



MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 18th of DECEMBER 2023

PRESENT: Councillors: Paul Blatchford (Chairman), Simon Arlidge, Kevin Gibbons, Paul Harding, Kelly Smith, Matthew Thomson, Steve Voller and Tara Wright.

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

Cllr Blatchford welcomed everybody. Given the zoom breach then there would be no virtual attendance.

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

i) **Members of the public**
None.

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

The following report was received for the period 20/11/2023 to 18/12/2023.

Incidents reported = 37 with the following selection of crimes reported: 6 abandoned 999 calls, 1 assault, 1 civil dispute, 3 concern for welfare, 1 criminal damage, 1 missing, 1 public order, 1 stalking, 2 suspicious, 1 theft, 1 threat and 8 traffic related (Councillors were reminded that this included the M5 stretch).

For up-to-date information residents can visit 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 gave a brief report on the following items:

School Crossing Sign- due to the way the planning regulations work, a traffic sign constitutes an "advertisement". The display of advertisements in planning terms is controlled by Planning Regulations which determine what adverts need formal consent by way of a planning application. Traffic signs erected by the highway authority on the highway don't require consent. However, in this case as the sign would be installed on private land by another organisation/individual, a planning application would be required.

Under the regulations, advert consent can only be assessed against two issues – amenity and public safety. In this instance, the advice to date is that there would be harm to the character of conservation area due to the scale and nature of the sign. It was understood that whilst Highways understand the local concern, they don't consider that there is an overriding need for the sign on public safety grounds.

Clevedon Beach Front Scheme – Whilst it had been recognised that there had been major issues with the consultation and execution of this scheme. Then lessons had been learnt which mean that any major projects of this sort should be project managed more effectively in consultation with the local communities.

The meeting was convened.

201/23 To receive apologies for absence (agenda item 1)

Apologies were received from Cllrs Mike Bailey, Steve Davies (who attended virtually), Kevin Gibbons, Nick Manley and Maggie McCarthy.

202/23 To receive members' declarations of interest on any agenda item (agenda item 2).

None were received.

203/23 To approve as a correct record, the minutes of the Parish Council meeting on the 20th of November 2023 (agenda item 3)

Resolved – That the minutes of the Parish Council Meeting held on the 20th of November 2023 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous).

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

204/23 To receive the Clerk's report/Exchange of information (agenda item 5)

i) £250 donation from the Kathleen Jones Trust for Banwell Food Bank.

Thanks were given to the Kathleen Trust for their donation of £250 for the food bank.

ii) Christmas Market and Window Trail

Thanks to the volunteers who supported the Christmas Market, helping to decorate the YCC, set up on the day and close down at the end of the day. It was a very successful day with excellent feedback. Thanks to those participating in the Christmas Window Trail we had over 24 residents and organisations take part. Galleries of photos of both of these events will be available on Facebook and also our website.

iii) Solar Panels

Gregor Heating have undertaken the technical survey on the Scout Building. The Solicitor has responded to the Clerks request to say that there is no formal agreement required as the lease allows the Parish Council to undertake works to the benefit of the two buildings. Installation is expected to begin on the 12th Feb 2024.

iv) Christmas Tree Festival

The Christmas Tree Festival was a success with the Parish Tree coming joint first as the Childrens favourite tree. Thanks to Banwell Youth Club and JD3DP for their homemade swans.

205/23 To note the training and events available and agree any attendance (agenda item 6)

i) ALCA e-learning on nimble

ii) Breakthrough Communications Training via ALCA

iii) Finance Training via ALCA

iv) Free 'Scribe' Finance Training

v) Various NALC Training

To ratify the following training expenditure

vi) CSE Future Energy Landscapes Toolkit Webinar £16.96

Resolved – To ratify the cost of £16.96 for Cllr Vollers attendance at the CSE training course.

The resolution was correctly proposed and seconded (unanimous)

206/23 To approve the following expenditure (agenda item 7).

i) £159 annual TV Licence.

Resolved – To approve £159 for the annual TV licence.

The resolution was correctly proposed and seconded (unanimous)

ii) £288 annual subscription to the Society of Local Council Clerks.

Resolved – To approve £288 for the annual subscription to the Society of Local Council Clerks.

The resolution was correctly proposed and seconded (unanimous)

iii) **£3616 contribution to Citizens Advice outreach service.**

Resolved – To approve £3616 for a contribution to Citizens Advice outreach service.

The resolution was correctly proposed and seconded (unanimous)

iv) **£259.90 for the purchase of two HGV warning signs for Riverside.**

Resolved – To approve £259.90 the purchase of two HGV warning signs for Riverside saying, 'NO HGV / Coach access to Banwell Village'.

The resolution was correctly proposed and seconded (unanimous)

v) **£855.65 for a replacement nest swing.**

Resolved – To approve £855.65 for a replacement nest swing.

The resolution was correctly proposed and seconded (unanimous)

207/23 To discuss options in relation to the Zebra Crossing outside the School (agenda item 8).

Since the article appeared in the Parish Magazine about the Zebra crossing outside the school a volunteer has come forward who is prepared to help young people and their parents cross the road. The Clerk contacted North Somerset Safer Routes to School, The Police, the Parish Council Insurance Company, Harness IT (Risk Assessments), Banwell Primary School and Breakthrough Communications (GDPR / Data Protection) to ascertain how to move forward with this.

North Somerset responded that they were reluctant to re-establish the School Crossing Patrol at Banwell School on the zebra crossing. Due to costs in the recruitment, training, monitoring, uniform and any site engineering remedial work required. They said they will continue to monitor the situation and were really looking forward to the new bypass alleviating the through traffic.

However, the Parish Council insurance company agreed that they would be prepared to cover the volunteer with certain provisos which the Clerk is currently working through in conjunction with Harness IT and Breakthrough Communications.

Resolved – To agree to cover the cost of equipment to the value of £300 needed for a volunteer to cross residents across the road opposite the school using the zebra crossing.

The resolution was correctly proposed and seconded (unanimous)

208/23 To agree to part fund the cutting of Littlefield's to High Street Footpath with North Somerset using our current grass cutting contractor (agenda item 8).

The Clerk was asked to investigate whether there could be a similar arrangement with North Somerset as we do for Golling Lane in relation to footpath maintenance, given the number of complaints that the Parish Council receives about footpaths in the centre of the village. After investigations the only other footpath this was possible for was the Littlefield's to High Street Path.

Resolved – To agree to part fund the maintenance of High Street to Littlefield's at a cost of up to £170 a year using JK Gardening.

The resolution was correctly proposed and seconded (unanimous)

209/23 To agree the revised Cemetery Fees payable as recommended by Cemetery Working Group (agenda item 9).

Resolved – To agree the revised Cemetery Fees payable as recommended by Cemetery Working Group.

The resolution was correctly proposed and seconded (unanimous)

210/23 To consider the following Minibus Society grant applications (agenda item 10):

- i) Annual request of £1000 for support for Minibus Society.**

Resolved – To approve the annual request of £1000 to support for Minibus Society.

The resolution was correctly proposed and seconded (unanimous)

- ii) Request for support of £2000 with the Older Persons Service.**

Resolved – To approve a £2000 grant for support with the Older Persons Service for the financial year 2024/25.

The resolution was correctly proposed and seconded (unanimous)

211/23 To agree the Terms of Reference for the two-tier Parish Council Wolvershill working groups (agenda item 11):

- i) Wolvershill Development Liaison Group.**

Resolved – To approve the Wolvershill Development Liaison Group Terms of Reference.

The resolution was correctly proposed and seconded (unanimous)

- ii) Wolvershill Development Working Group.**

Resolved – To approve the Wolvershill Development Working Group Terms of Reference.

The resolution was correctly proposed and seconded (unanimous)

212/23 To note the following documents and agree any actions (agenda item 12).

- i) Feedback from Communications Survey**
- ii) Feedback from the Christmas Market**

The documents above were noted.

- iii) First draft of the Strategic Plan**

Resolved – To approve the 2024 - 2029 Strategic Plan with an amended diagram once officer structure has been agreed.

The resolution was correctly proposed and seconded (unanimous)

213/23 To agree a response to North Somersets Corporate Plan Consultation (agenda item 13)

Resolved – To send the following response 'Banwell Parish Council is aware of the financial constraints faced by North Somerset and support the aspirations outlined in the corporate plan'.

The resolution was correctly proposed and seconded (unanimous)

214/23 To agree how to collate a response to North Somersets Local Plan Consultation (agenda item 14).

Resolved: That Cllr Manley will collate individual councillor responses after the 5th of January and then formulate a response for approval at the next Parish Council meeting.

The resolution was correctly proposed and seconded (unanimous)

215/23 To sign the letter of engagement from the internal auditor, Bridget Bowen (agenda item 15).

Resolved: The Chairman to sign the letter of engagement from the internal auditor.

The resolution was correctly proposed and seconded (unanimous)

216/23 To authorise bills for payment for December (agenda item 16).

The Clerk tabled an additional invoice of £327.37 to R Cox Plumbing & Heating.

Resolved: To authorise the bills for payment sheet for November of £13,534.52. Cllr Harding and Cllr Blatchford to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

217/23 To note the Parish Council's end of November's net position, reserves, bank balances and bank reconciliation (agenda item 17)

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

218/23 To discuss the 2024 / 2025 Parish Council budget and precept request (agenda item 18):

The Clerk informed the Council that this year a budget of £151,485 was being recommended which was a precept requirement of £133,600.19. The budget requirement has continued to increase however due to a tax base increase then this will result in 0% precept increase with a Band D property being £85.97.

