjacent properties in relation to overlooking. If the case officer is minded to approve the Parish Council requests that the window design be reverted back to its original form.

The resolution was correctly proposed and seconded (unanimous).

Cllr Manley returned to the meeting

(iii) 23/P/2848/FUH 22 Westfield Road Banwell BS29 6BA.

Proposed erection of a rear single-storey kitchen extension and French doors to the front elevation.

Resolved: The committee resolved to support this application.

The resolution was correctly proposed and seconded (unanimous).

(iv) 23/P/2849/FUH Rose Bank 6 Dark Lane Banwell BS29 6BP.

Revised scheme to previously approved application 23/P/0004/FUH to include proposed partial widening of ground floor at the front of the property and first-floor extension with bathroom and 2no. bedrooms, removal of external composite cladding shown on the upper floor extension and lower-level rendering carried up. Windows and doors to be new UPVC in lieu of composite.

Resolved: The committee resolved to not object to this application. However, they request a condition that the windows be fitted with glass which reduces light pollution due to foraging bats.

The resolution was correctly proposed and seconded (unanimous).

06/24 To note the following planning applications (agenda item 5).

(i) 23/P/2647/MMA Parcels 2.1a, 2.1b, 2.2a and 2.2b At Parklands Churchland Way

Minor material amendment to application 20/P/3081/RM (Reserved matters application for matters of access, appearance, landscaping, layout, scale for the erection of 77no. dwellings with associated roads, footways, parking, drainage, landscaping and public open space pursuant to 12/P/1266/OT2) to allow for the redesign of multiple house types and alterations to the proposed layout to improve frontage onto the main link road.

(ii) 23/P/2759/NMA Banwell Bypass Land to North and East of Banwell Including Mitigation Highway Land in Sandford, Winscombe and Churchill

Nonmaterial amendment to planning permission 22/P/1768/R3EIA (Banwell Bypass) to allow for amendments to the design as listed in covering letter dated 13 December 2023.

(iii) 24/P/0011/MMA Cannaways Barns Silver Moor Lane Banwell BS29 6LQ

Minor material amendment to permission 23/P/1038/FUL (demolition of 2no. dwellings and an existing agricultural building on site (buildings annotated Units A, D and F on the existing topographical survey plan). Erection of 2no. self-build and custom build replacement dwellings) to allow for addition of front porch and other alterations to external appearance of each plot (see cover statement)

- (iv) **24/P/0016/TRCA White Lodge 16 - 18 Castle Hill Banwell BS29 6NY**
Removal of Ash trees affected with Ash Dieback and removal of a dead apple tree, Pruning of Hazel tree.
- (v) **24/P/0148/TEN Land Opposite North of Yarberry Farm Banwell Road Christon BS29 6ND**
Notification under Regulation 5 of the Electronic Communications Code of the intention to install fixed line broadband apparatus comprising of the installation of 1no. new 9m medium pole at the above location.

These applications above were noted except for 23/P/2759/NMA Banwell Bypass Land.

Resolved: That the proposed gate is 6ft high preventing members of the public from entering the field from Eastermead Lane.

The resolution was correctly proposed and seconded (unanimous).

07/24 To note planning decisions – (agenda item 7)

- (i) **23/P/0815/FUL Rolstone Manor Farm, West Rolstone Road, Hewish. BS24 6UR**
Conversion and change of use of 2no. barns to create 2 No. residential dwellings with associated gardens and change of use of agricultural access track to mixed residential and agricultural use.
APPROVE
- (ii) **23/P/2435/TRCA Archways, East Street, Banwell. BS29 6BW**
T1 - Varnish tree C/L over roof for a clearance of 2m, dead wood. **NO OBJECTION (tree/hed) unconditional**
- (iii) **3/P/2439/AOC Land at Parklands Churchland Way**
Request to discharge condition number 7 (Ventilation and Extraction) and 15 (Boundary Treatment Plan B-07A) on application 23/P/0565/FUL **APPROVE (discharge condition) (RDC)**
- (iv) **23/P/2599/LDE Land Adjacent to Box Bush Farm, Box Bush Lane, Rolstone BS24 6UA**
Certificate of lawfulness for the extension of 2no. agricultural buildings. **APPROVE (Lawful)**
- (v) **23/P/2786/AOC Land at Parklands Churchland Way, North Somerset.**
Request to discharge condition number 5 (Noise Impact Scheme) on application 23/P/0565/FUL.
APPROVE (discharge condition) (RDC).

08/24 Date of the next meeting (agenda item 8)

Planning Meeting Monday 6th of November 2024 7pm at Banwell Youth & Community Centre

The Chairman closed the meeting at 19:35

.....Chairman

.....Date



Banwell Parish Council

MINUTES OF A MEETING OF THE YOUTH & COMMUNITY CENTRE (YCC) COMMITTEE HELD AT THE YCC, WEST STREET, BANWELL AT 7:30pm ON MONDAY 5th of FEBRUARY 2024

Present: Cllrs Paul Harding, Nick Manley (Chairman), Maggie McCarthy, Matthew Thomson, Tara Wright & Paul Blatchford (ex-officio).

In attendance: Liz Shayler (Clerk) and Cllr Steve Davies

01/24 To receive apologies for absence: (agenda Item 1)

No apologies were received.

02/24 To receive members' declarations of interest on any agenda item (agenda Item 2).

There were no declarations of interest received.

03/24 To approve, as a correct record, the minutes of the Youth & Community Centre Committee (YCC) minutes from the 14th of August 2023 (agenda Item 3)

Resolved: To approve, as a correct record, the minutes of the YCC Committee minutes from the 14th of August 2023.

The resolution was correctly proposed and seconded (unanimous)

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

04/24 To note the report from YMCA Dulverton on the current Youth Club provision (agenda Item 4)

The report received was noted.

05/24 To complete the YMCA Dulverton appraisal process (agenda Item 5)

Resolved: The appraisal process was completed resulting in a satisfactory outcome (see attached sheet).

The resolution was correctly proposed and seconded (unanimous)

06/24 To receive the Officer's report/Exchange of information (agenda Item 6)

i) Fibre installation

The first phase has been completed. The final switch over is due to be completed on the 9th of February 2024. The new app will enable the Office phone to be redirected to the Clerks mobile.

ii) Solar panels

The installation date of the solar panels has been confirmed for the 12th of February and will be finished by the 16th. It is anticipated there will be no effect on the bookings.

iii) Wellspring Roving Counselling

They are a local UK registered charity providing highly subsidised one-to-one counselling to anyone in North Somerset aged 11 and over. Currently work with 7 residents and are looking to expand their services by hosting counselling sessions in Banwell.

iv) North Somerset Childrens Services

As of the 5th of Feb, they have removed their services due to lack of staff.

v) CCTV

Two new cameras are due to be installed this week when the annual alarm and CCTV maintenance checks are undertaken.

vi) **Soup and a Roll Initiative**

This has now been ongoing for just over two months. Attendance figures indicate a consistent turnout, ranging between 12 and 19 individuals per day, garnering positive feedback from attendees. To date, the initiative has welcomed a total of 230 visitors and has received voluntary donations amounting to £402.

Feedback collection has commenced, revealing a unanimous satisfaction rate of 100% across various metrics including overall experience, taste, quality, and variety of soups. Additionally, all respondents expressed their intention to recommend the initiative to others. Furthermore, participants indicated their willingness to accommodate a proposed increase in cost to £2, demonstrating a favourable reception towards the adjustment.

07/24 To discuss the disabled access path to the left of the building and agree a way forward (agenda item 7).

The committee were told that the solar panel installation requires digging a trench between the Scout Building and the YCC, with the inverter placed above the ladies' toilets. To minimize disruption, the cable will run under the path and through conduit. However, this affects the disabled access path, prompting a quote to replace the concrete and tarmac section for £1500, improving safety and appearance.

Another quote for the entire concrete path to the hall and the play area, costing £3800, was requested due to slipperiness concerns. Doing both projects separately totals £5300 but completing them together reduces the cost to £5000. With a YCC improvement budget of £25,000, a grant from NSC, and anticipated underspend, funding is available. Additionally, installation of an additional bollard to prevent vehicle access on the field is included in the works.

Resolved: That have both sets of work undertaken simultaneously for £5000.

The resolution was correctly proposed and seconded (unanimous)

08/24 To note the Youth and Community Centre and Youth Club budgets (agenda item 8).

The Youth and Community Centre budgets were noted.

09/24 Date of Next Meeting (agenda item 9)

Youth & Community Centre Committee Meeting at Banwell YCC on 8th May 2024.

The meeting closed at 19:50

Chairman.....

Date.....

YMCA –REVIEW OF PERFORMANCE

Period under review 9th September 2023 to 31st December 2023

1. Are all contracted sessions being held? **Yes** / No where possible
Comments...
2. Are the numbers attending increasing? **Yes** / No / NA
Comments ... Any low numbers corresponded with events at the school or nationally (Halloween)
3. Is a comprehensive range of activities being organized? **Yes** / No / NA
Comments... Yes they have a varied youth-led programme and went ice skating in December.
4. Are YMCA demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? **Yes** / No
Comments... Young people were able to go ice skating in December. Currently no scope for Easter holiday activities.
5. YMCA arranging activities outside of the village? **Yes** / No / NA
Comments – Ice Skating in December.
6. Are YMCA seeking other sources of funding for Youth Club activities? Yes / **No** / NA
Comments – N/A.
7. Is any feedback from users/parents positive? Yes / No
Comments –.
8. Have any complaints been received about the service? Yes / **No**
Comments...
9. Have there been any behavioural issues at the Youth Club including damage? Yes / **No** / NA
Comments... See Youth Club reports
10. Have any unannounced visits been made by Committee members since the review? Yes/**No**
Comments – Unannounced visit due.
11. Any other comments:
Due to lack of staffing availability, there were no positive activities for young people over the summer holidays in 2023. This was picked up as a priority for 2024.
12. Conclusion – **Satisfactory** / Unsatisfactory
13. Action points for YMCA
 - To ensure a list of activities is sent to the Comms Officer when agreed by young people. Within 2 weeks of new term.
 - To ensure that Tuck and Subs are being banked at least every half term.
 - To work with new D of E student to update the noticeboard
 - To investigate weekly positive activities for young people during the summer holidays
 - To investigate a residential weekend for young people.
14. Action points for Youth Club Management Committee.
 - To organise an unannounced visit.



