



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD REMOTELY AT 7:30pm ON MONDAY 4th MAY 2021

PRESENT: Councillors: Paul Harding (Chairman), Phil Baird, Paul Blatchford, Steve Davies, Nick Manley, Maggie McCarthy & Dawn Parry.

IN ATTENDANCE:	Mrs Liz Shayler (Clerk)
WARD COUNCILLOR:	None
AVON & SOMERSET POLICE:	None
MEMBERS OF THE PUBLIC:	None

Cllr Harding welcomed everybody.

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

Community Beat Manager's report

The following report was received for the period 11/03/2021 to 02/05/2021.

Calls from Parish = 83 with the following selection of crimes reported: 3 abandoned 999 calls, 13 anti-social behaviour, 2 burglary / attempt, 4 concerns for welfare, 5 covid-19 breaches, 1 criminal damage, 6 suspicious activity, 3 threat and 14 traffic related.

The Police have had reports of drones flying in the area which may be connected with reported burglaries. Residents are asked if they see anything suspicious to call 101 or 999 in an emergency, you can also follow the local police on their Facebook page "Weston-Super-Mare & Worle police", Twitter ASPNorthSomerset, via 101 or the Avon and Somerset police website (in your area).

With Covid restrictions easing the first Neighbourhood engagement surgery will be at Banwell Garden Centre on May 15th and the next will be June 26th.

Ward Councillor's report

No ward Councillor was present and no report has been received.

The meeting was convened.

053/21 To elect a Chairman of the Parish Council for 2021/22 (agenda item 1)

Resolved – To elect Cllr Paul Harding as Chairman of the Parish Council for 2021/22

The resolution was correctly proposed and seconded (unanimous)

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

054/21 To elect a Vice Chairman of the Parish Council for 2021/22 (agenda item 2)

Resolved – To elect Cllr Phil Baird as Vice Chairman of the Parish Council for 2021/22

The resolution was correctly proposed and seconded (unanimous)

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

055/21 To receive apologies for absence (agenda item 3)

Apologies were received from District Councillor Ann Harley

056/21 To appoint Members to Committees and Working Groups for 2021/22 (agenda item 4)

Resolved – To appoint the following Members to Committees and Working Groups for 2021/22;

Planning	Youth and Community Centre
Cllr Blatchford	Cllr Adams
Cllr Baird (ex officio)	Cllr Baird (ex officio)
Cllr Davies	Cllr Blatchford
Cllr Harding (ex officio)	Cllr Harding (ex officio)
Cllr Manley	Cllr Manley
Cllr Parry	Cllr McCarthy
Employment	Appeals
Cllr Baird	Cllr Davies
Cllr McCarthy	Cllr Parry
Cllr Blatchford	Cllr Adams
Cllr Harding	
Cemetery & Memorials Working Party (twice a year)	
Cllr Blatchford (ex officio)	John Keate (co-opted)
Cllr Harding (ex officio)	
Cllr Adams	
Cllr Davies	
Cllr McCarthy	

The resolution was correctly proposed and seconded (unanimous)

057/21 To appoint members of outside bodies for 2021/22 (agenda item 5)

Resolved – That members be appointed as the Parish Council's representatives on outside bodies in 2020/21 in accordance with the following schedule: -

Outside Body	2021/22 Representatives
ALCA North Somerset Group	Cllr Harding & Cllr Baird
Banwell Allotment Society	Vacancy
Banwell in Bloom	Vacancy
Banwell Scouts & Guides Association	Cllr Adams
Banwell School Community Governor	Vacancy
Banwell Village Hall Management Committee	The Clerk & Cllr McCarthy
Churchill and Langford Minibus Society	Cllr Harding
Community Resilience	Vacancy
Parochial Church Council	Cllr McCarthy
NSC Standards Sub-Committee	Cllr Harding
Winscombe & Banwell Patient Participation Group	Cllr Parry
Other	
Defibrillator Guardians	Cllr Adams, Cllr Baird & Cllr Manley
Weekly Visual Checks of Play Areas	Cllr Harding & Cllr Baird
Vehicle Activated Speed Sign	Cllr Harding & Cllr Baird

The resolution was correctly proposed and seconded (unanimous)

058/21 To receive members' declarations of interest on any agenda item (agenda item 6)

No declarations of interest were received.

059/21 To approve as a correct record, the minutes of the Parish Council Meeting on the 15th of March 2021 (agenda item 7)

Resolved – That the minutes of the Parish Council Meeting held on the 15th of March 2021 be approved as a correct record of the meeting.

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

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

060/21 To note the minutes of the Employment Committee minutes from the 15th of March 2021 (agenda item 8)

The minutes of the Employment Committee Meeting on the 15th of March 2021 were noted.

061/21 To note the minutes of the Planning Committee minutes from the 5th of April 2021 (agenda item 9)

The minutes of the Planning Committee Meeting on the 5th of April 2021 were noted.

062/21 To review and approve all Banwell Parish Council Committee and Working Party Terms of Reference (agenda item 10)

Resolved – To approve all Banwell Parish Council Committee and Working Party Terms of Reference.

The resolution was correctly proposed and seconded (unanimous)

063/21 To approve the following documents (agenda item 11)

(i) Calendar of Meeting dates

Resolved – That the Calendar of Meeting dates for 2021/2022 be approved.

The resolution was correctly proposed and seconded (unanimous)

(ii) Financial Regulations and associated Risk Assessment

Resolved – That the financial regulations and associated risk assessment be approved.

The resolution was correctly proposed and seconded (unanimous)

(iii) Standing Orders

Resolved – That the Standing Orders be approved.

The resolution was correctly proposed and seconded (unanimous)

064/20 To review and approve all Banwell Parish Council Policy and Procedures (agenda item 12)

Resolved – To approve all Banwell Parish Council Policy and Procedures.