Resolved –To agree the 2024 / 2025 budget and to submit the resultant precept requirement to North Somerset.

The resolution was correctly proposed and seconded (unanimous)

219/23 To note the following planning applications (agenda item 19):

- i) **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.
- ii) **23/P/2686/AOC Rolstone Farm Business Park West Rolstone Road, Hewish.**
Request to discharge condition 7 (Noise Impact Assessment) on application 21/P/0094/FUL.

The applications above were noted.

220/23 To note the following planning application decisions (agenda item 18):

- i) **18/P/3557/TPO 3 Emmerson Terrace Westfield Road Banwell North Somerset BS29 6BT**
T1 - Silver birch - 2m reduction. **SPLIT DECISION (no detail)**
- ii) **20/P/0245/HED Land South of Christon Road Winthill Banwell BS29 6NG**
Removal of 5m of hedgerow. **No objection (tree/hed) unconditional**
- iii) **20/P/1362/TRCA 18 East Street Banwell BS29 6BN**
T1 - Purple leaf Plum - Reduce height and spread by 2m. **No objection (tree/hed) unconditional.**
- iv) **21/P/1682/HED Knightcott Park, Banwell BS29 6DQ**
Removal of 40m hedgerow (8 x 5m Sections). **No objection (tree/hed) unconditional**
- v) **23/P/0541/TPO Shepton Copse Part of Banwell Woods Towerhead Road Banwell.**
A dead ash tree has blown over during recent gusty winds. It is hung up in an adjacent ash tree. It is proposed to bring the tree down to ground level to make it safe. The tree is located near the track leading through the woods and in an area where people may be visiting. **APPROVE**
- vi) **23/P/1122/AOC Summer Lodge Summer Lane Banwell BS29 6LP.**
Discharge of Condition Number 3 (Site Development Scheme) from 19/P/0314/FUL. **APPROVE (discharge condition) RDC**

- vii) **23/P/1335/AOC Land South of Churchland Way & Wolvershill Road Mead Fields Banwell.**
Request to discharge condition numbers 13 (External Lighting Scheme + Lux contour model) and condition 24 (Landscaping Scheme part 1&2) from application 23/P/0565/FUL. **APPROVE (discharge condition) RDC**
- viii) **23/P/1667/FUH 6 High Street Banwell BS29 6AA**
Proposed demolition of existing porch and rear extension. Erection of a single storey rear extension and installation of patio doors to the rear elevation at the first floor. **APPROVE**
- ix) **23/P/1712/AOC Land West of Wolvershill Road Wolvershill Road Banwell**
Request to discharge condition number 19 (Ecology Report) on application 18/P/4735/OUT. **APPROVE (discharge condition) RDC**
- x) **23/P/2141/FUH 22 Porters Drive Banwell BS29 6EJ**
Proposed erection of an outbuilding at the rear of the property.
- xi) **23/P/2324/AOC Cannaways Farm Silver Moor Lane Banwell North Somerset BS29 6LQ**
Discharge of Condition number 5 (Construction Environmental Method Statement) on application 23/P/1038/FUL. **APPROVE (discharge condition) RDC**

The decisions above were noted.

221/23 Dates of the next meetings (agenda item 19)

No Planning Committee Meeting in January due to bank holiday.
Monday 15th of January, 7:30pm Parish Council Meeting at the YCC.

The Chairman closed the meeting at 21:15

.....Chairman

.....Date

Bills for Payment - 21st November to the 12th December 2023
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
Already Paid				There are 2 MPAN numbers		The Parish Council
DD	YU	Streetlight Power	£233.98		095/23	
DD	YU	Streetlight Power	£9.19		095/23	
DD	Mainstream	Phone and Broadband	£7.36		095/23	
DD	EDF	YCC Electricity	£139.18		095/23	
To Pay						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£1,043.34		095/23	
BACS	J K Gardening	Env Fee (Harris)	£40.00		Env Fee	
BACS	Ambience Landscape	Dog Bin emptying	£629.20		095/23	
BACS	Insight Cleaning	YCC Cleaning	£216.00		095/23	
BACS	YMCA	Youth Club Sessions	£540.00		095/23	
BACS	Webglu	Quartely website charge	£243.60		095/23	
BACS	Weston Rail Services	Quartely Streetlighting Maintenace charge	£1,050.00		095/23	
BACS	NALC	Local Award Scheme	£60.00		173/23 (iv)	
BACS	Citizens Advice	Annual Outreach charge	£3,616.00		206/23 (iii)	
BACS	Dani Wolfgang- James	Locum Comms Officer	£473.60		E31/23	
BACS	GB Sport	Annual Independent inspection	£306.00		173/23 (i)	
BACS	Deltron Lifts	Repair to lift	£353.09		H & S	
BACS	SPFA	Annual Somerset Playing Fields Subscription	£15.00		188/23	
BACS	SLCC	Annual Subscription to Society of Local Council Clerks	£288.00		206/23 (ii)	
BACS	Neil Merrick	Expenses (gutter, slow cookers)	£122.62		H & S and Grant	
BACS	R Cox Plumbing & Heating	Replacement taps in August	£327.37		H & S	
DD	Loyds Bank PLC	Multipay charge & costs (zoom, training x 2, food bank, YC items, refreshments, cooking items).	£494.33		095/23	
BACS	Liz Shayler	Overtime and expenses (Christmas trees & Rolls)	£201.82		Admin & Grant	
SO	Liz Shayler	Clerks Salary	£1,979.19		095/23	
DD	Nest	Pension contibutions	£190.77		095/23	
DD	TV Licensing	YCC TV Licence	£159.00		206/23 (i)	
BACS	HMRC	PAYE and NI	£786.38		095/23	
DD	North Somerset	YCC Waste Collection	£9.50		095/23	
		Totals	£13,534.52			

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

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

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.

ii) **Solar Panels**

We now have an installation date of the 12th of February and will be finished by the 16th.

iii) **'Soup and a Roll' initiative**

This has now been going for just under two months. We average between 12 and 19 and the feedback has been very positive.

6. To approve the following expenditure.

i) **£760+VAT annual monitored intruder & fire alarm systems with DS Securities.**

This is the annual maintenance and monitoring price. They are both checked every 6 months but the biggest cost is that it is monitored. In the event of a confirmed intruder alarm (i.e. two trigger points) or a fire is detected then emergency services are sent immediately.

ii) **£145+VAT annual service for CCTV with DS Securities**

The CCTV is checked every 6 months. I did a quick price check with an alternative provider and the price was comparable.

iii) **£530+VAT for two new CCTV cameras**

An issue was identified when there was the paint incident at the front gate. Whilst the newer camera showed a lot of detail it was at a distance. One of the older cameras caught close ups but the image was so indistinct (as it was at night) that recognition proved impossible. Whilst built into next year's budget, if approved now can be installed during CCTV check therefore negating the need for an additional installation cost.

7. To note the Annual Independent Play Inspection reports and agree a way forward.

Full report available on request.

Rec	Issue	Resolution
Teenzone	Caps missing Wire exposed on net	Waiting for GB to replace caps. GB to assess.
Basket swing	Unable to inspect chain. Wire exposed on Basket Swing	Replaced in 2020 so no concerns. GB Sport to do check. New one ordered
4 seat swings	1 junior seat damaged	Order a new one
2 seat swings	Swing shackles seized	Unseize
Cableway	Unable to inspect chain	Replaced beginning of 2023
Carousel	Gap exceeds permitted 8mm	Modify to meet standards. GB is speaking to manufacturers. GB / installer to rectify.
Muga	Cap missing Mesh panel behind goal damaged but has been cable tied to remove sharp edge.	Replace cap. 2 panels due to be replaced.
Riverside		
Benches	Moss growing on surface under the picnic table.	Surface has been sprayed with a suitable moss inhibitor to be swept. Awaiting outcome.
Swing frame	Moss growing on surface under the picnic table.	Surface has been sprayed with a suitable moss inhibitor to be swept. Awaiting outcome.
Multiplay	Foot / leg entrapment.	GB has spoken to manufacturer / installer. Installed correctly. For the Tread Plates to be non-complaint the gaps must be in the running direction. They are not so manufacturer feels that it is complaint.

Quote for phone and broadband (out of contract March 2024)

Name	Number of handsets	App on mobile for home working	Cost of calls	4G backup	Broadband	Guest Wifi	Same phone number	Comments	Total per month
B Current supplier	0 adapter to allow current handset to work.	£2.50 a month £3.25 a month	Free	Yes for intermittent. Full - £23 a month.	55-76.5mb 40.5 min	Yes	Yes	Current supplier 5yr contract 3yr contract Additional member of staff £12.26 / £13.26 per month. Good customer service & tech support	With App. £47.62 (price matched BT) £54.87
C BT	1 free 2 nd - £65	Yes	Free	No. Signal not strong enough (2 out of 5) so query whether it would be for other companies.	50-70 40.1. min	Yes	Yes	Contract 2 years. Additional disc as Wi-Fi extender. No additional cost for member of staff.	£47.95 £9.95 for delivery.
D CCUK	1	Yes	Free	Yes for intermittent.	50-70	Yes	Yes	Recommended by DS Securities due to good customer service.	£50.50

North Somerset Local Plan 2039

Banwell Parish Council Response

Banwell Parish Council welcomes the preliminary release of the North Somerset Plan 2039. Our feedback primarily addresses elements of the plan with direct implications for Banwell, specifically the settlement boundary and categorisation of the village, the proposed strategic gap and the forthcoming development at Wolvershill.