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7pm ON MONDAY 5th FEBRUARY 2024

Present: Cllrs Paul Blatchford (Chairman), Simon Arlidge, Paul Harding and Maggie McCarthy
In attendance: Liz Shayler (Clerk)

01/24 To receive apologies for absence (agenda item 1).

No apologies were received.

02/24 To receive members' declarations of interest on any agenda item (agenda item 2)

No member's declarations of interest were received.

03/24 To approve as a correct record the minutes of the meeting of the Employment Committee held on the 25th of September 2023 (agenda item 3).

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

The resolution was correctly proposed and seconded (unanimous).

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

04/24 To review current staffing roles and agree on a way forward (agenda item 4).

The Committee deliberated on the four delineated roles as presented in the report and deemed each to be essential. Emphasis was placed on prioritising the recruitment of the Communications and Marketing Officer, along with the Administrative Officer roles. There was consensus that the position of Environment Officer could either be amalgamated with the Communications Officer role or deferred for future consideration.

Regarding the Finance Officer role, the Committee would postpone recruitment pending consultation between the Clerk and the internal auditor. This discussion aims to determine whether the Parish Council's financial operations should transition from receipts and payment to income and expenditure within the upcoming fiscal year, either in 2024/25 or 2025/26."

Resolved – To agree to immediately hire a Communications and Marketing Officer for 6hrs a week at pay scale 13. and Administrative Assistant for 6hrs a week both at pay scale 13.

The resolution was correctly proposed and seconded (unanimous).

05/24 To agree on any temporary measures before the full employment of another Officer (agenda item 5).

No temporary measures were deemed to be necessary.

06/24 To discuss the recruitment and hiring process (agenda item 6).

Resolved – To start the hiring process on the 12th of February with advertising as previous posts.

The resolution was correctly proposed and seconded (unanimous).

07/24 To agree the setting up of Traffic Management for Community Events (TMCE) training for the Clerk and Parish Council volunteers for £625 + £40 per person (agenda item 7).

Resolved – To agree the cost of TMCE training for the Clerk and Parish Council volunteers on February 21st 2024.

The resolution was correctly proposed and seconded (unanimous).

08/24 To agree the date of the next meeting (agenda item 9)

TBD on March 4th at Banwell Youth & Community Centre

The Chairman closed the meeting at 21:00

.....Chairman

.....Date



Banwell Parish Council

Banwell Youth & Community Centre,
West Street, Banwell BS29 6DB
Telephone: (01934) 820442

Email: clerk@banwellparishcouncil.org.uk

MEETING: Wolverhill Development Working Group.

DATE & TIME: Monday 12th February 2024 at 7 pm.

LOCATION: Banwell Youth & Community Centre

PRESENT: Parish Councillors Paul Blatchford (Chairman), Paul Harding (Vice-Chairman), Simon Arlidge, Matthew Tompson, Steve Voller and 13 members of the community.

Also present: Liz Shayler (Clerk).

Cllr Blatchford welcomed everybody.

WWG1/24 To elect a chairman

Resolved: That Cllr Blatchford be elected as Chairman of the Working Group

The resolution was correctly proposed and seconded (unanimous).

WWG2/24 To elect a vice-chairman

Resolved: That Cllr Harding be elected as Vice-Chairman of the Working Group

The resolution was correctly proposed and seconded (unanimous).

WWG3/24 To receive apologies for absence

Apologies were received from Cllr Mike Bailey.

WWG4/24 To receive members' declarations of interest on any agenda item

A personal interest was received by Cllr Tompson as his wife's relative's own property on Summer Lane.

WWG5/24 To note the minutes from the Wolverhill Liaison Group meeting

i) 1st of February 2024

ii) 5th of February 2024

The minutes from the above meetings were noted.

WWG6/24 Overview of the process

The Clerk gave a brief overview of the process including the background of the allocation of this site. The meeting was told that it was an early opportunity to look and comment on the Master Plan and new North Somerset supplementary planning document in relation to the new Wolverhill Local Plan strategic site.

Notes from the meeting will be sent on to North Somerset and any developers. Further information presented to the Liaison Group will then flow to the Working group for feedback.

The meeting was shown a map of the North Somerset (NSC) allocated Site at Wolverhill. The land identified in red is land that landowners have put forward to NSC as land suitable for development. Banwell Parish Council were not involved in this process. A map of the

area owned by the developers currently engaging with the Parish Council was shown but it was emphasised that Banwell PC are not the planning authority and that both NSC and three of the developers are seeking local input. The plans are indicative only. Full planning permission will be sought.

WWG7/24 Exploring the site.

There was a presentation on some initial thoughts around public transport, active transport, vehicle movement, land use, green infrastructure & heritage.

WWG8/24 Breakout Session.

Those attending separated into five groups and then considered each of the slides above in more detail. Feedback was collected by post it note. Attendees raised the following.

i). Public Transport

- The importance of Public Transport was emphasised.
- Questions were asked why buses were not utilising Wolvershill Road especially to connect the two centres.
- A link directly to Worle station was suggested.

ii). Active Travel.

- It was suggested that the current bridleways / public rights of way should be maintained, and new ones created to form a properly joined network.
- Bicycle lanes should be separate from walkers on footpaths.
- There would be no need for the active travel route over the motorway to include a bridleway as there are no bridleways in Locking Parklands.
- Concern about active travel routes being created through farmers' fields and the risk to livestock.
- A link directly to Worle station was suggested.

iii). Movement through, in and out of the site.

- Concern was raised generally about the current country lanes and how traffic will move around then in particular the creation of / escalation of them being used as rat runs.
- Concern was raised about Silvermoor Lane it was felt it should be protected and mitigation put in to ensure it is not a rat run (e.g. a 20 / 30mph speed limit).
- Concern was raised about Summer Lane in relation to it being used by busses / large vehicles (there was no plans available from the bypass team in relation to their plans to widen Summer Lane). Concern was raised about the sharp bend which could potentially lead to bottleneck problems.
- Opinion was split as to whether Wolvershill Road north of the bypass should be left open or restricted as an active travel route. There was concern about access to Morrisons and rat runs being created on neighbouring roads.
- Concern was raised about Junction 21 capacity and whether this would encourage the use of Riverside / Silvermoor Lane to access the roundabout from the east.
- Concern was raised about the infrastructure and community hub and when this will be delivered in relation to the houses.
- Whilst not part of this process (part of the Banwell Bypass Planning Application) concern was raised in relation to the closure of Wolvershill Road to the south of the bypass and how it separates the two communities from each other. Also, Junction 21 access and whether any remedial works will be completed before the houses are built.

iv). Green infrastructure & heritage including wildlife habitats.

- Biodiversity Net Gain and how it will be achieved was requested.
- Concern was raised about the protection of livestock in neighbouring fields in the suggested green areas.
- Ensure that horse riders are considered when discussing green infrastructure.
- When showing active travel routes ensure it is clear who it includes (walkers / cyclists / horse riders).

- Concern was raised about how wet some of the areas are: how this will be managed (attenuation ponds / rhynes) and what impact that will have on the designated green area during wet months.
- Request for community allotments/orchard and designated leisure areas (e.g. play areas / picnic areas).
- Concern was raised about how present wildlife, and how their habitats will be protected (e.g. the protected freshwater mussels which can be found in the Banwell River and surrounding rhynes).
- Mitigation to neighbouring properties which may have an increased risk of flooding due to the development, were requested.
- Concern was raised about maintenance and who will maintain the green areas / attenuation ponds after the developers have moved on. Evidence of poorly maintained strips of land in Banwell (Taylors Fields and environmental strip).
- Request for more detail about what the green infrastructure will be (e.g. park, orchard etc..) and how it will be protected in the future.
- Request for screen of new development from existing properties.
- Concern about light pollution and whether there could be any mitigation measure (e.g. tints to windows to help prevent light pollution).
- Concern was raised that this development would not be in keeping with the Mendip National Character Area given that it will be seen from there.
- Whilst not part of this process (part of Local Plan allocation) increase in the strategic green gap was requested to include the Knightcott area and east of the current village (inside the bypass).

v). Land Use

- Concern that there is not enough employment which will mean people will want to commute out of the settlement and therefore increase the vehicles movements on neighbouring roads.
- Request for a leisure centre and library.
- A proper consideration for carparking was requested. Not only in the centre / around the schools but also in residential areas. It is not realistic to assume that people will use active travel routes and the current parking standards are insufficient.
- Creation of different character areas. Ensure that there is uniformity around the community centre especially as the current centre will be developed by two different companies.
- It was hoped that whilst there were different character areas that the development design still functions cohesively as a whole.
- Request for Communal / shared office space.
- Request for Community hub but ensure that it works effectively to bring people to the centre.
- Ensure there is no replication of services which would mean Banwell Village is further hollowed out.
- New Doctors surgery (currently Banwell & Winscombe Family Practice at capacity but ensure this will not mean the closure of either of the current facilities).
- Suggestion of a café within the new identified employment area.
- Although not part of this process (part of Local Plan) concern was raised about the lack of capacity at the current motorway junction and that houses should be closer to Bristol.

Feedback from the session will inform ongoing work on the Wolverhill proposals to feed into the Supplementary Planning Document and Master Plan preparation.

WWG9/24 Date of next meeting – If information is received in time - 7pm 11th of March.