The resolution was correctly proposed and seconded (unanimous)

065/20 To receive the Clerk's report/Exchange of information (agenda item 13)

i) National Walking Month

May is National Walking Month for which the Communications Officer is providing updates on the Council's Facebook Page and website on the benefits of walking, resources, and schemes to get residents moving. The Parish Council 'Walking Buddy Programme' is up and running. The plan is for people who lack motivation or are nervous to begin walking on their own to have a someone to walk with. There are already six people who have expressed an interest in being buddies.

ii) Easter Food Club Initiative

Over the Easter Holidays, the 'Easter Food Club' initiative was rolled out with live online cooking lessons taught by local chefs and teachers. Four tasty meals were made during the free sessions with some families being given the opportunity to have a food and equipment box provided to take part in the sessions.

Families identified by Banwell & Churchill School were also given a free Eco Activity Pack provided by North Somerset Council and Easter Eggs provided through the Parish Council using local resident donations. Thank you must go to Churchill School, Banwell School, North Somerset Council, Banwell Garden Centre, Stonebridge Farm and The Trussell Trust for supporting this event, from providing equipment and ingredients to volunteering to run cooking sessions. The event would not have been the same without such strong community support. The recipes and associated videos can be found on our website and YouTube.

iii) Resurfacing of Youth & Community Centre Car Park

Now completed, with the white lines to be painted in the next few weeks.

iv) Banwell Bootcamp

Thanks were given for the use of the Youth Community Centre grounds for a Banwell Bootcamp exercise class whilst the Castle was closed.

v) Wrington Vale Rotary Club

The rotary club have kindly weeded West Street Car Park. The Clerk and Communications Officer to write a thank you individually and via Social Media platforms.

066/21 To ratify the following expenditure made by the Clerk using delegated powers (agenda item 14).

- i) £95 for Annual Membership of the ICCM**
- ii) £273 Works to Automatic door at YCC and annual maintenance**
- iii) £230.01 Quarterly servicing of the disabled access lift**
- iv) £15 to have the Community Volunteering Award engraved**

Resolved – To ratify the above expenditure that the Clerk made using her delegated powers after the cancellation of the April Parish Council meeting due to the death of Prince Philip.

The resolution was correctly proposed and seconded (unanimous)

067/21 To approve the following items of expenditure (agenda item 15)

i) Insurance premium

The Clerk informed the Council that Came and Company had since submitted lower fees than the schedule showed along with a comparison sheet which had been circulated.

Resolved – To agree an annual fee of £1,933.12 for three years for Insurance offered by Hiscox via Came & Company.

The resolution was correctly proposed and seconded (unanimous)

ii) **£348 for Scribe booking scheduling.**

Resolved – To agree the cost of £348 for the Scribe Booking Schedule.

The resolution was correctly proposed and seconded (unanimous)

068/20 To agree the names to put forward for North Somersets Street Names request for SNN4117 Taylor Wimpey Site (agenda item 16)

Resolved – To submit the following names to North Somerset for consideration. Adams, Amos, Armstrong, Badman, Bay Tree, Beard, Beaufort, Beckington, Gresley, Bisdee, Blandon, Blenheim, Bow Acre, Broadbear, Burgess Green, Butty Acre, Cappell, Carborough, Chapman, Cotgrave, Council, Edols, Emery, Goding, Godwin / Godwyn, Goosey, Great Acre, Hackmead, Halls, Hemmens, Hewlett, Horington, Irish, James Maed, Keene, Laney, Lansdown, Law, Little Acre, Luggs, Marconi, Martins Hills, Martock, Merrett, Messiter, Monks Brake, Morse, Niles, Nott, Payne, Plaister, Ricketts, Samuel Taylor, Say, Scotch Croft, Smythe, Square Close, St Andrews, Symons, Symson, Tripps Hill, Tuckey, Tutt, Urch, Watt, Whatley, Wilcox, Willett, Wood, Woolfreys & Yeos. Grumble Pill is the rhine that separates Banwell from Locking Parish.

The resolution was correctly proposed and seconded (unanimous)

069/21 To note the conclusion of the internal audit 31st March 2021 (agenda item 17)

The Council noted the conclusion of the internal audit on the 31st March 2021 and that there was only one action to increase the fidelity insurance which had been done.

070/21 To approve the Annual Governance Statements for 2020/21 (agenda item 18)

Resolved – The approve the Annual Governance Statements for 2020/21

The resolution was correctly proposed and seconded (unanimous)

071/21 To approve the Statement of Accounts for 2020/21 (agenda item 19)

Resolved – To approve the Statement of Accounts for 2020/21

The resolution was correctly proposed and seconded (unanimous)

072/21 To authorise April & May's bills for payment (agenda item 20)

The Clerk tabled a bills for payment sheet for May.

Resolved: To authorise April's bills for payment of £39,367.71 and May's bills for payment sheet of £7003.68. Cllr Harding and Cllr Baird to authorise the BACs payments for May.

The resolution was correctly proposed and seconded (unanimous)

073/21 To note the Parish Council's end of March and April's bank balances and bank reconciliation (agenda item 21)

The Parish Council's end of March & April's bank balances and bank reconciliation were noted.

074/21 To note the Parish Council's 2021/22 budget (agenda item 22)

The Parish Council's 2021/22 budget was noted.

