



Banwell Youth and Community Centre,
West Street, Banwell.
North Somerset. BS29 6BS
01934 820442
10th March 2020

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose.

To: The Chairman and all members of Banwell Parish Council.

You are summoned to attend a Meeting of Banwell Parish Council, to be held on Monday 16th March 2020 at 7:30p.m. at Banwell Youth & Community Centre, when the following business will be transacted.

Liz Shayler

Clerk to the Council

Before the meeting begins there will be a public participation session – *This session is open to the Public to present comments, observations, information, petitions or lead deputations and is the only time members of the public may participate. (Please note that the Council is unable to make any formal decisions under this item).*

- i) Members of the public.
- ii) Community Beat Manager's report.
- iii) Ward Councillor's report.

A G E N D A

1. To receive apologies for absence.
2. To receive and consider an application to fill a casual vacancy by co-option from John Wormald
3. To receive members' declarations of interest on any agenda item.
4. To approve as a correct record, the minutes of the Parish Council held on 17th February 2020 (pages 1 - 6).
5. To receive a short presentation from Mike Painter and Jillian Burnell with an update on the National Grid works.
6. To note the minutes of the Planning Committee minutes from the 2nd March 2020 (pages 7 - 9)
7. To note the minutes of the Employment Committee meeting from the 2nd March 2020 (pages 10 - 12)
8. As recommended by the Employment Committee to agree the employment of an administration assistant for 20 hours a month at pay scale LC1 (depending on their experience).
9. To agree the Administration Assistant application pack (pages 16 – 20)
10. As recommended by the Employment Committee to agree a spinal point increase to the Clerks Salary and a possible 2% suggested increase from the National Joint Council.

11. To receive the Clerk's report/Exchange of information: (Please note that the Council is unable to make any formal decisions under this item).
 - (i) Visit to the Sustainability Hub on the 3rd March
 - (ii) Land Registration
 - (iii) Work to Memorials
 - (iv) Recreation Ground works
12. To discuss what support the Parish Council can give in relation to the current Covid-19 outbreak.
13. To note the training and events available and agree any attendance.
 - (i) Sat 28th March - Being a Good Councillor, 9:45am until 12:30. Long Ashton £60
 - (ii) Thurs 2nd April – Chairmanship Skills 7pm – 9pm Saltford £60
 - (iii) Sat 18th April or Mon 20th April – ALCA Climate Emergency Day, £15
 - (iv) Tues 23rd June – Building Resilience £30 Weston-super-Mare - The Clerk
 - (v) Wed 25th Nov SLCC Regional Training Conference Bristol £75 – The Clerk
14. To approve the following items of expenditure: -
 - (i) £195 for the annual ALCA
 - (ii) £385 for the annual Scribe (page 21)
 - (iii) Up to £96 for an insert in the Parish Magazine (pages 22 – 24)
15. To discuss and agree a way forward concerning the purchase of electronic devices for new councillors
16. To review and approve the following documents: (pages 25 – 31)
 - (i) Asset Register (pages 25 - 29)
 - (ii) Scheme of Delegation (pages 30 & 31)
17. To discuss and agree who will formulate a response to the 'Your Neighbourhood Consultation' <https://n-somerset.inconsult.uk/consult.ti/yourneighbourhood/consultationHome>
 - Garden Waste
 - Leisure and Sports Centres
 - Libraries
 - Parks & Open Spaces
 - Street Cleansing
18. To discuss and agree who will formulate a response to the North Somerset Local Plan: Pre-commencement Document. https://n-somerset-pp.inconsult.uk/consult.ti/pre_com/consultationHome
19. To note the interim internal audit report March 2020 (page 32 - 34)
20. To resolve that the Parish Council is satisfied that the existing internal audit process is satisfactory and meets all the statutory requirements (pages 35 – 38)
21. To authorise bills for payment (page 39).
22. To note the Parish Council's end of February's net position, bank balances and bank reconciliation (pages 40 – 42)
23. The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the following agenda item 24 by reason of the confidential nature of the items of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.
24. To discuss the Solicitors response and agree the draft lease between Banwell Parish Council and The Scouting Association (Confidential papers 1 - 19).

25. Date of the next meetings –

- 6th April Planning Committee Meeting, 7:30pm, Banwell Youth & Community Centre
- 6th April Youth & Community Centre Meeting 8pm, Banwell Youth & Community Centre
- 20th April Parish Assembly, 7:30pm, Banwell Youth & Community Centre
- 27th April Parish Council Meeting, 7:30pm, Banwell Youth & Community Centre

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, gender reassignment, sexual orientation, marital status, religion & belief, pregnancy & maternity and disability) Crime and Disorder, Health & Safety and Human Rights.