5. To receive the Officer report/Exchange of information:

i) Zebra Crossing Escort

Well received by the public unfortunately we haven't had any volunteers come forward to help cover this when the current volunteers is away. However, we have had two volunteers put themselves forward for the TMCE training on the 21st of Feb. With guidance from the Police and Breakthrough Communications the current volunteer will be starting back with a body cam after a series of incidents involving vehicles driving across the crossing in front of him.

ii) Solar Panels

These are currently being installed with the Youth and Community Centre Path being completed next week which is when the solar panels will be commissioned.

iii) Archaeological remains interment

Border Archaeology have suggested dates in May for the interment of the remains. I am awaiting confirmation of the inscription for the stone and Adams Memorials have set aside a suitable stone ready for the plaque.

Summary of feedback for 'Soup and a Roll' initiative

This has now been ongoing for just under three months. Attendance figures indicate a consistent turnout, ranging between 15 and 19 individuals per day. To date, the initiative has welcomed a total of 302 visitors and has received voluntary donations amounting to £439.

Overall Experience Rating:

Very Good: 100% (15 responses)

Rating of Taste, Quality, and Variety of Soups:

Good: 100% (15 responses)

Specific Soups Stood Out:

Majority found all soups excellent.

Some mentioned standout soups: Minestrone & Bacon, Pea and Ham, Tomato & Basil, Chicken and veg.

Recommendation to Others:

Yes: 100% (15 responses)

Reaction to Potential Cost Increase to £2:

Satisfied: 93.3% (14 responses)

Effect of Cost Increase on Attendance:

No significant impact, with all respondents indicating they would continue attending.

Preference for Frequency of Soup Lunch Event:

Twice a week is ideal: 93.3% (14 responses)

One respondent preferred a more frequent schedule.

Likelihood of Attendance During Summer Months:

Yes: 60% (9 responses)

Maybe: 40% (6 responses)

Additional Suggestions/Comments:

Some suggested variations for the summer months, including sandwiches or scones.

Positive feedback on the initiative, with suggestions for enhancing it, such as introducing tea/coffee or expanding to include Fridays. One respondent suggested a preference for wholemeal rolls.

Summary

Overall, the data indicates a high level of satisfaction with the 'soup & a roll' sessions, with attendees enjoying the quality of the soups, the affordability, and the social aspect of the initiative. There's also openness to adjustments, particularly for the summer months, to accommodate preferences and maintain interest.

Given the feedback above I spoke to Carmino who would be prepared to offer a sandwich / scone over the summer instead of soup for approximately the same cost. £30 for 20 people (roll & butter extra, tea and coffee from public living room budget)

Recommendation – Continue initiative twice a week but double the current voluntary contribution which will cover current costs (including extras) and the possible slightly increased cost during the summer.

Plot number(s):

BANWELL ALLOTMENT CO-OPERATIVE SOCIETY Ltd
Registration No. 5144

TENANCY AGREEMENT

MEMBERS TERMS AND CONDITIONS OF TENANCY

ALLOTMENTS ACT 1908 – 1950

Section 1 – Definitions/Interpretation

1.1 Welcome to Banwell Allotment Co-operative Society. The following terms and conditions of this Tenancy Agreement are based on the Tenancy Agreement between Banwell Allotment Co-operative Society, its members and the Landlord. (Members include Tenants and Associate Members) **PLEASE READ THESE TERMS AND CONDITIONS AS THEY APPLY TO YOU.** It is important to understand the commitment you are taking on when allotment gardening. It is necessary to maintain the plot and associated paths, at a suitable standard which takes several hours a week throughout the year. Failure to do so will lead to the termination of the Tenancy Agreement.

1.2 Financial Liability Banwell Allotment Co-operative Society is a Co-operative with limited liability guaranteed by £1.00 of your registration fee. In the unlikely event of us being forced to close down with financial liabilities the most a Tenant or Associate member could be asked for is £1.00.

1.3 Dividends We are a non-profit making organisation and therefore do not pay dividends.

1.4 Gender Words referring to one gender will be read as referring to any other gender and words referring to the singular will be read as referring to the plural and vice versa.

1.5 Dual Tenancy Where the Tenancy is held by more than one person the obligations and liabilities will be joint and several obligations and liabilities of those persons.

1.6 Tenants and Associate Members Tenants and Associate Members will be known as Plot Holders. **A maximum of two Tenants and two Associate Members is permitted on each individual plot.**

1.6.1 Associate Members Associate Members have no automatic right to take over the Tenancy on the death of the Tenant or if the Tenant relinquishes their Tenancy. Their membership in the Banwell Allotment Co-operative Society will automatically terminate if this situation occurs. However, the situation will be discussed by the Committee and due regard will be given to how much the Associate Plot Holders have contributed to the use of the plot.

1.6.2 Tenancy Compliance The Plot Holder understands that failure to respect this Tenancy Agreement will put the Committee in breach of the lease with the landlords and that in turn may result in the immediate termination of the Plot Holder's tenancy.

1.7 Co-operative Membership All Plot Holders (including Associate members) will be members of the Banwell Allotment Co-operative Society Ltd on payment of a “one-off” fee of £1 which shall be paid with their plot rent. This fee will not need to be paid again as long the Plot Holder continues

Plot number(s):

to renew their Tenancy at the annual rent set by the Committee. This Tenancy Agreement will not be valid until the £1.00 Co-operative membership fee has been paid for all persons listed on the Tenancy Agreement, names, addresses and contact details have been provided and the agreement has been signed by either the Chairman, Secretary or Treasurer.

1.8 Society Society is Banwell Allotment Co-operative Society Ltd which is responsible for payment of ground rent, insurance and site maintenance.

1.9 Clause Headings The clause headings do not form part of this Agreement and will not be taken into account in its interpretation.

Section 2 – General Information and Requirements

2.1 Allotment Land rented out also referred to as an Allotment Plot or Plots under the Allotments Act 1908 – 1950. The Society agrees to let, and the Tenant agrees to take all that piece of land designated as Plot(s) shown on the Banwell Allotment Co-operative Society Ltd site plan for the allotments situated at Banwell Allotments, Wolverhill Road, Banwell BS29 6LA.

2.2 Plot Size A “plot” on the Banwell Allotment Co-operative Society site is approximately 125 square metres (approx. 5 poles) and rented individually. There are a few slightly smaller plots, and these are rented at a lower price. Depending on demand and availability, the maximum holding of any one person may be limited to two plots (Approx. 250 square metres total).

2.3 Plot Use Plots are to be used wholly or mainly for the production of vegetables or fruit crops by tenants and their families for their own consumption.

2.4 Site Lease The site is leased from Banwell Parish Council (Landlord) who in turn hold the land on a lease from the landowner (Landlord Paramount). The Society has to abide by all the requirements of the lease under which they hold the Allotment Site, and this also includes the conditions in the Head Lease (Landlord Paramount).

2.5 NSALG (National Society of Allotments and Leisure Gardeners) The Society is a member of the NSALG and will be guided by the NSALG and its rules and constitution but can make decisions that are not in line with NSALG guidance if deemed necessary.

2.6 Annual General Meeting The Society will hold an Annual General Meeting in March or April each year.

2.7 Management Committee The Management Committee will be referred to as the Committee in this Tenancy Agreement. The normal day-to-day management of the Banwell Allotment Co-operative Society and the Allotment Site will be carried out by a Committee of members elected from full tenants by the members. This Committee will consist of the Chairman, Secretary, Treasurer, and a minimum of two other members and a maximum of six other members. At each Annual General Meeting, a new Committee will be elected for the ensuing year. This new Committee will take over from the old Committee on the day following the AGM. Any existing Committee members who are willing to stand for a further term may offer themselves up for re-election.

Plot number(s):

2.8 Common Areas Areas of land used by all members e.g. main pathways and tracks, turning points, car parks etc. where the grass requires cutting and kept clean and tidy, but where no single Plot Holder is directly responsible for such areas.

2.9 Site Insurance The Society will arrange Public Liability Insurance.

2.10 Stages of Tenancy For new potential Plot Holders there are three stages of Tenancy. Before commencing Stage 1 Tenancy the yearly membership fee has to be paid along with £1.00 **per person** Co-operative membership fee. If a Stage 1 Tenant is offered a plot late in the year the Committee may at its discretion waive the plot fee depending on the condition of the plot at the time it is offered to the tenant. However, the £1.00 Co-operative membership fee will have to be paid.

2.10.1 Stage 1 Tenancy This will last for three months, during which time the Stage 1 Tenant may only erect any structures on the plot at their own risk and in compliance with paragraph 3.15. If they are not accepted onto Stage 2 Tenancy then they agree to vacate the plot and remove, within 28 days, any structures they have erected, or agree to leave them to the next occupant. The Committee will monitor the Stage 1 Tenant's progress during this 3 month period. The Stage 1 Tenant will give priority to preparing beds for growing crops and should have cultivated (see definition at paragraph 2.13) at least 25% by the end of three months. If it is an appropriate time of year the Stage 1 Tenant should have crops growing in this 25% by the end of 3 months. Only essential repairs should be undertaken at this time to fences, gates and sheds. The Stage 1 Tenant should heed any advice given to them by a Committee member. After three months the Committee will decide if the Stage 1 Tenant has made sufficient progress to move to Stage 2 Tenancy. If in the Committee's opinion, they should not be elevated to Stage 2 Tenancy then their occupancy will be terminated.

2.10.2 Stage 2 Tenancy This will last for a further three months during which time the Stage 2 Tenant may only erect any structures on the plot at their own risk and in compliance with paragraph 3.15. If they are not accepted onto Full Tenancy Membership then they agree to remove, within 28 days, any structures they have erected or agree to leave them to the next occupant. The Stage 2 Tenant will give priority to preparing beds for growing crops and should have cultivated (see definition at paragraph 2.13) at least 50% by the end of the further 3 months. If it is an appropriate time of year the Stage 2 Tenant should have crops growing in this 50% by the end of 6 months from when they were given access to the plot. At the end of this period, the Committee will decide whether the Stage 2 Tenant can move to Full Tenancy or if their occupancy will be terminated.