075/21 To agree regular standing order, direct debit and BACs payments made from the Unity bank account (agenda item 23)

The Clerk tabled an amended list to include Credit card, Calor Gas, Webglu & GB Sport payments

Resolved: To agree the following regular standing order, direct debit and BACs payments made from the Unity bank account

Method	Item	Frequency
SO	Clerk basic salary	Monthly
SO	Communications Officer basic salary	Monthly
DD	Pension – NEST	Monthly
DD	E-On – electricity (streetlights)	Monthly
DD	E-On – electricity (YCC)	Monthly
DD	Mainstream telephone lines x 2 (YCC)	Monthly
DD	North Somerset – waste collection (YCC)	Monthly
DD	Multipay Card fee	Monthly
DD	Multipay Card purchases	When requested
DD	Water-2-Business (YCC)	Quarterly
DD	Cathedral Hygiene (YCC)	Quarterly
DD	Unity Trust Bank Charges	Quarterly
DD	Calor gas Standing Charge	Quarterly
DD	Calor LPG Delivery	When requested
DD	Information Commissioners Office - data protection	Annually
DD	TV Licence	Annually
VDD	Land Registry	When requested
BACS	JK Gardening (Grass Cutting etc...)	Monthly
BACS	Ambience Landscaping (Dog Bins)	Monthly
BACS	Insight Cleaning (YCC)	Monthly
BACS	YMCA Dulverton (Youth Club Provider)	Monthly
BACS	HMRC	Monthly
BACS	GB Sport & Leisure (Play area operational inspections)	Quarterly
BACS	Weston Rail Services (Street light Maintenance)	Quarterly
BACS	Webglu (website fees)	Quarterly

The resolution was correctly proposed and seconded (unanimous)

076/21 Dates of the next meetings (agenda item 24)

Monday 21st of June, 7:30pm at Banwell Youth & Community Centre.

Monday 5th July 7pm Planning Committee meeting at Banwell Youth & Community Centre

The Chairman closed the meeting at 20:15

.....Chairman

.....Date

Bills for Payment - 15th March to 21st April 2021
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
Already Paid						To be reimbursed		The Parish Council
BACS	Adams Memorials	Repairs to memorials in the cemetery	£1,390.00	£278	£1,668.00			
DD	Mainstream	Phone and Broadband (DD 15.04.21)	£116.69	£23.33	£140.02		093/20	
DD	E-ON	Streetlight Power (DD 17.04.21)	£155.43	£7.77	£163.20		093/20	
DD	E-ON	YCC power (19.04.21)	£49.43	£2.47	£51.90		093/20	
To Pay								
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		£141.75			
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		£70.87			
BACS	J K Gardening	Grass cutting @ YCC	£70.88		£70.88			
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50			
BACS	J K Gardening	Village orderly	£392.50		£392.50			
BACS	J K Gardening	Grass at YCC, Scout Hut	£15.00		£15.00		H & S	
BACS	Ambience Landscape	Dog Bin emptying	£216.67	£43.33	£260.00		044/21	
BACS	Insight Cleaning	YCC Cleaning	£176.00		£176.00		39/19	
BACS	YMCA	Youth Club Feb	£600.00		£600.00		175/19	
BACS	GB Sport	Quarterly Inspection	£100.00	£20.00	£120.00		136/19	
BACS	ICCM	Annual Membership	£95.00		£95.00		Delegated authority	
BACS	Bridget Bowen	Audit	£250.00		£250.00		094/20	
BACS	Weston Rail Services	Quarterly Inspection	£875.00	£175.00	£1,050.00		93/20	
BACS	LW G-Works	Car Park Resurfacing	£26,200.00	£5,240.00	£31,440.00		005/21	
BACS	Triangle Lift Services	Annual Maintenance	£230.01	£46.00	£276.01		Delegated authority	
BACS	Avon Armour	Annual Service & repair to door opening	£273.00	£54.60	£327.60		Deleagted authority	
DD	Calor	YCC Gas (28.04.21)	£387.24		£387.24		93/20	
BACS	E. Shayler	Overtime & Expenses (zoom, bin liners & diary)	£306.25	£24.68	£330.93		covid, H&S & YCC	
SO	Officer Salaries	Officer Salaries (SO 26.04.21)	£1,961.55		£1,961.55		093/20	
DD	Nest	Pension contibutions (DD 26.04.21)	£146.98		£146.98		093/20	
DD	Cathedral Hygeine	Quartely Fee (05.05.2021)	£129.90	£26.00	£155.99		151/17	
BACS	HMRC	PAYE and NI for Sept (12.05.21)	£581.79		£581.79		093/20	
		Totals	£33,704.44	£5,663.18	£39,367.71			

Bills for Payment - 16th April 2021 to the 4th May
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
Already Paid								The Parish Council
DD	Loyds Bank PLC	Multipay charge (DD 23.04.21)	£3		£3			
To Pay								
DD	Mainstream	Phone and Broadband (DD 15.05.21)	£8.25	£1.65	£9.90		093/20	
DD	E-ON	Streetlight Power (DD 15.05.21)	£150.41	£7.52	£157.93		093/20	
DD	E-ON	YCC power (18.05.21)	£55.85	£2.79	£58.64		093/20	
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		£141.75			
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		£70.87			
BACS	J K Gardening	Grass cutting @ YCC	£70.88		£70.88			
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50			
BACS	J K Gardening	Village orderly	£392.50		£392.50			
BACS	J K Gardening	Environmental Fee	£40.00		£40.00			
BACS	Ambience Landscape	Dog Bin emptying	£433.33	£86.67	£520.00		044/21	
BACS	Insight Cleaning	YCC Cleaning	£176.00		£176.00		39/19	
BACS	YMCA	Youth Club Feb	£240.00		£240.00		175/19	
BACS	Kaye Gunningham	Allotment Payment	£1,647.88		£1,647.88			
BACS	Ward Tree Surgeons	Tree works	£340.00	£68.00	£408.00		93/20	
DD	Calor	YCC Gas (28.04.21)	£14.71	£0.74	£15.95		93/20	
BACS	E. Shayler	Overtime & Expenses (zoom)	£84.29	£2.40	£86.69		covid, H&S & YCC	
DD	Loyds Bank PLC	Multipay charge (DD 23.05.21)	£3		£3			
SO	Officer Salaries	Officer Salaries (SO 26.05.21)	£2,017.76		£2,017.76		093/20	
DD	Nest	Pension contributions (DD 26.05.21)	£157.83		£157.83		093/20	
BACS	HMRC	PAYE and NI for Sept (12.06.21)	£625.60		£625.60		093/20	
		Totals	£6,833.41	£169.77	£7,003.68			



MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD REMOTELY AT 7pm ON TUESDAY 4th MAY 2021.