We trust that North Somerset will carefully consider our input.

Settlement Boundary and Categorisation of Banwell Village

We endorse the retention of the unchanged settlement boundary for the village of Banwell. However, we contend that the village has been inaccurately classified as a Category A, denoting a 'relatively sustainable' village. Despite its historical designation as a service village, Banwell has witnessed the closure of several shops and businesses - The 'Local Centre' on the Policies Map now comprises only a Newsagent, a Convenience store, a Fish & Chip shop, a barbershop, a Public House open five evenings a week, a Ladies Hairdresser open two mornings a week, and a forthcoming Letting Agent. Furthermore, there has been a downgrade in available bus services and pedestrian and cyclist safety is currently assured only on the A371 towards Weston.

In accordance with the Spatial Strategy of the Evidence Base, Category A Villages are expected to possess 'a range of easily accessible services and facilities,' while Category B is characterised by 'some services and facilities.' Considering the reclassification of Wrington from a Service Village to Category B, we advocate that Banwell would also be more fittingly designated under Category B.

Strategic Gap

We support the inclusion of 'Strategic Gaps' in the plan but suggest that the one designated for Banwell could be expanded. To create a green entrance to the village, we propose extending the Strategic Gap southwards across the A371 towards the Mendip National Landscape, encompassing the land between Knightcott and Banwell. Without such an extension, there exists a potential risk of speculative ribbon development along the A371, leading towards the coalescence of settlements.

The ramifications of unchecked development in this area could include the gradual erosion of the countryside that currently separates Banwell from Knightcott. This could result in the loss of the rural ambience surrounding both settlements, potentially compromising Knightcott's distinctive identity as a hamlet.

While the draft North Somerset Plan 2039 argues against extending the strategic gap here due to Knightcott lacking a settlement boundary, the National Planning Policy Framework (NPPF) does not explicitly define a settlement. Furthermore, there is no stipulation in the NPPF that a settlement or development boundary must be rigidly established in an adopted or emerging local plan. Therefore, we urge a reconsideration of this aspect in order to safeguard the unique character of Banwell and its surroundings and ensure the separation of these settlements is safeguarded.

Moreover, this strategic gap, in line with our initial vision, should trace the inner curve of the proposed Bypass, extending towards the A368, thereby forming a green corridor around the northern periphery of the village to the border of Banwell Woods. Nestled within the Mendip National Landscape, Banwell Woods hold designations as a Site of Nature Conservation Interest and a Site of Special Scientific Interest (SSSI). They

serve as the habitat for North Somerset & Mendip Bats, making them a special area of conservation. Extending the strategic gap to the border of Banwell woods would not only deter speculative development along the A368 towards Sandford, preventing the merging of settlements, but it would also safeguard the countryside from encroaching development. This extension would contribute to the protection and enhancement of the natural environment of Banwell Woods, currently adjacent to open countryside, and which plays such a crucial role in maintaining the character and setting of Banwell village.

Banwell Parish, through the strategic location at Wolvershill, is expected to play a pivotal role in contributing almost 19% to North Somerset's housing targets, a prospect we support in alignment with the local plan. Nevertheless, the absence of a strategic gap extension, combined with potential ongoing challenges in meeting the 5-year housing target, raises apprehensions about additional land within our parish being vulnerable to speculative development. This emphasises the crucial need to extend the strategic gap as a measure to protect against such developments.

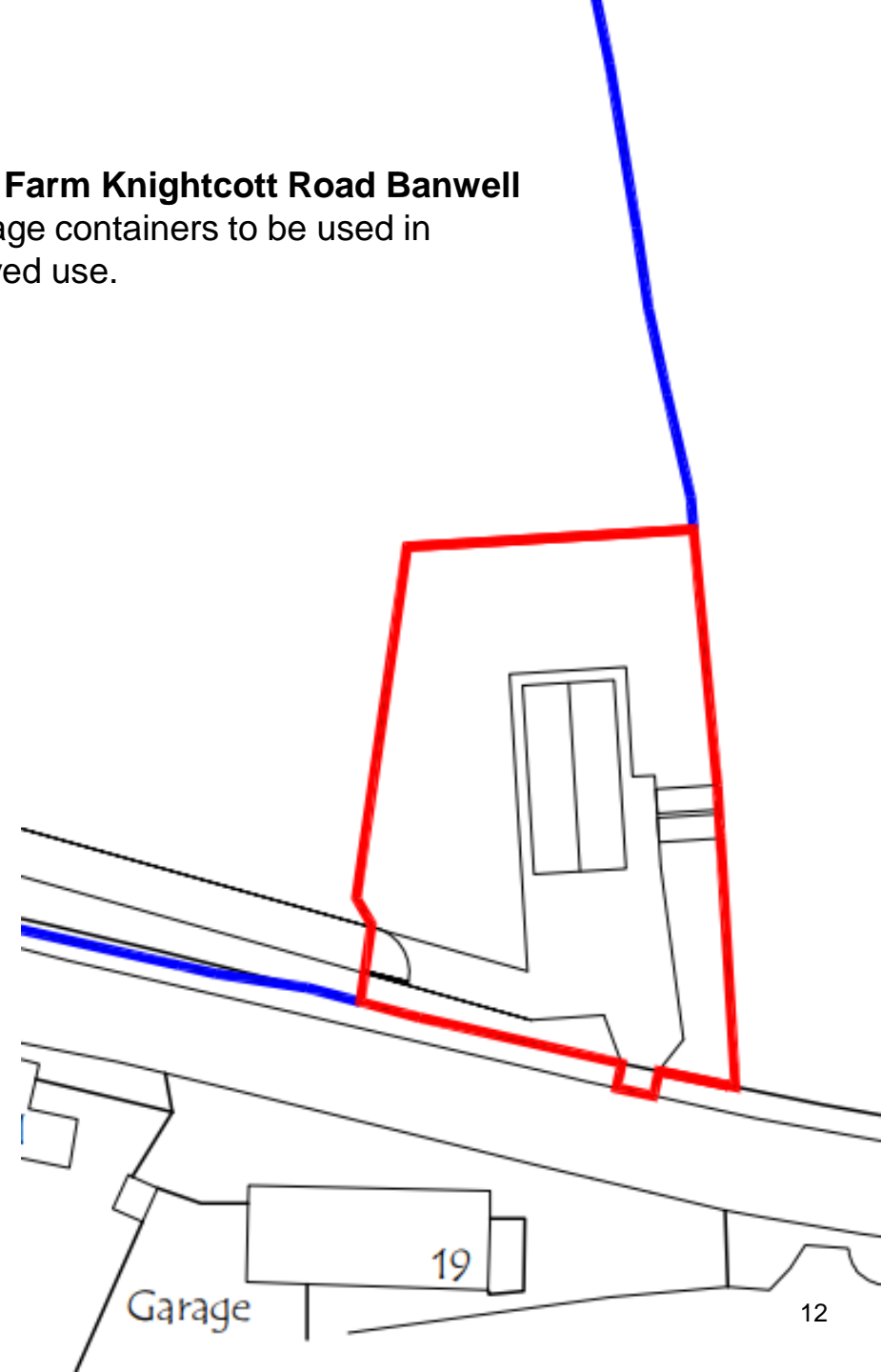
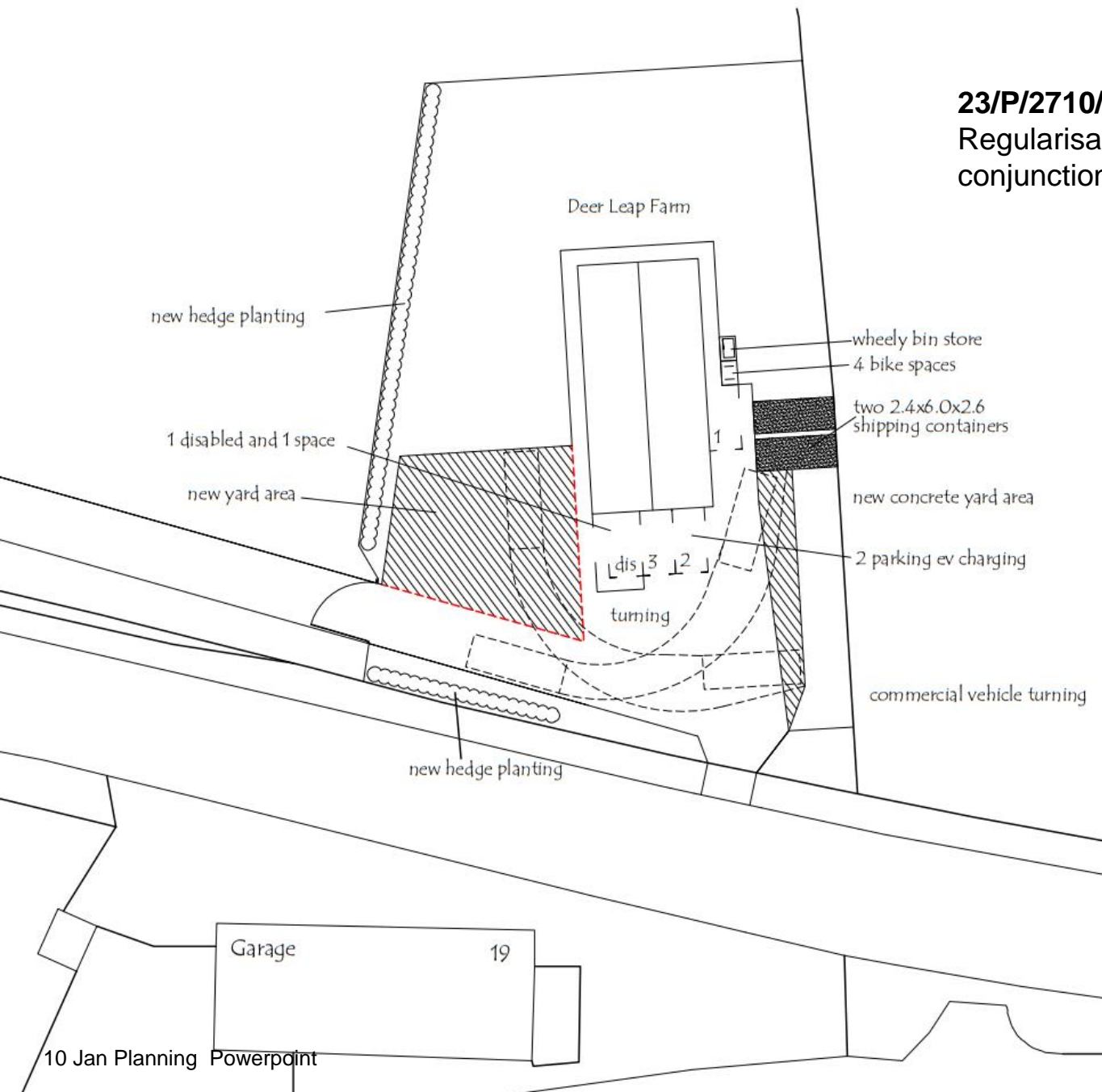
Wolvershill Strategic Site