2.10.3 Stage 3: Full Tenancy After 6 months of satisfactory occupancy, or earlier if the prescribed requirements have been met, the Stage 2 Tenant will be welcomed to Full Tenancy.

2.11 Site Rules and Information The site rules contain more detailed requirements for the level of cultivation required and various other matters. These rules and recommendations will be updated periodically by a majority agreement of the Committee. All tenants will be given a copy of the site rules by email. If required a paper copy can also be provided.

2.12 Rent The rent shall be reviewed annually and be that amount approved and agreed as the annual rent per plot by the Annual General Meeting of the Society held in the March prior to the tenancy year beginning from the following 1st January. The Committee reserves the right to hold a General Meeting up to the 31st October in order to agree on an increase in the Plot rent if unforeseen expenses make this necessary. Rent for tenancies starting part way through a tenancy year shall be

Plot number(s):

pro rata from the 1st of the month in which the tenancy commences and is payable immediately on commencement of the tenancy. If a new member takes out a Tenancy agreement in the later part of the year, then the Committee may agree to waive the Tenancy agreement fee for the remainder of that year. The £1 Co-operative membership fee, however, will have to be paid to ensure liability protection and satisfy insurance requirements.

2.13 Cultivation Cultivation in this agreement means digging, mulching, pruning, weeding and planting and is to be for the production of vegetables, fruit, herbs or flowers. It is not sufficient simply to clear weeds without using the area to produce crops and flowers. A few crops in a large bed, a lawn, trees, wildflowers or weeds, does not constitute cultivation.

2.14 Trees Trees must be from Dwarf Rootstock. Standard trees propagated on seeding rootstocks are not permitted. Trees are to be planted in the 25% permitted non-cultivated area. Trees must not be allowed to exceed 2 metres in height. Tree canopy does not count towards the 75% cultivated area unless crops are being grown below the canopy to the full extent of the canopy. There were no trees on any of the current plots when the allotments were first set up so a Plot Holder can freely remove any trees currently on their plot.

Section 3 – Plot Holder Conditions

The Plot Holder, upon signing this agreement and having paid the annual rent, or part thereof as required, shall:

3.1 Cultivation The Plot Holder shall keep at least **75%** of the plot fertile and cultivated in accordance with the definition in paragraph **2.13**. *(This level of cultivation is a requirement of the lease on which the Society holds the Land from Banwell Parish Council)*

3.2 Genetically Modified Crops The Plot Holder shall not cultivate genetically modified crops.

3.3 Cleanliness and Tidiness The Plot Holder shall keep the plot clean and tidy and clear of detritus. The Plot Holder shall not bring any waste onto the plot or the site. The Plot Holder shall not deposit any matter onto the common areas of the site or adjacent land, hedges or ditches.

3.4 Weeds The Plot Holder shall keep the plot clear of weeds particularly those producing airborne seeds.

3.5 Green Waste Green waste must be composted, brown waste, weed roots, and diseased plants are to be removed from the site for disposal or dried and burnt in a “fast burn” contained unit, no man-made material to be burnt whatsoever, **no open bonfires are permitted.**

3.6 Fruit Bushes and Trees All fruit trees and bushes must not exceed a height of **2 metres** from ground level and the growing of ornamental trees and shrubs is not allowed. Trees must comply with the “definitions” requirement in paragraph **2.14**.

3.7 Parting with Possession of the Plot A Plot Holder shall not share, sublet, assign or part with possession of the plot or any part thereof. *(This is a requirement of the lease on which the Society holds the Land from Banwell Parish Council)* This shall not prohibit another person, authorised by the Tenant, from the cultivation of the plot for short periods of time when the Tenant is incapacitated by illness or is on holiday, the site secretary or Chairman is to be informed of the other person’s name.

Plot number(s):

3.8 Conduct The Plot Holder shall not cause nuisance or annoyance to the occupier of any other allotment or members of the Committee. *(This is a requirement of the lease on which the Society holds the Land from Banwell Parish Council)*. The Plot Holder must at all times during the tenancy observe and comply fully with all enactments, statutory instruments, local, parochial or other byelaws, orders or regulations affecting the Allotment Site. Plot Holders are not permitted to reside on the Allotment Site overnight.

3.9 Path Maintenance The Plot Holder shall maintain the paths (i.e. strim or mow) to the side, top and bottom of their plot, including half the width of any adjacent common area up to a maximum of 5 metres. (At present, the common areas are mown for us by a Society member)

3.10 Site Paths Plot Holders shall not obstruct any paths set out by the Landowner *(This is a requirement of the lease on which the Society holds the Land from Banwell Parish Council)*

3.11 Trees on Common Areas The Plot Holder shall not cut or prune any trees or timber on the common areas, which were present before the allotments were established. *(This is a requirement of the lease on which the Society holds the Land from Banwell Parish Council)*

3.12 Minerals, Sand and Clay The Plot Holder shall not remove any minerals, sand clay or earth from the site. *(This is a requirement of the lease on which the Society holds the Land from Banwell Parish Council)*

3.13 Borders Between Plots The Plot Holder shall keep a space between the plot and each adjoining plot of at least 30 cm (12 inches) wide from the centre of each boundary. This then gives a minimum dividing strip of at least 60cm (24 inches) wide between each plot and to keep in good order one half of such strip. This will give access for fence maintenance on plots that have a fence between them. Sheds and any other structure that is permitted shall also be placed at least 30 cm from the border between the two plots.

3.14 Plot Markers The Plot Holder shall ensure the plot identification number is present and replace it if necessary. It shall be the responsibility of the Plot Holder to ensure the marker is clearly visible and in its correct place.

3.15 Buildings and Other Structures The Plot Holder shall not erect any shed or other building on the plot (except buildings erected pursuant to section 12 Allotments Act 1950) without the consent of the Committee. The Plot Holder shall inform the Committee of their proposal with regard to the positioning, and dimensions (sheds not to exceed 8ft x 6ft or equivalent base area), together with the provision of any rainwater collection and water storage. This restriction also applies to the erection of polytunnels (which must not exceed 5 m x 3 m or equivalent base area) and any similar structures, The height of any permitted structure shall not exceed 2.5 metres from ground level. Solid concrete floors and concrete foundations are not permitted. All structures shall be properly maintained, and any dilapidated structures are to be removed from the site by the Tenant.

3.16 Prohibited Items The Plot Holder shall not use barbed or razor wire, glass (including toughened glass), galvanised iron or asbestos sheeting. Carpets, asbestos-based products, plasterboard, tyres or gypsum-based products must not be taken onto plots as these contaminate the ground.

Plot number(s):

3.17 Water Containers The Plot Holder shall only use approved child-safe water storage containers. All water containers should have a lid for the safety of children and wildlife.

3.18 Security Plot Holders are responsible for keeping gates locked and the site as secure as possible. All costs arising from fly tipping will be distributed to Plot holders via the annual rent. Plot Holders are advised to not leave valuable equipment unattended on site as there is no insurance cover and the Society cannot be held responsible for any loss.

3.19 Children and Vulnerable People The Plot Holder understands that should they bring any child/children/vulnerable person or cause any child/children/vulnerable person to be brought on to the Allotment site, they are responsible for the control of said child/children/vulnerable person and their safety.

3.20 Dogs The Plot Holder shall not bring any dog or allow any dog to be brought onto the allotment site unless the dog is held on a leash and kept under control. A dog may be allowed off its leash when on a fully fenced secure plot providing it does not cause a nuisance to an adjacent Plot Holder. The Plot Holder shall remove all faeces deposited by any dog they have brought or allowed to be brought onto the site.

3.21 Compensation The Plot Holder understands that the Society will not be liable for any compensation upon repossession of the plot for any trees or other crops requiring more than 12 months to mature, or less than 12 months, in the case of eviction.

3.22 Damage/Vandalism Damage to the Allotment site and the Society's property may result in termination of allotment tenancy and possible prosecution.

3.23 Conditions and Covenants The Plot Holder agrees to observe and perform all conditions and covenants contained in any lease in which the Banwell Allotment Co-operative Society holds the land on which the allotment is situated.

3.24 Weed Killers, Fertilisers and Insecticide The Plot Holder agrees that when using weed killers, fertilisers and insecticides to:

3.24.1 Take all reasonable care to ensure that adjoining hedges, trees and crops are not adversely affected and make good or replant, if necessary, should any damage occur as a result of the Plot Holder's negligence (The decision of the Society shall be final if any dispute arises from this section)

3.24.2 So far as possible, select and use chemicals, whether for spraying, seed dressing or any other purpose whatsoever, that will cause the least harm to members of the public, game birds and other wildlife, other than vermin or pests.

3.24.3 Take care to prevent any carry-over on boots and shoes.

3.25 Health, Safety and Risk Assessment Rules The Plot Holder shall comply at all times with the Health, Safety and Risk Assessment rules as issued from time to time and listed on the noticeboard.

3.26 Livestock The Plot Holder shall not keep livestock on the land without the consent of the Committee, subject to Section 12(1) Allotments Act, 1950.

Plot number(s):

Section 4 – Plot Inspections and Tenancy Termination

4.1 Plot Inspections Plot inspections will be carried out randomly throughout the year but will be more focused during the April to September period. Plot Holders will be informed if they are not meeting the conditions of their Tenancy Agreement, especially with regard to the cultivation standard defined in paragraphs **2.13** and **3.1**.

4.2 Plot Improvement Notice Plot Holders will be sent an improvement notice by email if there is a breach of Tenancy. The Plot Holder will have 28 days to make substantial improvements unless there are reasons acceptable to a majority vote of the Committee for the problem having arisen.

4.2.1 The Plot Holder shall acknowledge the breach to the Secretary or Chairman and send, by email, a brief outline of their remedial plan. If at the end of 28 days, there has been no significant improvement then their Tenancy will be terminated. If there are adequate improvements but further random inspections show these to be short-lived then their Tenancy will be terminated.