PRESENT: Councillors Nick Manley (Chairman) Phil Baird, Paul Blatchford, Steve Davies, Paul Harding and Dawn Parry (Vice Chairman).
IN ATTENDANCE: Mrs Liz Shayler (Clerk)

28/21 To receive apologies for absence (agenda item 1)

Cllr Harley sent her apologies.

29/21 To receive declarations of interest (agenda Item 2)

No interests were declared.

30/21 To approve as a correct record the minutes of the Planning Committee Meeting held on the 1st March 2021 (agenda item 3)

Resolved – That the minutes of the Planning Committee Meeting held on the 6th April 2021 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous with 2 abstention due to absence)

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

31/21 To note and comment upon planning applications (agenda item 4).

- (i) **21/P/1032/AGA Land Between Puxton Park, Cowslip Lane and The Laurels, West Rolstone Road Banwell.**
Application to determine if prior approval is required for a proposed private road for agricultural use.

Resolved – To not support this application on the basis that this application has not demonstrated evidence of an agricultural need and a 4.5 meter road in that location will be out of keeping with the rural countryside and will result in a visually intrusive feature on the landscape.

The resolution was correctly proposed and seconded (unanimous)

- (ii) **21/P/1083/FUH Meliden Summer Lane Banwell BS29 6LE.**
Proposed erection of single storey rear and en-suite extensions to the North elevation and associated internal alterations to the ground floor. Demolition of the existing garage & store and erection of a replacement double garage and re-surfacing of driveway.

Resolved – To support this application.

The resolution was correctly proposed and seconded (unanimous)

- (iii) **21/P/1085/FUL Court Farm Moor Road Banwell BS29 6ET**
Proposed single storey side extension to existing holiday cottage.

This application was noted.

Cllr Davies joined the meeting.

- (iv) **21/P/1181/TRCA 13 High Street Banwell BS29 6AA**
T1 - Holly - Crown Reduction 2m, T2 - Pitto - Crown Reduction 2m

This application was noted.

32/21 To note planning decisions – (agenda item 7)

- (i) **21/P/0159/FUH 11 West Street, Banwell. BS29 6DA**
Proposed single storey rear extension. **APPROVED**
- (ii) **21/P/0247/FUH Rowan Wick Wolvershill Road Banwell BS29 6DR**
Demolition of 4no precast concrete garages and proposed erection of 1no double garage and 1no single garage. **APPROVED**
- (iii) **21/P/0312/TRCA The Manor 1 Castle Hill Banwell BS29 6BL**
T1 - Cedar/Lawson - crown reduce by 1-2m. **NO OBJECTION**
- (iv) **21/P/0401/TRCA 68A West Street Banwell BS29 6DE**
T1 - Silver Birch - Fell & replace with similar 3m further north, T2 - Eucalyptus - Clean to remove dead/broken branches throughout crown, reduce crown spread by 4m west side & 3m east side. **NO OBJECTION**
- (v) **21/P/0810/AOC 11 West Street Banwell BS29 6DA**
Request to discharge condition number 4 (written scheme of investigation) on planning application 21/P/0159/FUH. **APPROVED**
- (vi) **21/P/0877/TRCA 39, High Street, Banwell. BS29 6AF**
T1 - Ash - Fell. G1 - Ash/Sycamore/Elder - Fell. **NO OBJECTION**

The Clerk informed the committee that the following application had been decided since the agenda had been published.

- (vii) **21/P/0857/HHPA Homleigh, Whitecross Lane, Banwell BS29 6DP.**
Prior approval request for the erection of a single storey rear extension with a flat roof that would 1) extend beyond the rear wall of the original house by 4.5 metres; 2) have a maximum height of 2.99 metres and 3) have eaves that are 2.99 metres. **APPROVED**

33/21 Date of the next meeting (agenda item 8)

Planning Meeting 5th July 2021 7pm at Banwell Youth & Community Centre

The Chairman closed the meeting at 19:10

.....Chairman

.....Date

Breakthrough Communications Courses

Building an effective council communications strategy

Everything should start with a strategy – and good communication is no different. To get the most from an increasing range of communications platforms and tools, it's vital that your Council has a strategy that supports the delivery of your Council's existing aims and objectives. We walk you through best practice for creating an effective communications strategy that fits with the needs and aspirations of your Council, whilst making best use of communication opportunities available to you.

Using Facebook to enhance your Council's Communications

Facebook provides town and parish Councils a unique opportunity to significantly enhance their communications – yet few Councils are fully reaping the benefits on offer. Discover how to build up effective two-way conversations with local communities, make use of time-saving tools and learn techniques to improve digital engagement, all within the constraints of existing Officer time and resources.

Beyond Facebook: how councils can make use of Instagram, Twitter and other emerging social media platforms

More and more Councils are looking to use a range of social media platforms to increase their digital reach into their community. Instagram and Twitter are two key platforms that offer a range of benefits for Councils. This practical session looks at how to get started and what strategies and techniques are working well for councils like yours.

Data Protection for Clerks and Officers

In an ever-evolving legislative landscape, it is vital that Councils ensure they have the most up-to-date understanding of their data protection and related obligations. This session walks Councils through the principles of GDPR and related legislation including PECR, what it means in practical terms and the systems and processes Councils should have in place to ensure they are working towards sustainable compliance.

How to engage with young people in your community

Young people can be a particularly challenging demographic for councils to reach and engage with. We explore how to understand the issues that matter to young people, how to effectively reach and engage with them online and offline, and how best to work with them to improve different aspects of your community.

Building a two-way conversation with your community

This session will help you consider practical and effective ways for your Council to systematically and proactively find out what really matters to people living within your parish, through a range of print and digital tools. Discover the tools, strategies and techniques needed to not just better promote your own messages but also to better hear and respond to the voices within your local community and get buy-in on your vision for your community's future.