We support Wolvershill as being identified for up to 2800 dwellings. In light of this substantial number, we would firmly oppose to any further significant housing developments within our parish. We are concerned Banwell may have been identified within the Strategic Housing Land Availability Assessment as having an additional capacity of 231 homes. We feel it would not be appropriate for a parish of our size to shoulder over 3000 homes.

Concerning the Wolvershill location itself, we broadly endorse its establishment and the envisioned goals alongside it. However, we recognise that many specifics are yet to be disclosed and will be provided in an upcoming Supplementary Design Guide. Given the site's size and importance to this Local Plan, there is a slight apprehension of it becoming a 'catchall' for all unresolved matters, such as the proposed incorporation of 63 Gypsy and Traveller sites—comprising the entire provision outlined within the forthcoming Local Plan.

We eagerly await additional details for the Wolvershill Location as the development of this site progresses.

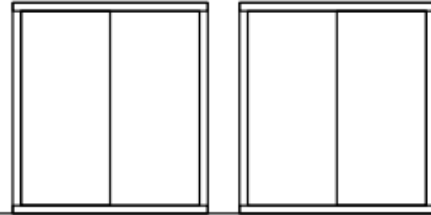
23/P/2710/FUL Dear Leap Farm Knightcott Road Banwell
 Regularisation of 2no. storage containers to be used in
 conjunction with the approved use.



2.4x6.0x2.6 shipping container



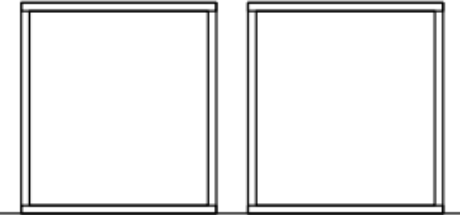
NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION



EAST ELEVATION



2.4x6.0x2.6 shipping container

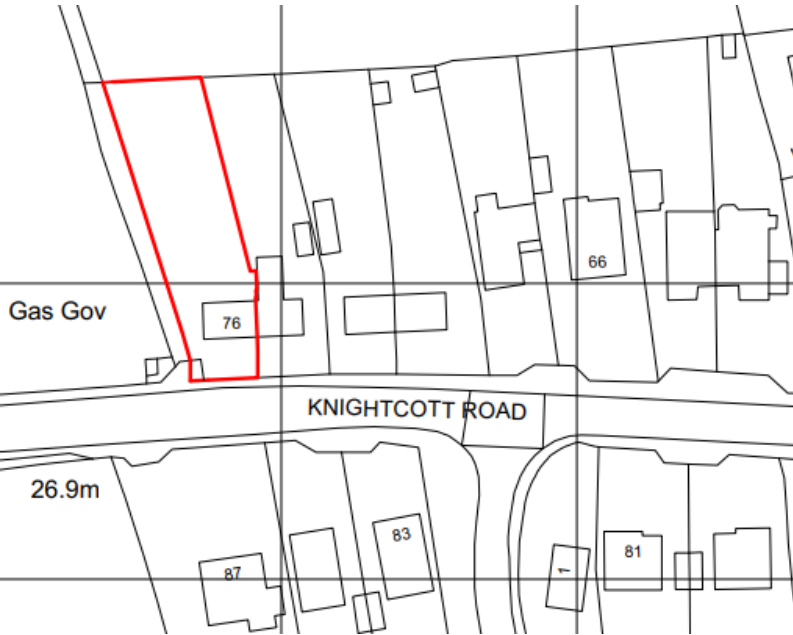


2.4x6.0x2.6 shipping container

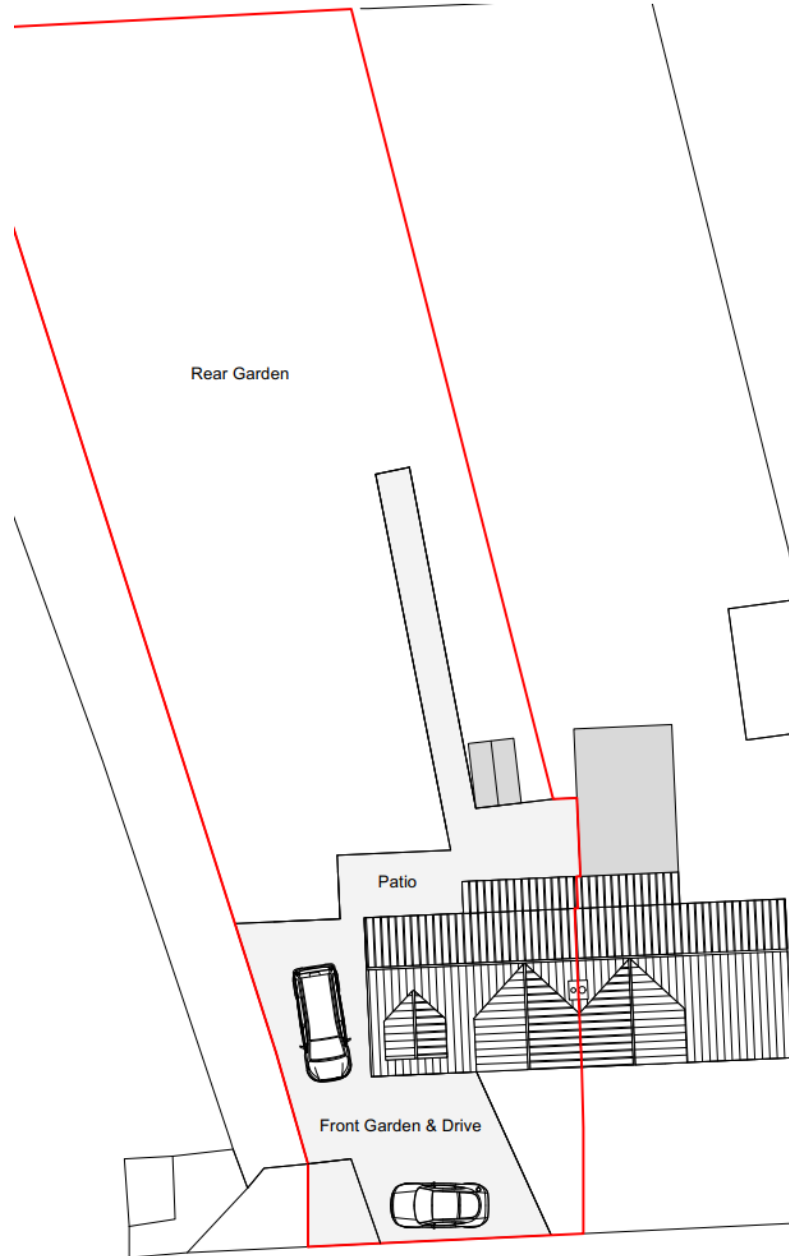
CONTAINER PLAN

23/P/2721/FUH 76 Knightcott Road BS29 6HF

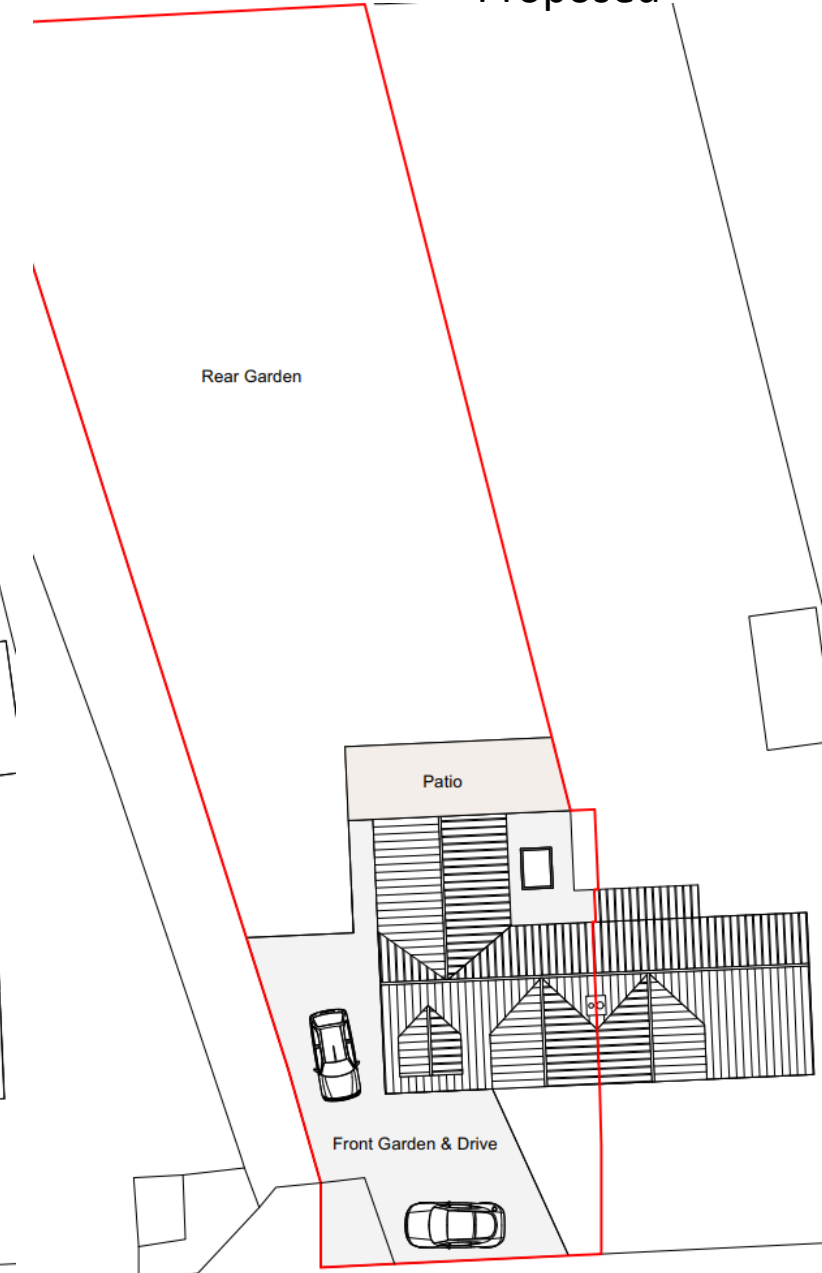
Proposed erection of a single storey extension to the rear at the West elevation and a two-storey rear extension to rear of dwelling.



Existing



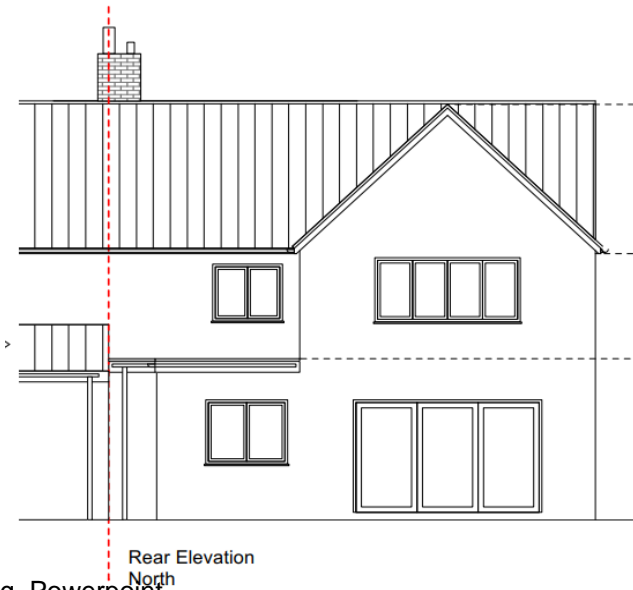
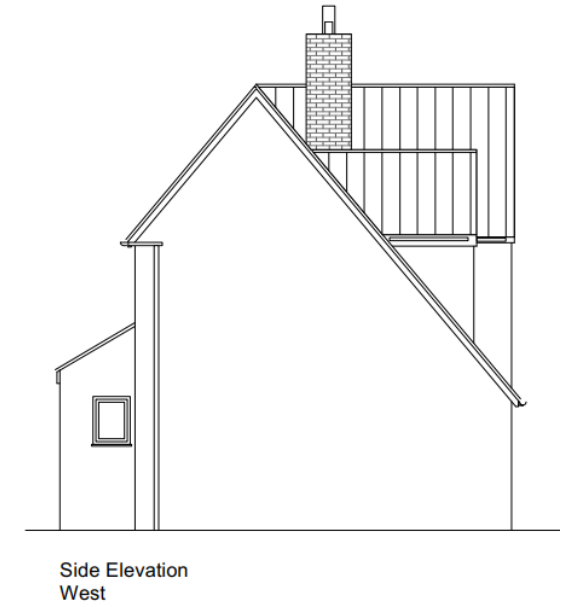
Proposed