4.2.2 Temporary absence, illness and family matters **may** be considered adequate reasons for a period of poor cultivation, and this paragraph shall only be applied after due consideration of current equal opportunity, disability and other relevant legislation and the rights of the Plot Holder.

4.2.3 If a Plot Holder receives an improvement notice in two successive years, then they will not be offered Tenancy renewal for the following year unless there are very exceptional circumstances deemed acceptable to a majority of the Committee.

4.3 Tenancy Termination Due to Breach of the Agreement Any Plot Holder in breach of this Agreement agrees that they may be evicted from their plot. The timescale is as follows; after receiving a Tenancy Termination notice the tenant will make arrangements for disposal of sheds, tools and crops they own within 28 days of the date on the notice. If the items are not so removed the Society may dispose of them, and their safekeeping cannot be guaranteed, though every effort to protect them will be made. On the 29th day from the date of the Termination Notice the tenant will no longer have right of entry to the Banwell Allotment Co-operative site.

4.4 Tenancy Termination for Other Reasons

4.4.1 This Tenancy agreement may be ended by the Society giving at least twelve months' notice in writing to quit the Allotment, expiring on or before the sixth day of April or on or after the twenty-ninth day of September in any year in accordance with Section 1(1) (a) of the Allotments Act 1922 (amended by Section 1 of the Allotments Act 1950). Banwell Parish Council and the Landlord Paramount also may end the agreement in accordance with the conditions contained in this paragraph.

4.4.2 This Tenancy agreement shall terminate whenever any Tenancy or Right of Occupation of Banwell Parish Council or the Landlord Paramount is terminated.

4.5 Annual Rent Payment Annual rent for the ensuing year is due on 31st December each year. If payment is not made within 40 days, the plot will be deemed to be vacant and will be re-let accordingly. The 40-day tolerance is to conform with Section 30 (2) of the Allotments Act 1908. It

Plot number(s):

should be noted, however, that until the rent is paid access to the allotment site will not be possible after the 14th January without being accompanied by a member of the Committee and will only be to allow collection of personal property. Rents for tenancies commencing part way through the year are due immediately on commencement of the tenancy.

4.6 Difficulty, Distress or Hardship The Society recognises the possibility that a clause or restriction included in this Agreement may cause difficulty, distress or hardship. Should such a situation arise, the Plot Holder may approach the Society Committee with the specific details of their case. The Committee will consider each and any such case on its individual merits, and may, where this is possible, allow limited relief. The decision of the Society Committee will be final in this matter.

4.7 Change of Address or Contact Details The Tenants agree to inform the Society Secretary of any change of address or contact details of the signatories on this Tenancy Agreement. Failure to do so will result in any notifications being given to the Tenant or Associate Member, by stapling such notice to the plot gate. Refusal to give updated contact details will result in immediate Termination of Tenancy.

4.8 Countersignature This Tenancy Agreement is not valid until countersigned by either the Chairman or Secretary of the Banwell Allotment Co-operative Society Ltd.

I/We have read and understood this Tenancy Agreement as set out above.

Tenant 1 Signed: **Name(print):**

Address:

Email: **Mob:**

Tenant 2 Signed: **Name (print)**

Address:

Email: **Mob:**

Associate member 1 Signed **Name (print)**

Associate member 2 Signed **Name (print)**

Date

Signed (on behalf of the Society) **Date**
Position held:

Tenancy Agreement

An agreement made this 18th day of January in the year 2024

Between Banwell Parish Council, c/o Liz Shayler, Parish Clerk, Parish Office, Banwell Youth & Community Centre, West Street, Banwell, BS29 6DB

(Hereinafter, "the Landlords") of the one part; and

Banwell Allotment Co-operative Society Ltd registered office: 1 Azalea Road, Wick St Lawrence BS22 9TN. Registration No. 5144.

(Hereinafter, "The Society") of the other part

- (a) WHEREAS the Landlords (Parish) agree to lease, and the Society agrees to take on a seven year tenancy from the 1st day of May in the year 2024 that land known as Field Number O.S.709 hatched in red on the map annexed to this Agreement provided by the Landowner and comprised of 4.798 acres or thereabouts (and subject to any exceptions and reservations contained in any Lease under which the Landowner might hold said land) at the rental of one thousand, six hundred, forty seven pounds and eighty eight pence (£1647.88) payable yearly and at a proportionate rent for any part of a year over which the Tenancy may extend.
- (b) Should the area utilised for allotments exceed two acres during the term of this lease, then the rental shall be recalculated from the next annual review on the basis of a rental value of £400 per acre for the area cultivated as allotments and £60 per acre for the remainder of the site. If the area utilised for allotments exceeds 2 acres but is less than 2.5 acres the rent shall nevertheless be paid at the rate of £400 an acre for 2.5 acres; if more than 2.5 acres but less than 3 acres then the rent shall be paid at the rate of £400 an acre for 3 acres, and so on in half acre increments.

This Agreement is subject to the **Allotments Acts 1908 - 1950**; to any Regulations indorsed to or on this Agreement; and to the following Conditions:

The Society shall be run in accordance with:

NSALG Constitution & Rules *(as part of and attached to this agreement)*.

1. The Rent shall be paid on the 1st day of May in any year.
2. The Society shall cause the land to be used for Allotment Gardens that is to say wholly or mainly (no less than 75%) for the production of vegetable or fruit crops for consumption by the (tenants of the Allotment Society and their family) and for no other purpose; any and all tenants to keep plots clean and free from weeds and in a good state of cultivation and fertility.

The Society will ensure that all tenants understand and abide by the terms and conditions as set out in their annual tenancy agreement. *(Copy as attached to this agreement)*. The Society will carry out regular inspections during the growing season.

3. The Allotments Society shall ensure that tenants shall not cause any nuisance or annoyance to the occupier of any other Allotment Garden, or obstruct any path set out by the Landowner for the use of occupiers of the Allotment Gardens.

4. It shall be a condition of an allotment letting agreement that tenants shall not underlet, assign, or part with possession of the Allotment Society or of any part thereof without express written consent of the Landowner who, for the purpose of this Agreement is, and shall remain, the Landlord Paramount.
5. The Allotment Society shall see to it that tenants shall not, without express written consent of the Landlord Paramount, cut or prune any timber or other trees or take, sell or carry away any mineral, sand, clay or earth.
6. The Allotment Society shall see to it that tenants shall not keep any livestock on the allotment except that permitted under Statute without the prior express written consent of the Landlord Paramount.
7. The Allotment Society shall see to it that every hedge which forms part of the boundary of Allotment Gardens properly cut and trimmed, shall keep all ditches properly cleansed and maintained, and shall keep in repair any other fences and any other gates and sheds and will arrange for payment of any mains water used on the Allotment Gardens. The Society will also agree to reinstate any water supplies to their original state and to cover any cost involved on or before expiry of the Tenancy.
8. The Allotment Society shall see to it that tenants shall not use any barbed wire for a fence adjoining any path set out by the Landowner for the use of the occupiers of the Allotment Gardens, will also ensure that no glass, galvanised iron sheeting or carpet is used on the Allotment Gardens.
9. The Allotment Society will carry out all necessary health & safety risk assessments and will advise all tenants as part of their introduction to the Allotment Garden and will also arrange Public Liability Insurance for the Society and its members.
10. The Allotment Society shall see to it that Tenants shall not, without the express written consent of the Society, erect any building on the Allotment Garden, except buildings erected pursuant to **section 12 Allotments Act 1950**; all sheds shall be of the landowners' approved specification only and the Society shall be responsible for removal of any building on or before expiry of the Tenancy.
11. As regards the Allotment Society: the Society shall see to it that tenants shall observe and carry out any and all conditions and covenants contained in the Lease under which the Authority holds the land from the Landowner; and any and all conditions which bind the Landowner and contained in the Head Lease.
12. The Tenancy of the Allotment Garden shall terminate whenever any Tenancy or Right of Occupation of the Landowner shall terminate.

It may also be terminated by the Landlord Paramount by re-entry on to the land after one month's notice:

- 12.1 if the Rent is in arrears for not fewer than 40 days: **or**
- 12.2 where the Society is not duly observing and/or carrying out the terms of the Tenancy; **or**
- 12.3 where the Allotment Society becomes bankrupt or compounds with its creditors.
- 12.4 The Tenancy may also be terminated by the Landowner, or by the Parish Council, by the giving of twelve (12) months' previous notice in writing; such notice to expire not later than the **sixth day of April** or on or after the **twenty-ninth day of September** in any year in accordance with **Section 1(1) (a) of the Allotments Act 1922** (amended by Section 1 of the Allotments Act 1950).

13. The Society shall pay the Stamp Duty on this Agreement.

(Stamp Duty is not payable unless the Agreement is for longer than seven years.)

SignedDate

Landlord

Witness

Signed Date.....

For and on behalf of the Society

Witness

Aim 1 - Facilities & Amenities

To continually promote the best interests of all members of the local community by providing facilities and amenities in the parish not provided by NSC.