Improving internal council communications

Effective internal communication is the cornerstone of good council operations. Yet ensuring the development and sustainability of good internal communication is often a challenge for councils of all shapes and sizes. This session explores strategies to identify gaps and challenges in internal communication, and ways to build more positive and outcome-focused communications between Members and Officers in the future.

Strategies to identify and recruit new local councillors

How can you effectively find and encourage people to stand or be co-opted as town or parish Councillors? In many areas it is increasingly hard to find people who are willing to put their names forward either at election time or to be co-opted. We show you effective ways Councils and Councillors can encourage more people to come forward and this interactive session explores practical ways to do just that.

Managing difficult people and conversations

Managing professional relationships effectively is important, and this is particularly true for Clerks and local council officers. Yet whether it's with other officers or with councillors, sometimes difficult situations will present themselves, and it's vital to have the skills to manage the challenges. This session for local council officers explores practical techniques and ideas to manage difficult relationships in a council environment.

Emotional resilience skills for council officers

Why do some people handle whatever life throws at them, while others tend to struggle? The answer is resilience. Resilience is the ability to recover from the inevitable problems that life throws at us. This session will focus on increasing your resilience and managing it as part of your wellbeing. Looking at self-care and self-awareness, we will lead you in the first steps to improving your resilience and developing a resilience journal.

Embracing equality, diversity and inclusion in your council

This session will focus on understanding protected characteristics, the difference between direct and indirect discrimination and the definitions of equality, diversity and inclusion – and how they relate to the internal and external work of parish and town councils. The aim being to raise awareness to barriers to progress for diverse communities and barriers to productivity for staff.

Introduction to Local Council Administration ILCA

The Introduction to Local Council Administration (ILCA) essential knowledge is a sector specific online learning tool at Level Two of the National Qualifications Framework. The aim of the course is to introduce the work of local councils in England and Wales to local council officers and others who are interested.

The course has 5 modules:

- The Core Roles
- Laws and Procedures
- Finance
- Management
- Community

Each module contains several sessions which include interactive activities, a resource section and an assessment to complete.

The cost of ILCA is £120 + VAT.

You will be granted access to the course as soon as payment is processed, the access is valid for 12 months.

Agenda Item 6 Clerks Report

i) Wessex Water Grant

We have received a £1000 grant from Wessex Water for a picnic bench to be located at Riverside. They will also be paying for a memorial plaque to be attached to the bench. The location needs to be considered (see Agenda item 8). Do we;

- a) Have it within the current fenced area (dog free)
- b) Have it outside the fenced area so people with dogs would be able to use it too.

ii) Vaccination clinics

The vaccination clinics held between January and June are now completed resulting in approximately 1800 people having both their 1st & 2nd vaccination. Thanks was given to the volunteers and vaccination team with a cream tea organised in the middle of June in the outside area of the Youth & Community Centre. We are waiting to find out about the plans for autumn and combining the flu and covid clinics.

iii) Town & Parish Workshop with North Somerset on 'Communication'

Cllr Harding & the Clerk attended this workshop. There was a presentation on Parish Liaison Officers and 'My Account'. Concern was raised about the current NS IT systems which are apparently going to be investigated and improved.

iv) 'Getting to Know your Council' communications strategy

This will start running shortly to tie in with our current vacancies. The idea is to inform residents about what the Parish Council does and the role of a councillor. This will then cumulate in encouraging people to get involved and it is hoped that at our meeting on the 20th September we will have some residents who are interested in becoming Councillors attending.

Agenda item 9 - VJ day Inscription wording

To agree the wording for the VJ day Inscription for the plaque provided by the Kathleen Jones Trust located at Riverside with the memorial tree. Suggested wording includes;

This tree was planted in 2020 (the Year of the Coronavirus) by the Kathleen Trust to commemorate 75 years since VJ Day.

In remembrance of 75years since VJ Day, this tree was planted by the Kathleen Jones Trust in 2020 (the year of the Coronavirus).

Any alternative suggestions welcome.

Agenda Item 10 - toddler play area fence

The fencing around the toddler play area is continuing to deteriorate. This was considered part of Scope 2 of the Recreation Ground. Scope 2 consisted of the following;

Toddler Area fence:

Fence with additional gate at far end to replace and realign the current post and rail fence

Paths

Pathways (compliant to BS8300 and current Building Regulations if appropriate) to ensure that access is provide to the benches and to the new play equipment. Paths should have a permeable tarmac surface with concrete edges and a compacted granular base.

Rubbish bins

Two rubbish bins, one in the Toddler Area and the second to be located on the existing concrete plinth by the picnic bench opposite Emmerson Terrace – **which is now going to be moved.**

The original quotes for the whole of scope 2 can be seen in the table below.

Unfortunately, I am informed that due to a combination of Brexit and Covid then the prices of raw materials have become significantly more expensive. I asked for two quotes from known contractors (1 & 8) for just the fencing to see the minimum impact on the quotes.

	Scope 2 - 2019	Just fencing - 2019	Just fencing 2021
Contractor 1 regular contractor	£12174.27	£7928.07	£9578.84 (+£1651)
Contractor 2	£13483.32	£5692.8	
Contractor 3	£11973.91	£5573.66	
Contractor 4	£12003.6	£8386	
Contractor 5	£9878	£7958	
Contractor 6	£10422	£6267	
Contractor 7	£13334.85	£6141	
Contractor 8 - local contractor	N/A	£6149	£8445.00 (+£2296)

Do you want to requote for the whole of scope 2?

Do you want to just replace the fence?

Agenda Item 11 - play equipment surfacing repairs

Complaints have been received about the way in which the play surfacing is coming away from the kerbing. It has also been picked up in the operational and weekly inspections.

I contacted GB Sport for advice and the problem is the kerbing. As the wet pour shrinks the kerbing stays in the same position creating a gap.

There are 2 solutions.