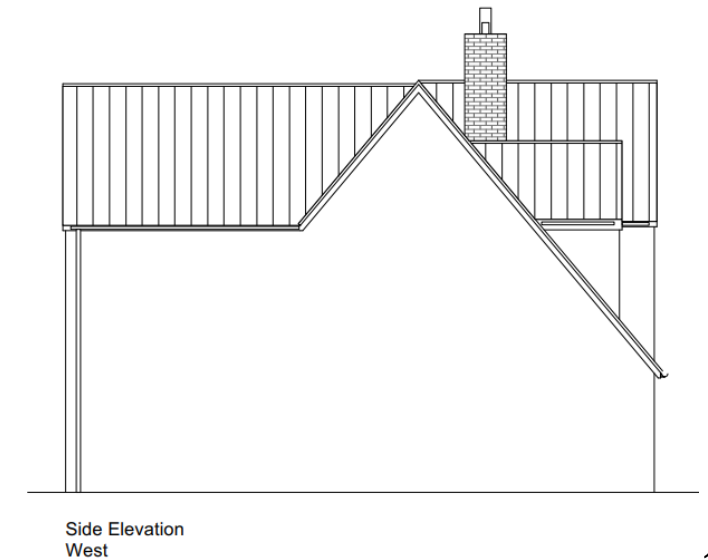
Existing

Existing

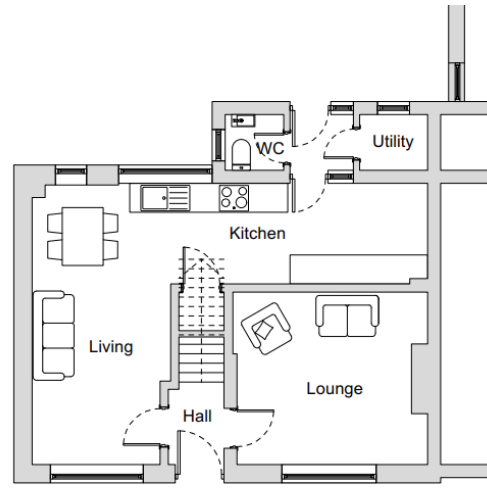


Proposed

Proposed

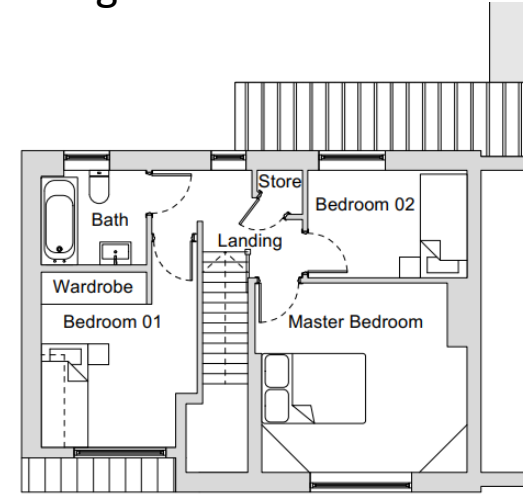


Existing



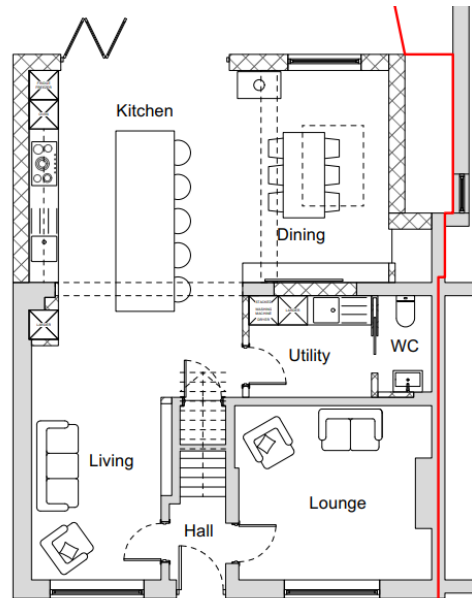
Ground Floor

Existing



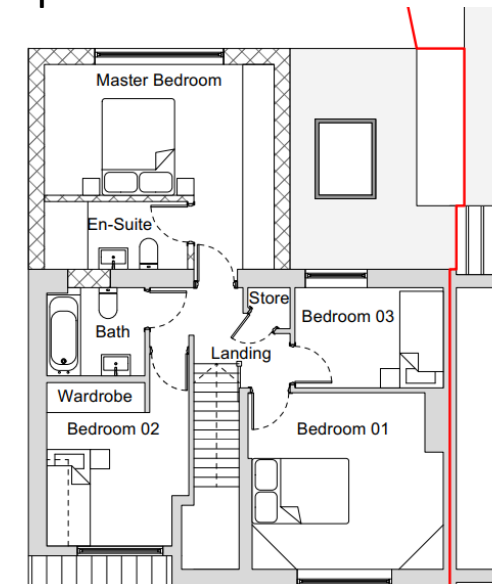
First Floor

Proposed



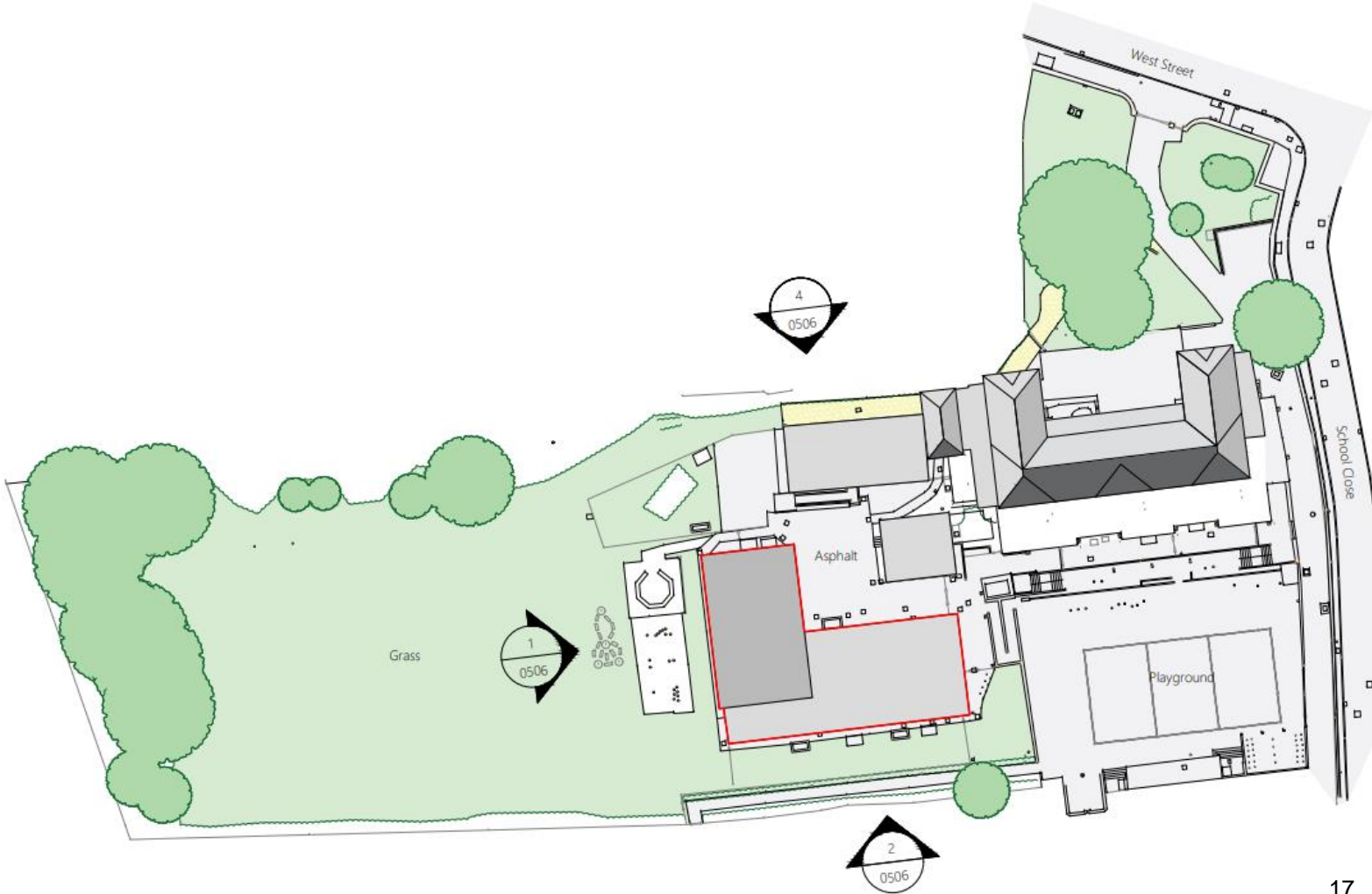
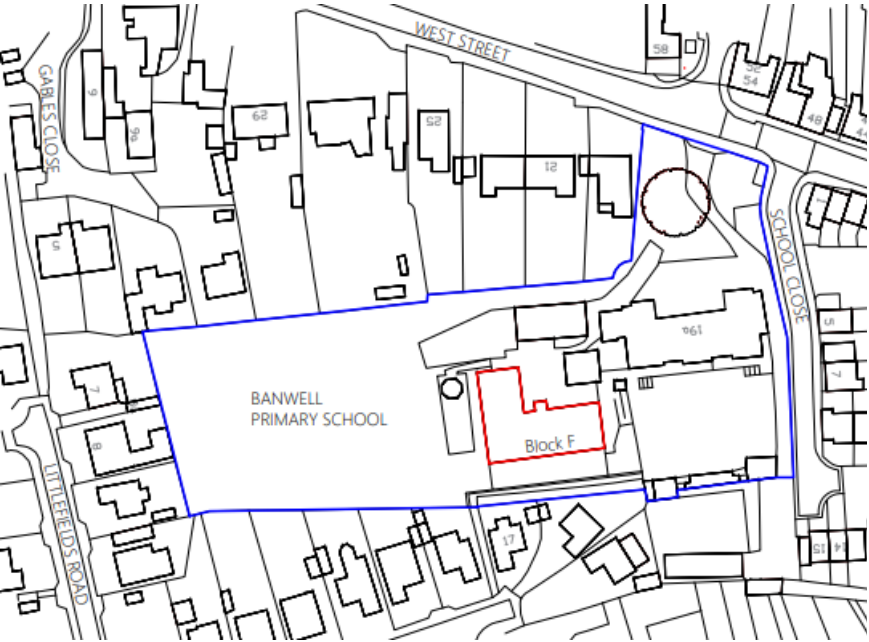
Ground Floor