Ambition	Council Committee / Officer	Timescale	Implications	Success would be	Progress at 31/04/2024
1.1 Development & enhancement					
1.11 In conjunction with the NSC Local Plan and Bypass Teams to support improvements in centre of the village	Full Council & Clerk	1-2yrs	Possible budget implications	Further information boards	
	Full Council & Clerk	0-2yrs	Budget implications	Streetlight mounted Christmas lights	
	Full Council, all committees & working groups	2-5yrs	Currently no financial implication	The centre of the village is a nice place to walk through	
1.12 To assess the War Memorial	Cemetery WG & Clerk	0-1yr	In budget although grant possible.	The war memorial has been assessed to see if the names could be made clearer	
1.13 To continue to investigate a New Cemetery within the Parish boundaries.	Cemetery WG & Clerk	2-3yrs	Possible budget implications	A decision by council to acquire land for a cemetery	
1.2 Wellbeing					
1.21 To continue to ensure all open spaces are well cared for & enhanced	Rec Trust, Full Council & Clerk	0-3yrs	Budget implications	Resurfacing of Multi Use Games Area (MUGA) on the Rec with addition of lines	
	Rec Trust, Full Council & Clerk	0-1yr	Budgeted for	All weather path	
	Rec Trust, Full Council & Clerk	1-3yr	Budget implications	Outdoor gym equipment	
	Rec Trust, Full Council & Clerk	1-3yr	Budget implications	Additional toddler equipment.	
1.22 To run events and activities to support mental & physical wellbeing across all sections of the community	Full Council & Clerk	1-3yr	Possible budget implications	The creation of Men's Shed and Repair Café's	

Strategic Action Plan

1.23 Promote positive planning and influencing local development	Full Council & Clerk	0-1yr	Grant	Free cooking sessions
	Full Council & Clerk	Ongoing	Possible budget implications	Public living Room continues
	Full Council & Clerk	Ongoing	Possible budget implications	Soup and a Roll initiative continues
	Full Council & Clerk	0-1yr	No cost except officer time and printing.	A review of the Window Trail has been undertaken
	Clerk & YCC Committee	0-2yrs	Left over grant and section 106 for 1yr	Weekly summer holiday positive activities are run and there is an annual residential in September.
	Full Council & Clerk	0-2yrs	Possible budget implications	The Remembrance Parade continues
	Comms Officer	Ongoing	In budget and comms hours	Citizens Advice outreach is successful with regular Comms
	Wolvershill Development Liaison Group & WG & Clerk	0-2yrs	No cost except officer time.	Meetings of Wolvershill Development Liaison Group and Wolvershill Working Party.
	As above	0-2yrs	No cost except officer time.	Working with NSC of the Wolvershill SPD
	Full Council, all committees & working groups	0-1yr	No cost except officer time.	Promoting the Parish in the Local Plan development.
1.24 Safeguarding the separate identities of Banwell and the new Village and their environs	Full Council, all committees & working groups	0-1yr	No financial implication	Protection of green corridors / strategic gap to prevent coalescence
	Full Council, all committees & working groups	0-2yrs	No financial implication	Promoting / creating distinctive characteristics and features of the individual villages

Strategic Action Plan

1.25 To support the implementation of 20mph & road calming measures	Clerk, Full Council & Bypass Team	2yrs	No financial implication	A 20mph speed limit throughout the centre of the village
1.26 Creation of Parish wide emergency plan	Clerk & Full Council	0-2yrs	No cost except officer time.	Creation of Parish wide emergency plan
1.3 Inclusivity				
1.31 Ensure the type and frequency of Parish Council events reflects a wide range of community interests.	Clerk & Full Council	3-5yrs	Possible budget implications	On offer is a mix of cultural, recreational, educational, and social events that appeal to different demographics which a broad cross-section of the community, including different age groups, ethnicities, socioeconomic backgrounds, and interests, actively participate in.
1.32 Promote and support local voluntary groups and events held.	Comms Officer	0-1yr	Comms Officer hrs	The community calendar on the website includes all events held in Banwell. The existence of which is highlighted monthly.
1.33 Ensure that the Parish Council continues to provide diverse and inclusive facilities.	PC Officers and full council	2-4yrs	Possible budget implications	A broad cross-section of the community, including different age groups, ethnicities, socioeconomic backgrounds, and interests, use PC facilities.
1.34 Encourage the use of the YCC for community services / activities	Clerk & YCC Committee	0-2yrs	No cost except officer time.	That clinics, information café's, counselling all occur at the YCC.

Aim 2 - Direct Services

Where the Parish Council provides direct services, it will do so ethically and endeavour to maintain high professional standards and a quality service. It feels that such quality is the expectation of the parishioners and will not compromise these standards.

Ambition	Council Committee / Officer	Timescale	Implications	Success would be	Progress at 31/04/2024
2.1 Improve the organisational management & efficiency					
2.11 Reviewing the staffing structure and objectives to ensure they reflect changing legislative and community needs.	Employment Committee & Clerk	0-1yr	Possible budget implications	Staffing structure reflects needs of the Parish Council for now and the next 3 years.	
2.12 Continuing to provide induction and training programme for new staff and council members.	Clerk	0-2yrs	No cost except officer time.	All new staff and council members fully trained in the functions they undertake.	
2.13 To apply for the local council award.	Clerk	0-1yr	Possible budget implications	Achievement of Gold Award	
2.14 To ensure all BPC policies and protocols are adhered to and updated as and when necessary	Clerk	Ongoing	Already included in working practices	BPC policies and protocols are adhered to and updated as and when necessary on a rotational basis or annually.	
2.15 To adhere to all new legislation	Clerk	Ongoing	Statutory requirement	All new legislation has been adhered to.	
	Clerk	Ongoing	Statutory requirement	Legal powers and opportunities are reviewed with access to ALCA and Government Daily updates	
	Clerk	Ongoing	Statutory requirement	Transparency Code has been adhered to both for smaller councils and larger councils.	
2.16 Implement a strategic plan and associated action plan	Clerk	0-1yr	No cost except officer time.	Strategic plan and associated action plan have been implemented	

Strategic Action Plan

2.17 To continue monitoring estimates and budgets	Clerk	Ongoing	Ongoing	Budgets are presented monthly to Council and the annual budgeting setting document is presented to council for precept setting
2.18 Insurance	Clerk	Ongoing	Statutory requirement	Insurance is agreed annually after Full Council have considered the schedule.
2.2 Develop and implement a fixed assets strategy				
2.21 Developing a fixed assets map	?	0-2yrs	No cost except officer time.	Fixed assets map which includes contact information for Public Rights of Way around the Parish.
2.22 Developing a formal fixed assets maintenance programme	Clerk	0-2yrs	No cost except officer time.	Fixed assets maintenance programme
2.23 Evaluating the Youth & Community Centre as a community and office space in the short, medium & long term	Clerk & YCC Committee	1-2yrs	No cost except officer time.	A report exists evaluating the YCC for the next 3+ years.
2.24 To seek provision of a Community space which includes a Parish Council presence in the new Wolverhill Development.	Wolverhill Development Liaison Group & WG, Full Council & Clerk	0-5yr	Possible budget implications	A space in the new development which includes a Parish Office
2.25 Continue to evaluate cost v benefit analyses associated with the provision of playgrounds and open spaces	Clerk	1-2yrs	No cost except officer time.	A report exists evaluating all open spaces for the next 3+ years to include future aspirations and risks.
2.3 Improve forward-planning				
2.31 Developing succession planning for and flexibility in staff and members.	Clerk	0-2yrs	No cost except officer time.	A succession plan exists for the exit of members of staff.
2.32 Developing succession planning for Chairman & Vice-Chairman of full council & its committees.	Clerk	0-2yrs	No cost except officer time.	A comprehensive induction plan exists for new members and committees with a succession plan for chair / vice.

Strategic Action Plan

2.33 To identify Parish Council projects.	All members of staff and councillors	0-2yrs	No cost except officer time.	Tea and Buns annually and a shared document which officers and members can contribute to throughout the year.
2.34 Considering future opportunities and challenges, including anticipated increases in powers and responsibilities.	Clerk	0-3yrs	No cost except officer time.	A SWOT (Strengths, Weaknesses, Opportunities, Threats) has been undertaken to identify internal and external factors affecting the council's operations.
2.35 Protecting the Parish	Clerk	Ongoing	No cost except officer time.	The council via the clerk has close liaison with the Police and the NS Ward members
2.4 Pursue all possible appropriate forms of alternative revenue and funding				
2.41 Advancing project planning to facilitate timely release of funds.	All members of staff and councillors	0-2yrs	No cost except officer time.	A variety of fully costed projects exist and the impact of large scale developments has been considered with possible section 106 needs assessed.
2.42 Maximising Section 106 or Community Infrastructure Levy monies available,	All members of staff and councillors	0-2yrs	No cost except officer time.	All major developments have a section 106 request and CIL money has been accounted for.
2.43 Grant funding	All members of staff and councillors	0-1yr	No cost except officer time.	Grant lists are regularly checked and officers working closely with grant awarding bodies

Aim 3 - Communication

The Parish Council aims to be a "Listening Council" and encourages you to let us know your opinions, comments and concerns. Where needed, we will act promptly to pass onto other local authorities or bodies, concerns which we cannot deal with ourselves. Problems within the powers of the Parish Council will be passed to the relevant committees.

Ambition	Council Committee / Officer	Timescale	Implications	Success would be	Progress at 31/04/2024
3.1 Understanding our community					
Conduct Parish surveys and consultation exercises with residents and community groups, to better understand their needs and aspirations.	Council Officers	1-2yrs	Budget implications	Annual Parish Survey which has a high participation rate. Annual Focus Group / community workshop	
3.2 Engaging with our community					
3.21 To assess current notice boards to see if they are fit for purpose.	Clerk & Full Council	0-2yrs	Budget implications	Current noticeboards have been replaced	
3.22 To continue the quarterly electronic Banwell enewsletter and improve volume of sign ups	Comms Officer	Ongoing	Comms Officer hrs	Volume of sign up has increased	
3.23 To produce 4 x insert for the Parish Mag each year.	Comms Officer	Ongoing	Comms Officer hrs	4 inserts in the Parish Mag are published	
3.24 To support a thriving Banwell Business community	Council Officers	0-1yr	No cost except officer time.	The creation and maintenance of a database of business contacts	
	All members of staff and councillors	0-1yr	No cost except officer time.	Annual Christmas Market for businesses	
	Comms Officer	0-1yr	Comms Officer hrs	Continuation of Buy in Banwell Campaign	
	Comms Officer	0-2yrs	Comms Officer hrs	Improved access to support and training	
3.25 Identify new opportunities for community engagement	Comms Officer	1-2yrs	Comms Officer hrs	Establishment of a Youth Forum	

Strategic Action Plan

3.26 Improve the accessibility, relevance, ease of use and immediacy of our communication channels, including social media	Comms Officer	0-1yr	Comms Officer hrs	Social media has a variety of content, including text, images, videos, infographics with interactive content.
3.3 Involving our community				
3.31 Work with NSC & the Wolverhill Developers to create a Wolverhill Master Plan.	Wolverhill Development Liaison Group & WG, Full Council & Clerk Wolverhill	0-2yrs	No cost except officer time.	The Creation of a Wolverhill Development Master Plan.
	Development Liaison Group & WG, Full Council & Clerk	0-3yrs	No cost except officer time.	The Creation of a NSC Wolverhill SPD
3.32 Increase involvement of the community in Parish Council activities,	All members of staff and councillors	1-3yr	Possible budget implications	A large Community event is run annually.
	Comms Officer	1-2yrs	Comms Officer hrs	Contribution to the Community Award is chosen from suggestions from residents.
3.33 To review the creation of neighbourhood plan after local plan adoption.	Clerk & Full Council	3-5yrs	No cost except officer time.	A decision is taken by the PC as to whether there should be a neighbourhood plan.