1. Fill the gap (but in a few years time the same will happen again).
2. Remove the kerbing and repair making it slightly wider so even if there is shrinkage then there will still be the correct amount of wet pour (this is the recommended solution).

Unfortunately, currently the raw material costs for surfacing binders is very volatile and prices are changing almost daily with some horrific price increases being applied by manufacturers of the binder materials for these types of repairs. This means that any quote only has a validity date of 6 days (currently about £3225.00 for option 2).

It is hoped that things will start to settle down regarding these large fluctuations. Three quotes will be sourced but given the tight time scales then authority is needed to approve a quote without having to wait for a meeting.



ROYAL COMMUNICATIONS

Wednesday 2nd June 2021

The Queen's Platinum Jubilee Central Weekend 2022

In 2022, Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service, having acceded to the throne on 6th February 1952 when Her Majesty was 25 years old.

There will be year-long Platinum Jubilee celebrations throughout the United Kingdom, the Commonwealth and around the world as communities and people come together to celebrate The Queen's historic reign. Throughout the year, Her Majesty and members of the Royal Family will travel around the country to undertake a variety of engagements to mark this historic occasion culminating with the focal point of the Platinum Jubilee Weekend in June - one year from today.

An extended bank holiday, from Thursday 2nd to Sunday 5th June, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone. Across the four days the celebrations will include public events and community activities, as well as national moments of reflections on The Queen's 70 years of service.

Thursday 2nd June

The Queen's Birthday Parade (Trooping the Colour): Over 1,400 parading soldiers, 200 horses and 400 musicians will come together in the traditional Parade to mark The Queen's official birthday, usually held on the second Saturday in June.

Beginning at Buckingham Palace, the Parade will move down The Mall to Horse Guard's Parade, joined by Members of the Royal Family on horseback and in carriages. The Parade will close with the traditional RAF fly-past, watched by The Queen and Members of the Royal Family from the Buckingham Palace balcony.

Platinum Jubilee Beacons: The United Kingdom's long tradition of celebrating Royal Jubilees, Weddings and Coronations with the lighting of beacons will be continued to mark the Platinum Jubilee. Beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories.

For the first time, beacons will also be lit in each of the capital cities of the Commonwealth countries to celebrate The Queen's Platinum Jubilee.

Friday 3rd June

Service of Thanksgiving: A Service of Thanksgiving for The Queen's reign will be held at St Paul's Cathedral. Further events will be announced in due course.

Saturday 4th June

The Derby at Epsom Downs: Her Majesty The Queen, accompanied by Members of the Royal Family, will attend the Derby at Epsom Downs.

Platinum Party at the Palace: The BBC will stage and broadcast a special live concert from Buckingham Palace that will bring together some of the world's biggest entertainment stars to celebrate the most significant and joyous moments from The Queen's seven decade reign. Members of the public will be invited to apply to attend this special event and details of the ballot for UK residents to secure audience tickets will be released in due course.

Sunday 5th June

The Big Jubilee Lunch: Every year since the idea began in 2009 The Big Lunch has encouraged communities to celebrate their connections and get to know each other a little bit better, coming together in a spirit of fun and friendship. In 2022 The Big Lunch will bring the Jubilee celebrations into the heart of every community.

People are invited to share friendship, food and fun with neighbours as part of the Platinum Jubilee celebrations. A Big Jubilee Lunch can be big or small - street party or picnic, tea and cake or a garden barbeque. The Big Lunch provides tips and ideas for hosting an event.

The Platinum Jubilee Pageant: A pageant featuring over 5,000 people from across the United Kingdom and the Commonwealth will take place against the backdrop of Buckingham Palace and the surrounding streets. It will combine street arts, theatre, music, circus, carnival and costume and celebrate the service of Her Majesty's reign, as well as honouring the collective service of people and communities across the country.

Further announcements:

Later this month details of a special Jubilee emblem competition, in conjunction with the Victoria and Albert Museum, the Design Museum and the Royal College of Arts, will be released. The winning entry will become the official emblem for the celebrations next year.

More information on the details of the central weekend and other celebratory events across the UK and around the Commonwealth will be made in the months to come.

For further information please contact:

Hannah Howard, Royal Communications, hannah.howard@royal.co.uk 020 7024 5832

Susan Coulthard, Army Communications, susan.coulthard463@mod.gov.uk 07771 835111

Bruno Peek LVO OBE OPR, Platinum Jubilee Beacons, brunopeek@mac.com

Philip Fleming, BBC Studios, philip.fleming@bbc.com 07824 622077

Sarah Boniface, The Big Lunch, SBoniface@EdenProject.com 07904 723277

Rosie Shephard, Platinum Pageant, platinumjubilee@shephardcommunications.com



Footpath Forays 2

Here is the next instalment of Footpath Foray's. With another of my favourites, because it gives, in my opinion, one of the best views of Banwell. This is much flatter but will take between 1hr and 1 hr and a half.

Just a quick reminder of the Countryside code;

- Be safe—plan ahead and follow any signs
- Leave gates and property **as you find them**
- Keep dogs under close control (where there is any livestock please keep dogs on the lead and be especially careful of cows with calves)
- Protect plants and animals
- Take your litter home
- Consider other people

And two that we have added;

- If a field has crops in it and the path goes through the middle please walk around the outside of the field.
- **Always** pick up after your dog, faeces can cause a variety of complications in children and livestock.

START:

This starts at Eastermead Lane, which is a turning off East Street on the left hand side.

SETTING OFF:

Walk down Eastermead Lane about 1/4 of a mile until you see a wooden bench on the right hand bend. Turn left.