Proposed

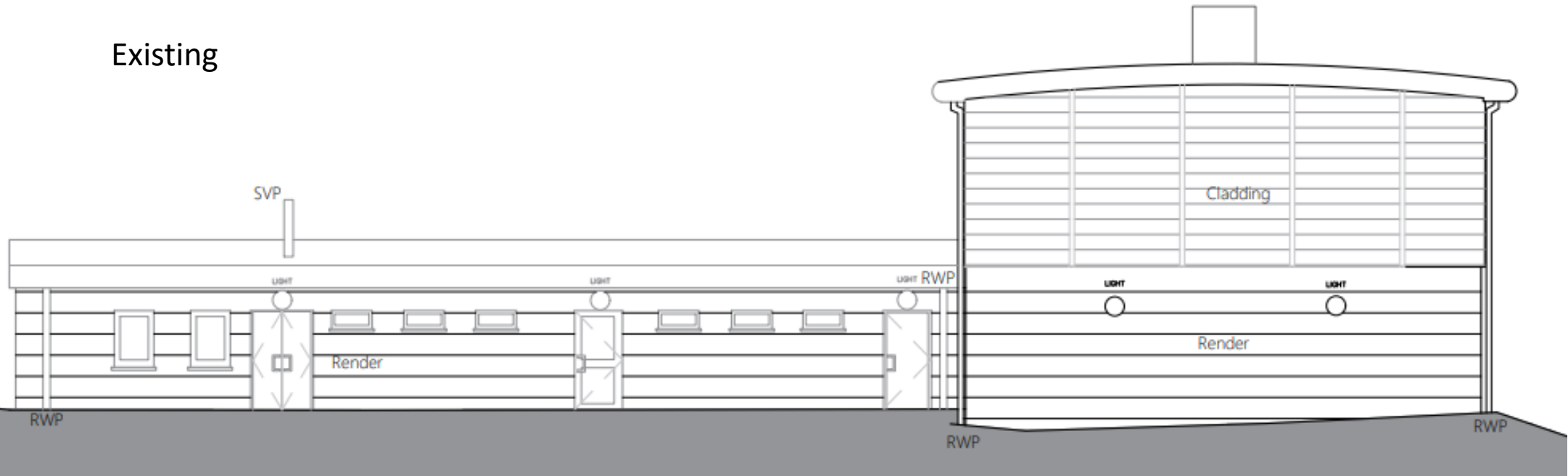


First Floor

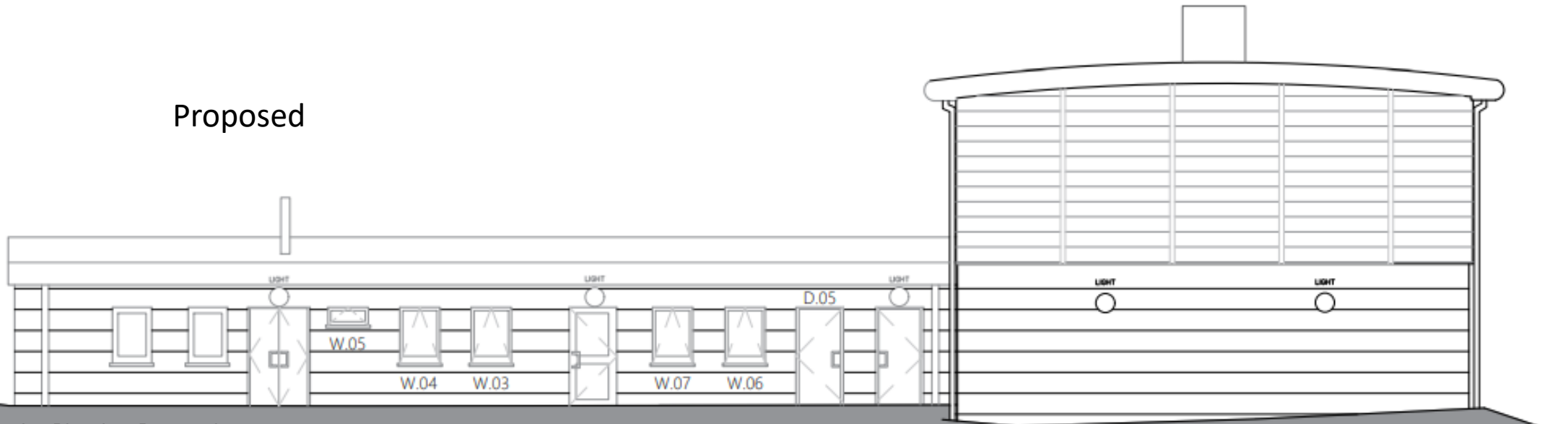
23/P/2736/R3 Banwell Primary School West Street Banwell BS29 6DB
Proposed enlargement of the existing window openings to form 1no. door opening
and 2no. larger windows to the Northern elevation of Block F.

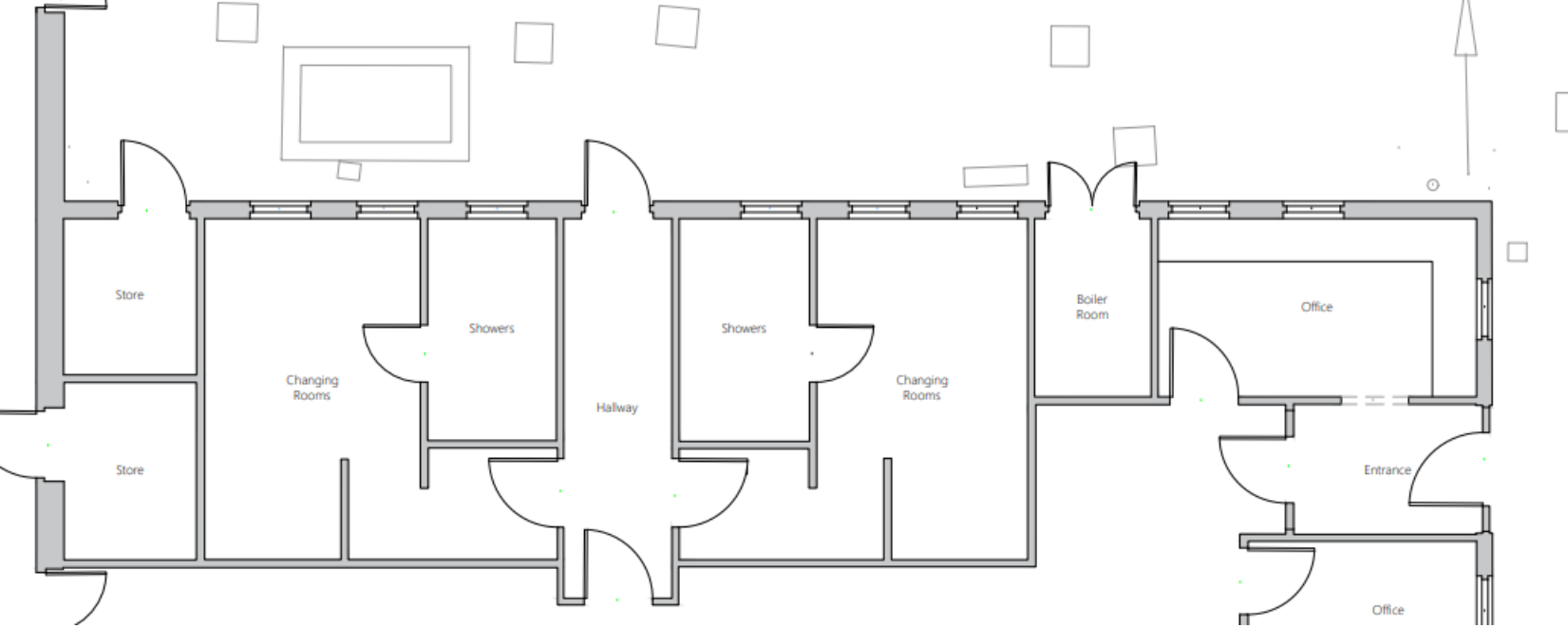


Existing

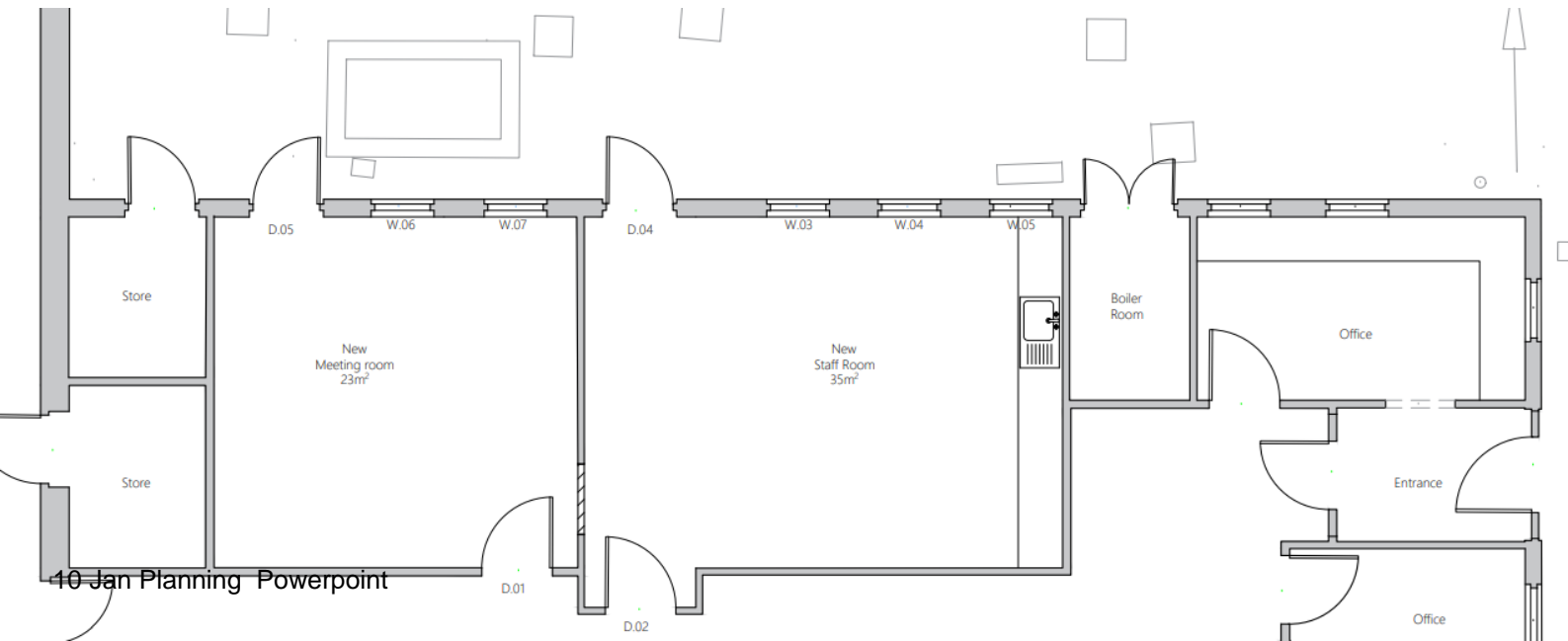


Proposed





Existing



Proposed

To note the following applications

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.

23/P/2686/AOC Rolstone Farm Business Park West Rolstone Road Hewish

Discharge of Condition 7 (Noise Assessment) on application 21/P/0094/FUL.

23/P/2786/AOC Land at Parklands Churchland Way

Request to discharge condition number 5 (Noise Impact Scheme) on application 23/P/0565/FUL

Bridget.C.Bowen FCA
86 High Street
Weston
Bath BA1 4DD

Tel: 07465 416597

Email: bridget.c.bowen@outlook.com

Mrs E Shayler
Clerk to Banwell Parish Council
Youth and Community Centre
West Street
Banwell
North Somerset
BS29 6DB

29 Decemberl 2023

Dear Liz

BANWELL PARISH COUNCIL

Internal audit report - Year ended 31 March 2024

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

I am bound by the ethical guidelines of the Institute of Chartered Accountants of England and Wales. I confirm that I am independent of the Council.

The internal audit work I have carried out has been planned to enable me to give my opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2023-24 Annual Governance and Accounts Return.

I have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2023
- The Accounts and Audit (England) Regulations 2015 (as amended).

I was appointed as internal auditor to the Parish Council for three years to 2025-26 on 19 June 2023.

My first internal audit review for 2023-24 was undertaken remotely on 5 December 2023.