Aim 4 - Climate Emergency

The Parish Council has declared a climate emergency. It will operate and promote positive measures impacting the environment while reducing and eliminating

Ambition	Council Committee / Officer	Timescale	Implications	Success would be	Progress at 31/04/2024
4.1 Act sustainably including adopting a reduce, reuse, recycle strategy.					
4.11 Promote and provide opportunities for the reduction of waste and increase of recycling	Environmental WG, Clerk & Full Council	1yr	No cost except officer time.	A paperless' office	
	Clerk & Full Council	0-1yr	Possible budget implications	Upgrading litter bins to recycling bins, monthly litter picks linked with spring / summer clean, teracycle and recycling bins for community events.	
	Environmental WG, Clerk & Full Council	1-2yrs	Possible budget implications	Community composting	
	Environmental WG, Clerk & Full Council	0-2yrs	Possible budget implications	Produce sharing table	
	Environmental WG, Clerk & Full Council Wolvershill	1-3yrs	Possible budget implications	Plastic Free Banwell	
4.12 New / increased allotment provision in the new Wolvershill development.	Development Liaison Group & WG, Full Council & Clerk	4-5yrs	Possible budget implications	Increased allotment capacity	
4.13 Raise environmental awareness amongst employees and the community	Comms Officer	0-1yr	Comms Officer hrs	Monthly environmental comms which goes out across all social media platforms. Dedicated webpage & space in enewsletter.	
4.14 Review & reduce energy costs and associated emissions	Clerk & Full Council	0-1yr	Budgeted	Installation of solar panels for YCC & Scout building.	

Strategic Action Plan

4.15 Carbon reduction	Cllr Arlidge & Voller	0-1yr	Possible budget implications	A report on the viability of a Community Energy Scheme.
	Environmental WG & Clerk	2-4yrs	Officer time	bulk purchase scheme in place.
	Environmental WG & Clerk	2-4yrs	Officer time	lift-sharing schemes in place
	NSC Bypass Team	2-3yrs	Possible budget implications	EV Charging Points exist in the Parish

4.2 Protect and enhance wildlife and the environment and promote biodiversity.

4.21 Protect green spaces and promote and instigate environmental enhancement schemes	Environmental WG, Clerk & Full Council	1yr	Officer time	Creation of tree policy and environmental management plan
	Environmental WG & Clerk	1-3yrs	Possible budget implications	Creation of Hedgehog highways
4.22 Environmental communications relating to wildlife and biodiversity.	Comms Officer	0-1yr	Comms Officer hrs	Monthly environmental comms which goes out across all social media platforms. Dedicated webpage & space in enewsletter.
4.23 To investigate ways of enhancing the quarry by improving biodiversity	Environmental WG, Clerk & Full Council	2-4yrs	Possible budget implications	Increase of 30% of biodiversity at the quarry
4.24 To investigate the creation of additional habitats	Environmental WG, Clerk & Full Council	3-5yrs	Possible budget implications	Creation of a Community Orchard
	Environmental WG, Clerk & Full Council	0-3yrs	Possible budget implications	Creation of a Wildflower Area

4.3 Environment and the decision-making process

4.31 To work with North Somerset's Local Plan team to make it as green as possible.	Full Council, all committees & working groups	2-5yrs	No financial implication	Creation of active travel routes in and around Banwell.
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Strategic Action Plan

4.32 Ensuring money is invested wisely by researching the eco status of banks used / use of green utilities.	Full Council, all committee & working groups	0-2yrs	No financial implication	Creation of a strategic green gap between the Bypass and Banwell Village.
4.33 Research funding possibilities for climate projects.	Clerk & Full Council	0-1yr	Possible budget implications	All money is invested sustainably and all utilities are from providers offering green energy.
4.34 To create a “Sustainable Banwell” Facebook page.	Environmental WG, Clerk & Full Council	0-2yrs	No cost except officer time.	A list of possible climate projects exists and grant funding opportunities are checked monthly
4.35 To continue climate communications plan and regularly update with latest news and advice for residents.	Comms Officer	0-1yr	Comms Officer hrs	Monthly environmental comms which goes out across all social media platforms. Dedicated webpage & space in enewsletter.
4.36 Compile and maintain an Environmental Policy Statement.	Comms Officer	0-1yr	Comms Officer hrs	Monthly environmental comms which goes out across all social media platforms. Dedicated webpage & space in enewsletter.
4.37 Planning Committee to consider green measures in all recommendations when supporting a planning application.	Environmental WG, Clerk & Full Council	1yr	No cost except officer time.	Updated Sustainability and Biodiversity Policy
	Planning Committee & Clerk	0-1yr	No cost except officer time.	Every planning application is looked at with green measures considered and recommended.

Parish Council submission

Public Transport:

- We feel Public Transport is very important within our community.
- Queries were raised regarding the underutilisation of Wolverhill Road by buses, particularly its potential to enhance connectivity between the two centres.
- We support the suggestion to establish a direct link to Worle station, which would significantly improve accessibility for residents.

Active Travel:

- It is imperative to maintain existing bridleways/public rights of way while also creating a comprehensive network of new ones.
- We emphasise the importance of separate bicycle lanes from pedestrian pathways to ensure safety for all users.
- We echo the call for a direct link to Worle station, as it would encourage more sustainable modes of transportation.

Movement through, in, and out of the site:

- General concerns were expressed regarding the state of current country lanes, including inquiries about traffic flow and strategies to deter them from becoming rat runs.
- There is a divided opinion regarding the status of Wolverhill Road north of the bypass, with considerations about whether it should remain open or be restricted as an active travel route. Concerns about potential rat runs on neighbouring roads and access to Morrisons were raised in this regard.
- Questions were raised about the timeline for the delivery of infrastructure and the community hub in relation to housing development.

Green Infrastructure & Heritage:

- Consideration for horse riders in green infrastructure discussions was highlighted.
- Clarity on active travel routes' inclusivity (walkers/cyclists/horse riders) was requested.
- Concerns have been raised about the management of wet areas, such as the implementation of attenuation ponds and the current rhynes, and their potential impact on designated green spaces during wet months.
- There is a request for the inclusion of community allotments/orchards and designated leisure areas, such as play areas and picnic spots.
- Preservation of present wildlife and their habitats, such as the protection of freshwater mussels in the Banwell River and surrounding rhynes, is of utmost importance.
- Mitigation measures for neighbouring properties at risk of flooding due to development are requested.
- Concerns regarding the maintenance of green spaces and attenuation ponds post-development, especially considering poorly maintained areas like Taylors Fields and the environmental strip in Banwell, have been raised.
- More detailed information is sought regarding the nature of the green infrastructure (e.g., parks, orchards) and its future protection.
- There are apprehensions that the proposed development may not align with the Mendip National Character Area, considering its visibility from there.

Land Use:

- We have concerns about the lack of local employment opportunities, which could lead to increased commuting.
- We emphasise the need for comprehensive parking planning. This involves ensuring sufficient parking availability not only in central locations and around schools but also within residential areas. Relying solely on active travel routes is impractical, particularly considering the current inadequacy of parking standards.

- There is a need to create diverse character areas while ensuring uniformity around the community centre.
- In the centre - suggestions include amenities such as a café, library, shared office space, community hall (possibly in a community hub setting), and a new doctors' surgery, without undermining existing services in Banwell Village.
- We suggest the inclusion of a café within the newly identified employment area or the integration of additional amenities to enhance its appeal as an area of employment.

BANWELL PARISH COUNCIL

Quarterly Internal Controls Checklist Report

Financial Period covered: October - December 2023	Chq.No: N/A	Scb No: 205	Scb No: 224	Scb No: 231	Scb No: 260	Scb No: 263	Scb No: 98	Scb No: 74	Month: Qtr	Month: Dec	Month: Dec	Month: N/A	Month: N/A	Month: Nov	Month: Oct	Month: Oct
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Are payments authorised by a minimum of two members?	n/a	Y	Y	Y	Y	Y										
Are original invoices initialled as evidence to confirm payment is accurate?	n/a	Y	Y	Y	Y	Y										
Is the correct amount shown on the bank statement?	n/a	Y	Y	Y	Y	Y										
Is the payment shown accurately on Scribe cashbook and initialled	n/a	Y	Y	Y	Y	Y										
Are all receipts/income payments correctly shown as part of the 'Scribe Cashbook'?							Y	Y								
Are income receipts reconciled against bank statements							Y	Y								
Is VAT reclaimed correctly, checked as accurate?									Y							
Is the VAT amount paid /claimed correctly shown on the bank statement?									Y							
Does a member review and countersign each reconciled and appropriate bank statement?									Y							
Are all Bank Accounts reconciled on a monthly basis?									Y							
Is there a separate S137 and VAT column shown as part of the Scribe accounts?									Y							
If funds needs to be transferred between Accounts has a 'Virement' been agreed by the Full Council and noted accordingly?									N/A							
Does the Full Council see the budget figures, monthly?									Y							
Is the PAYE initialled as accurate and NEST summary initialled as correct?									Y							
Is the PAYE and salary payments reconciled with the bank statement and Scribe accounts?									Y							
Card Statement to be checked against related invoices, with invoices initialled as correct.									Y							
Do the monthly bills for payment schedules agree and are these presented as part of the monthly accounting process to Full Council? These are checked with the minutes.																
																Y
Additional Comments	All transactions are well recorded, countersigned and checked as required. and very well supported with the relevant evidence.															