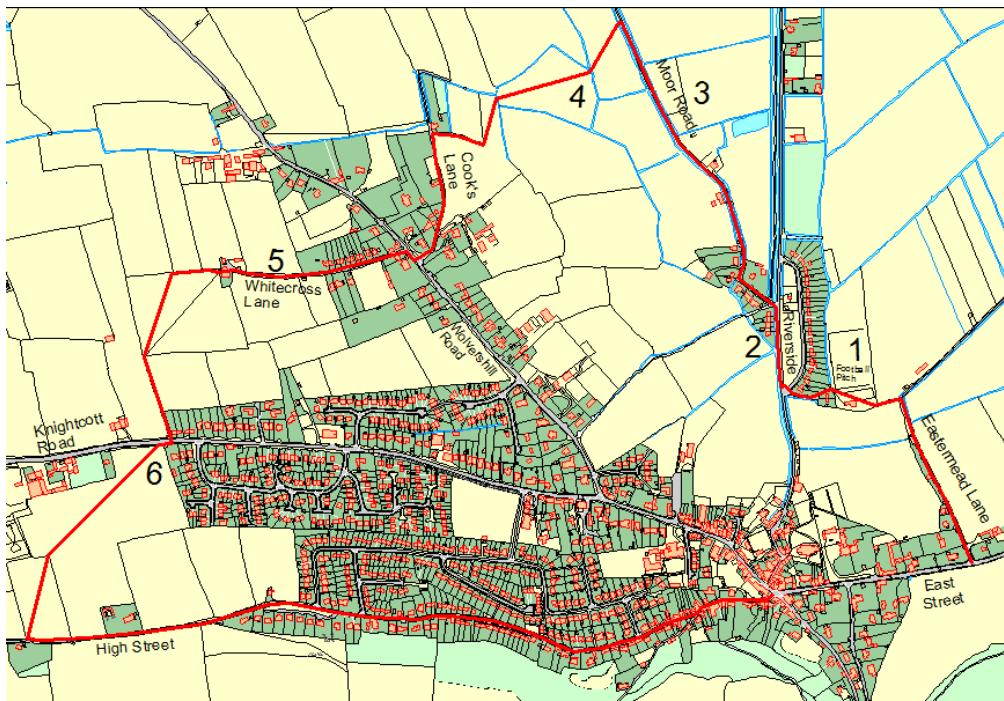
1. BANWELL FOOTBALL CLUB:

This is footpath 3/9 go over the two iron stiles. You have now entered Banwell Football Club which has a thriving junior club from 6—16 and senior club.

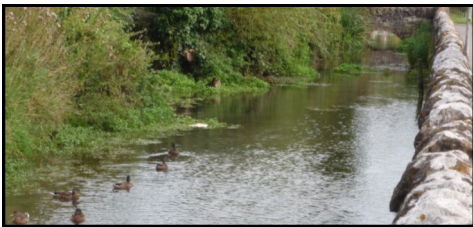
Continue past the clubhouse on you left and down the lane. Cross over the road to the river wall and turn right. This is the Banwell River, which goes from here to the Bristol Channel.

This walk can also be started here at Riverside, instead of starting at Eastermead Lane.





Look out for ducks, Moorhens and the occasional swan. Banwell has a long association with swans on the old pond (which is now below the bowling green). Hence they are present in emblems of many Banwell Clubs, societies and the School.



2. KEECHING STONES

As you follow the river take a look at the bottom of the wall and you may see some of the old keeching stones in the wall they show who was liable to maintain that stretch of the river. The first house you come to on the left was Banwell's old gas works and the three cottages used to be a Banwell Poor House.

3. MOOR ROAD

At the bridge turn left and go down Moor Road. Immediately on your left, on the entrance to Golling Lane, you can see an old gatepost. If you look carefully you can make out the date 1732.

Continue down Moor Road and you are following, what could be, the route of the Old Yeo.

Continue down Moor Road for about 1/2 mile until you come to a bridge on you left over the water with a metal



gate This is footpath 3/6 (footpath sign missing). If you have reached the Y junction, then you have gone too far!

4. VIEWS OF BANWELL

Go through the iron gate and walk across the field to the iron gate on the other side over a ryne.

Pass through the gates and continue diagonally across the field to the middle gate (which you can't see until you get there). It is from this field that you have one of my favourite views of Banwell.



You can see Banwell Castle nestled between the Castle Woods and Banwell Hill with the impressive church tower in the foreground.

See if you can spot the tower of the Abbey (easier when the trees have no leaves) and Bishops Laws Tower, the top just making an appearance above the trees.

Pass through the middle gate and walk diagonally across the first part of the field to the hedge line. Follow the permissive footpath sign to the right which takes you to a metal gate onto Cooks Lane. Once on Cooks Lane turn left. At the end of Cooks Lane cross carefully over Wolverhill Road and head to the right and turn left down Whitecross Lane.



5. WHITECROSS LANE

Continue down Whitecross Lane to the very end across the shingle to the five bar gate.

Go through the gate and the path continues diagonally across the field. At the other end of the field go through the gate and continue up along the edge of the next field to the stile. Go over the stile and continue along the path to Knightcott Road. Carefully cross over

Knightcott Rd. and turn to the right. You will see a footpath sign. Climb over the stile and this is footpath 3 / 12.



6. HIGH STREET

The footpath continues diagonally in a North Westerly direction across this field to the far corner. However there are often crops so we recommend walking to the right and going around the edge of the field.



Follow the hedge line which zig-zags up to a fence, bordering Boulters. Continue along the fence until you reach an opening in the next field. The footpath continues diagonally across this to High Street, opposite 'Orchard Cottage'. Again there are often crops in this field so we suggest you go around the edge of the field.

Go through the open gate and you are on High Street. At High Street turn left and head back into the village. At the end of High Street you can either cross straight over and head back along East Street to Eastermead Lane or you can turn left and then immediately right and go down Church Street towards Riverside.