Background

Banwell Parish Council has income and expenditure of between £200,000 and £300,000 and is subject to audit by the external auditor, BDO LLP. The Council had a clean annual report from the external auditor for 2022-23.

The Council is a sole managing trustee of Banwell Recreation Ground.

The Council is not required to comply with either Transparency Code as it's income and expenditure falls between the thresholds for which either of the Transparency Codes apply.

The Council's accounting records are maintained on Scribe.

Internal audit checks

I have undertaken a series of audit tests on the Council's financial records, vouchers, documents, minutes, policies, procedures and insurance documentation to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out at the visit.

I have checked the following:

- Minutes of Council Meetings
- Policies and procedures
- Bank and cash
- Income
- Expenditure
- VAT claims
- Insurance
- Budgets and reserves
- Sole managing trustee
- Transparency
- Public Rights

Findings

Details of good practice noted, my recommendations and other matters to be brought to the Council's attention are set out below.

Good practice

- The Clerk is CiLCA qualified
- The Council maintains its books and records on Scribe software
- All records were up to date and easy to follow
- The Council's Standing Orders and Financial Regulations are reviewed regularly and are tailored appropriately for the Council
- The Council has appropriate policies in place
- The Clerk is aware of the requirements of GDPR and the Council is registered with the ICO
- Councillors attend training by the local branch of the National Association of Local Councils

Good practice - continued

- Councillors undertake regular spot checks throughout the year
- Bank reconciliations are prepared accurately and regularly
- Bank reconciliations are carried out promptly each month, and are checked by a councillor
- Details of all payments authorised at meetings are recorded in the minutes
- All payment vouchers tested were evidenced as approved
- A formal burial register is maintained
- HMRC Toolkit is used for the payroll
- All eligible employees have either been auto-enrolled in a pension scheme or have opted out in writing
- All employees have contracts of employment
- The budgeting process is detailed and thorough and monitored throughout the year
- VAT claims are made regularly
- The asset register is complete and accurate and has been properly maintained

Recommendations

Policies and procedures

- The Standing Orders and Financial Regulations should be updated for the increases to the thresholds over which contracts must be competitively purchased, in line with the recent amendments to the Public Contracts Regulations 2015.

SI 2021 No 1221 - The Public Procurement (Agreement of Government Procurement) (Thresholds) (Amendment) Regulations 2021 came into force on 1 January 2022 and increases the threshold in sub paragraph a) for public works contracts from £4,733,252 to £5,336,937), and the threshold in sub-paragraph c) for goods and services from £189,330 to £213,477.

SI 2022 No 1390 - Amendments to the Public Contract Regulations 2015 came into force on 21 December 2022 and increases the threshold over which contracts must be competitively purchased from £25,000 to £30,000.

The Council should be aware that the NALC Model Financial Regulations have not been updated for these changes, and therefore the clerk would not have been aware of them.

Risk assessment and insurance

- The Council should consider increasing its fidelity guarantee insurance to cover the highest balance that is likely during the period of insurance. This is usually estimated to be approximately equal to the year-end balance plus half the annual precept, and for Banwell Parish Council should be a minimum of £300,000.

Other matters to be brought to the Council's attention

- There are no other matters to bring to the Council's attention

Conclusion

Based on the tests I have carried out at this internal audit visit, in my view, the internal control procedures in operation are strong and are adequate to meet the needs of Banwell Parish Council.

Next visit

The next internal audit visit has been arranged for 12 March 2024.

Checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Income
- Expenditure
- Payroll
- Risk assessment
- Asset register
- Action taken on the recommendations in prior report

Next Steps

This report should be noted and taken to the next meeting of the Parish Council. The Council should decide what action will be taken on the recommendations I have made.

Kind regards

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Bridget Bowen', is written over a light blue rectangular background.

Bridget Bowen FCA

Internal auditor

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	
BACS	J K Gardening	Spraying Riverside	£30.00		H & S	
BACS	J K Gardening	Cemetery Garden	£40.00		Admin	
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		Agenda Item	
BACS	DS Securities	Annual CCTV	£174.00		Agenda Item	
BACS	GB Sport	Quarterly August inspection	£120.00		095/23	
BACS	Jonathan McMillan	DBS Check	£18.00		207/23	
BACS	Dani Wolfgang- James	Locum Comms Officer	£402.56		E31/23	
BACS	Banwell Handyman	YCC Works	£167.85		H & S	
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	Loyds Bank PLC	Multipay charge & costs (zoom, food bank, Christmas Hampers).	£505.44		095/23	
BACS	Liz Shayler	Overtime	£126.07		Contractual	
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			£15,664.65			

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

Cemetery & Memorials

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
101	Cem Grass Cutting				1,950.00	1,462.50	487.50
102	Cem paths / trees / garder				300.00	326.50	-26.50
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	£2,599.00	7,346.00

Cemetery Income

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
110	Cemetery Income			5,776.24			5,776.24
111	Cemetery Bank interest			75.26			75.26
				£5,851.50			5,851.50

Clerk & Administration

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
201	Salary & NI				37,400.00	29,995.62	7,404.38
202	Clerk pension				800.00	2,064.79	-1,264.79
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	6,448.80	-4,148.80
206	Audit Fee				950.00	1,130.00	-180.00
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	260.00	4,740.00
211	Chairmans Allowance				300.00	130.62	169.38
213	Bank Charges				200.00	127.55	72.45
215	Risk Assessments				150.00	180.00	-30.00
216	Locum					840.64	-840.64
709	Office Equipment inc Web				2,500.00	2,608.96	-108.96
817	Coronation					250.31	-250.31
				£28.50	53,850.00	£47,381.78	6,496.72

Earmarked Reserves

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
214	Food bank			1,452.00		614.75	837.25
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			615.00			615.00
				£7,717.68	500.00	£2,233.12	5,984.56

Environment

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
301	Allotment		1,647.88	1,647.88	1,647.88	1,647.88	
302	Env Grass Cutting				2,045.00	1,434.23	610.77
303	Env Hedge / Fence / Tree				300.00	90.00	210.00
304	Village Orderly		435.81	435.81	4,710.00	3,532.50	1,177.50
305	Dog Bins				6,568.00	4,622.31	1,945.69
306	Env Maintenance / Inspec				2,000.00	1,615.31	384.69
307	Env Projects				3,000.00	2,026.59	973.41
308	Env Grant		7,149.00				-7,149.00
309	Riverside Project				48,280.52	40,233.76	8,046.76
			9,232.69	£2,083.69	68,551.40	£55,202.58	6,199.82

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	1,923.78	2,076.22
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		3,000.00
					11,900.00	£4,548.78	7,351.22

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
501	Misc Income		100.00	440.04			340.04
502	Annual Precept		122,646.03	122,646.03			
503	VAT						
			122,746.03	£123,086.07			340.04

Recreation Ground		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
601	Rec Grass Cutting				2,250.00	1,641.75	608.25
602	Rec Maintenance				2,000.00	1,539.72	460.28
603	Rec Tree & Fence Work				300.00	90.00	210.00
604	Rec Inspections				400.00	237.00	163.00
605	Rec Play Equipment & Be				2,512.80		2,512.80
					7,462.80	£3,508.47	3,954.33

Youth & Community Centre		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
701	YCC upgrade				25,000.00		25,000.00
702	YCC repairs & maintenanc				3,000.00	2,370.31	629.69
703	YCC CCTV				200.00	67.80	132.20
704	YCC Electricity				2,000.00	958.80	1,041.20
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	799.67	-65.67
708	YCC cleaning & supplies			26.67	2,700.00	1,957.21	769.46
710	YCC phone & wifi				1,000.00	368.07	631.93
711	YCC Grass cutting				1,125.00	820.88	304.12
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	633.50			133.50
715	YCC Booking software				350.00	417.60	-67.60
716	YCC Music Licence					542.97	-542.97
			1,500.00	£1,774.17	39,095.00	£10,190.60	29,178.57

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	£141,554.20	203,004.20	£130,135.27	80,294.41
-----------	--	--	------------	-------------	------------	-------------	-----------

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

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			5,851.50	102,106.14
Mental Health Grant	1,161.75		251.30		910.45
Food Bank	1,765.96		614.75	1,452.00	2,603.21
New Banwell Solar	6,547.54				6,547.54
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				615.00	615.00
Total Earmarked	172,077.16		2,233.12	13,569.18	183,413.22
TOTAL RESERVE	172,077.16		2,233.12	13,569.18	183,413.22
GENERAL FUND					69,048.16
TOTAL FUNDS					252,461.38

Banwell Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/12/2023		
	Cash in Hand 01/04/2023		235,064.81
	ADD Receipts 01/04/2023 - 31/12/2023		160,960.55
	SUBTRACT Payments 01/04/2023 - 31/12/2023		396,025.36
	Cash in Hand 31/12/2023 (per Cash Book)		143,563.98
B			
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2023	0.00	
	Charity Bank 31/12/2023	85,000.00	
	Lloyds Credit Card 31/12/2023	0.00	
	Unity Trust Bank (20398572) 31/12/2023	96,846.56	
	PC Reserve Saver account (81413) 31/12/2023	45,242.30	
	Cemetery Reserve Account (59678) 31/12/2023	16,526.14	
	Natwest Current account (5335765) 31/12/2023	8,846.38	
			252,461.38
	Less unrepresented payments		
			252,461.38
	Plus unrepresented receipts		
B	Adjusted Bank Balance		252,461.38
	A = B Checks out OK		