Reviewed By:

Councillor Kevin Gibbons

Date: 8th February 2024

Bills for Payment - 16th January to the 13th February 2024
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
Already Paid				There are 2 MPAN numbers		The Parish Council
DD	Water2business	YCC Water six monthly bill	£180.89		095/23	
BACS	Up to Speed	TMCE Training	£750		E07/24	
DD	YU	Streetlight Power	£262.21		095/23	
DD	YU	Streetlight Power	£9.42		095/23	
DD	Mainstream	Phone and Broadband	£44.98		095/23	
DD	EDF	YCC Electricity	£247.22		095/23	
To Pay						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£1,043.34		095/23	
BACS	J K Gardening	Hedges YCC, Riverside & Rec	£325.00		H & S	
BACS	J K Gardening	Env. Fee x 2	£80.00		Cem admin	
BACS	Ambience Landscape	Dog Bin emptying	£629.20		095/23	
BACS	Insight Cleaning	YCC Cleaning	£240.00		095/23	
BACS	Dani Wolfgang- James	Locum Comms Officer	£544.64		E31/23	
BACS	DS Securities	Replacement of 2 cameras at YCC	£636.00		006/24 (iii)	
BACS	GB Sport	Birds Nest Swing	£1,026.78		206/23 (v)	
BACS	SLCC	How to Use ChatGPT	£18.00		Agenda item	
BACS	Banwell Parish News	Classified Add	£30.00		240/19	
BACS	Avanti Gas	YCC LPG Staning charge	£83.92		095/23	
BACS	Weston Rail Services	Christmas Tree installation & removal	£436.80		173/23 (ii)	
BACS	Neil Merrick	Cookery Sessions x4	£114.27		189/23 (ii)	
DD	Lloyds Bank PLC	Multipay charge & costs (zoom, food bank, Christmas Hampers).	£214.34		095/23	
BACS	Liz Shayler	Overtime	£307.22		013/24	
SO	Liz Shayler	Clerks Salary (new basic monthly)	£2,008.95		095/23	
DD	Nest	Pension contibutions	£209.75		095/23	
BACS	HMRC	PAYE and NI	£831.95		095/23	
DD	North Somerset	YCC Waste Collection	£9.50		095/23	
Totals			£10,284.38			

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

Banwell Parish Council

Net Position by Cost Centre and Code

Cost Centre Name

<u>Cemetery & Memorials</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
101	Cem Grass Cutting				1,950.00	1,625.00	325.00
102	Cem paths / trees / garder				300.00	401.50	-101.50
103	Cem making up graves				200.00		200.00
104	Cemetery / Memorial Main				5,000.00		5,000.00
105	Env Fee				2,045.00	360.00	1,685.00
106	Cemetery software				450.00	450.00	
					9,945.00	£2,836.50	7,108.50

<u>Cemetery Income</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
110	Cemetery Income			6,047.91			6,047.91
111	Cemetery Bank interest			75.26			75.26
				£6,123.17			6,123.17

<u>Clerk & Administration</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
201	Salary & NI				37,400.00	32,917.02	4,482.98
202	Clerk pension				800.00	2,255.56	-1,455.56
203	Advertising			28.50	500.00	401.62	126.88
204	Insurance				2,100.00	2,226.55	-126.55
205	Subscriptions inc ALCA &				2,300.00	6,461.79	-4,161.79
206	Audit Fee				950.00	1,455.00	-505.00
207	Legal Costs				600.00	104.00	496.00
208	Training Officers				650.00	330.00	320.00
209	Training Councillor				400.00	282.32	117.68
210	Grants & Donations				5,000.00	1,260.00	3,740.00
211	Chairmans Allowance				300.00	130.62	169.38
213	Bank Charges				200.00	130.55	69.45
215	Risk Assessments				150.00	180.00	-30.00
216	Locum					1,243.20	-1,243.20
709	Office Equipment inc Web				2,500.00	2,608.96	-108.96
817	Coronation					250.31	-250.31
				£28.50	53,850.00	£52,237.50	1,641.00

<u>Earmarked Reserves</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
214	Food bank			1,502.00		1,085.30	416.70
218	Jubilee & Coronation				500.00		500.00
504	CIL					1,249.00	-1,249.00
505	CIL 2023/24			5,598.67			5,598.67
809	Social Prescribing Commu					251.30	-251.30
815	Refreshments			52.01		118.07	-66.06
816	Living Room			715.00		505.00	210.00
				£7,867.68	500.00	£3,208.67	5,159.01

<u>Environment</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
301	Allotment		1,647.88	1,647.88	1,647.88	1,647.88	
302	Env Grass Cutting				2,045.00	1,604.65	440.35
303	Env Hedge / Fence / Tree				300.00	410.00	-110.00
304	Village Orderly		435.81	435.81	4,710.00	3,925.00	785.00
305	Dog Bins				6,568.00	5,146.64	1,421.36
306	Env Maintenance / Inspec			405.00	2,000.00	1,678.31	726.69
307	Env Projects				3,000.00	1,771.56	1,228.44
308	Env Grant		7,149.00			291.70	-7,440.70
309	Riverside Project				48,280.52	40,233.76	8,046.76
			9,232.69	£2,488.69	68,551.40	£56,709.50	5,097.90

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

Highways		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
401	Street light power				4,000.00	2,165.41	1,834.59
402	Street light maintenance				3,500.00	2,625.00	875.00
403	Street light upgrade				1,400.00		1,400.00
404	Highways related projects				3,000.00	18.00	2,982.00
					11,900.00	£4,808.41	7,091.59

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
501	Misc Income		100.00	499.35			399.35
502	Annual Precept		122,646.03	122,646.03			
503	VAT						
			122,746.03	£123,145.38			399.35

Recreation Ground		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
601	Rec Grass Cutting				2,250.00	1,829.25	420.75
602	Rec Maintenance				2,000.00	1,539.72	460.28
603	Rec Tree & Fence Work				300.00	250.00	50.00
604	Rec Inspections				400.00	304.00	96.00
605	Rec Play Equipment & Be				2,512.80		2,512.80
					7,462.80	£3,922.97	3,539.83

Youth & Community Centre		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
701	YCC upgrade				25,000.00	5,285.80	19,714.20
702	YCC repairs & maintenanc				3,000.00	3,298.16	-298.16
703	YCC CCTV				200.00	212.80	-12.80
704	YCC Electricity				2,000.00	1,102.75	897.25
705	YCC Gas				2,000.00	607.26	1,392.74
706	YCC water				600.00	114.03	485.97
707	YCC waste			114.00	620.00	809.17	-75.17
708	YCC cleaning & supplies			26.67	2,700.00	2,199.20	527.47
710	YCC phone & wifi				1,000.00	485.13	514.87
711	YCC Grass cutting				1,125.00	914.63	210.37
712	YCC hedge, fence & tree \				500.00	1,166.00	-666.00
713	YCC grants & donations		1,000.00	1,000.00			
714	YCC income		500.00	989.50			489.50
715	YCC Booking software				350.00	417.60	-67.60
716	YCC Music Licence					701.97	-701.97
			1,500.00	£2,130.17	39,095.00	£17,314.50	22,410.67

Youth Club		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
801	YC sessions				9,000.00	3,880.40	5,119.60
802	YC budget				400.00	251.26	148.74
803	YC extraordinary activities				2,000.00		2,000.00
804	YC Printer						
805	YC subscriptions		550.00	552.99			2.99
806	Tuck Shop		100.00	459.60	100.00	339.28	120.32
807	Youth Forum				200.00		200.00
			650.00	£1,012.59	11,700.00	£4,470.94	7,591.65

NET TOTAL			134,128.72	£142,796.18	203,004.20	£145,508.99	66,162.67
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Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Banwell Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 31/01/2024		
	Cash in Hand 01/04/2023		235,064.81
	ADD Receipts 01/04/2023 - 31/01/2024		163,410.36
	SUBTRACT Payments 01/04/2023 - 31/01/2024		398,475.17
			159,403.16
	Cash in Hand 31/01/2024 (per Cash Book)		239,072.01
B	Cash in hand per Bank Statements		
	Petty Cash 31/01/2024	0.00	
	Natwest Current account (5335765) 31/01/2024	8,846.38	
	Cemetery Reserve Account (59678) 31/01/2024	16,547.81	
	PC Reserve Saver account (81413) 31/01/2024	45,301.61	
	Unity Trust Bank (20398572) 31/01/2024	83,376.21	
	Lloyds Credit Card 31/01/2024	0.00	
	Charity Bank 31/01/2024	85,000.00	
			239,072.01
	Less unrepresented payments		
			239,072.01
	Plus unrepresented receipts		
	Adjusted Bank Balance		239,072.01
	A = B Checks out OK		

Banwell Parish Council
Reserves Balance
2023-2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Cemetery Reserves	96,254.64			6,123.17	102,377.81
Mental Health Grant	1,161.75		251.30		910.45
Food Bank	1,765.96		1,085.30	1,502.00	2,182.66
New Banwell Solar	6,547.54		291.70		6,255.84
CIL	66,235.16		1,249.00		64,986.16
Refreshments	112.11		118.07	52.01	46.05
CIL 2023/24				5,598.67	5,598.67
Community Living Room			505.00	715.00	210.00
Total Earmarked	172,077.16		3,500.37	13,990.85	182,567.64
TOTAL RESERVE	172,077.16		3,500.37	13,990.85	182,567.64
GENERAL FUND					56,504.37
TOTAL FUNDS					239,072.01