Liz Shayler

BANWELL PARISH COUNCIL - GRANT APPLICATION FORM	
Name of organisation	Wellspring Counselling Ltd
Name on bank account (for cheque payments)	Wellspring Counselling Limited
Registered Charity/Charity Number	Yes - 1042995
Contact name and position with the group	Louise Allison, Support Bid Writer
Contact name's home address	Removed for GDPR purposes
Contact name's telephone number and email address.	Removed for GDPR purposes
Purpose for which the grant would be used and who will benefit from it (in particular in reference to Banwell residents).	To support our offering of free (voluntary donations-based) counselling for people aged 11-18 and low-cost counselling for adults. In 2021 so far, we have supported people in North Somerset with more than 1,800 counselling sessions. We are open to anyone who lives in North Somerset and currently have one young person from Banwell in counselling with us and one on our waiting list. Since 2020 we have completed counselling with a further 3 young people and 2 adults from Banwell.
Describe the evidence you have obtained that shows a need for the grant.	We currently have a waiting list of 69 people, 42 of whom are under 18. We aim to offer people an assessment with one of our counsellors within 3-4 weeks but increased demand for our service means that waiting times are inevitably going up.
Grant amount being requested including a breakdown of costs.	£100. This amount would allow us to offer two assessment appointments and set up two new people for their counselling journey.
Number of members in the Group	15 counsellors, 5 other paid members of staff.
Total spent by the group in the year (Any figures should be for the last financial year of the organisation).	£245,724
Total received by the group in the year	£273, 564
Who has also been approached for funding for this project.	Wellspring does not receive any statutory funding. Therefore, we need to approach a number of national and local grant-giving organisations on a yearly basis in order to maintain our service provision in the area.
Main income sources – please itemise (A summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited).	Trusts and foundations, local councils, individual giving and fundraising on our behalf, fees and donations from counselling sessions, the Friends of Wellspring group.
Current bank balance (please state date)	£53,742.17 (27/01/2021)
Special/other considerations	

I declare that to the best of my knowledge the statement made in this application form, including any accompanying sheets, are true.

Signature.....Louise Allison..... Date...12/7/2021.....
(Electronic submissions can use electronic signatures)

This form should be submitted to the Parish Council either by email: clerk@banwellparishcouncil.org.uk or to the Parish Office, Banwell Youth & Community Centre, West Street Banwell. BS29 6DB.



CO-OPTION TO VACANCIES POLICY

1. Introduction

- 1.1 Although the process for co-option to vacancies of local councils is not prescribed in law, NALC's Legal Briefing L15-08 (Original date of issue: 23 July 2008 Re- issued: 7 May 2015) provides guidance.
- 1.2 Of paramount importance is that all applicants are treated alike so that arrangements are seen to be open, fair and transparent. This policy sets out the process to be followed by Banwell Parish Council when co-option is under consideration.
- 1.3 Whenever the need for co-option arises, Banwell Parish Council will seek and encourage applications from anyone who is eligible to stand as a Parish Councillor (see section 3). Councillors and parishioners can legally approach individuals to suggest they might wish to consider putting their names forward for co-option and encourage them to register their expression of interest.
- 1.4 The Parish Council is not obliged to co-opt to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.
- 1.5 Any candidate(s) found to be offering inducements or any kind of undue pressure will be disqualified.
- 1.6 However, it is not desirable that electors of the Parish be left partially or unrepresented for a significant length of time; neither does it contribute to the effective and efficient working of the Parish Council if there are insufficient Councillors to share the workload equitably, provide a broad cross-section of skills and interests, or to achieve meeting quorums without difficulty, given that some absence is unavoidable at times.
- 1.7 Councillors elected by co-option are full members of the Parish Council and the Recreation Ground Trust.

2. Co-option Process:

- 2.1 In the event of a vacancy occurring due to the resignation, death or ineligibility of a Councillor, the Clerk will immediately inform the Monitoring Officer at North Somerset Council who will supply the Parish Council with a copy of the requisite Notice of Vacancy for posting.
- 2.2 Should the requisite 10 electors of the Parish have not called for a poll (by-election) within the legally specified time period (currently 14 days) following the publication of the Notice of Vacancy, the Parish Clerk is notified by North Somerset Council that the vacancy(ies) may be filled by co-option. The Parish Council may then proceed to co-opt within 28 days or wait for a period of up to 6 months before proceeding.

- 2.3 On receipt of written notification from the Monitoring Officer that a casual vacancy can be filled by means of co-option, the Clerk will place a notice announcing that the vacancy(ies) and invite expressions of interest. The notice will be placed on the Noticeboards and on the Parish Councils website, and will include:
- A contact point so that people considering putting their names forward for co-option can obtain more information on the role of a parish councillor.
 - Contact details to where expressions of interest should be made (usually the Clerk, via email or hard copy)

3. Qualifications / Disqualifications:

Meet one of the following qualification criteria:

- Be an elector for the parish.
- has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish.
- had their principal place of work in the parish.
- has lived within three miles (direct) of the parish.

There are certain disqualifications for election (see 5. 80 of the Local Government Act 1972), of which the main are:

- holding a paid office under the local authority.
- bankruptcy.
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months without the option of a fine during the five years preceding the election.
- being disqualified under any enactment relating to corrupt or illegal practices.

4. Application Process:

- 4.1 When expressions of interest are received, the Clerk will provide all applicants with the Consent to Co-option Form (*Appendix A*) and invite them to attend two full Parish Council meetings. The form is also available to download from the Parish Councils website.
- 4.2 Having attended two full Parish Council meetings (where candidates have the opportunity to speak to the Clerk and members of the Council) the Clerk will then consider completed forms to check that the individual(s) meets with the qualification requirements.
- 4.3 Co-option Candidates will be informed of the date of the meeting at which the Parish Council. Notice of the Intention to consider Co-option will be included on the agenda after apologies for absence as a separate item at a Parish Council meeting.
- 4.4 Candidates will be invited to the meeting to introduce themselves and speak in support of their application. It will also provide Councillors with the opportunity to speak, through the Chair, clarification on information supplied.
- 4.5 Only Councillors present at the meeting may vote upon a person to fill the vacancy. Councillors will have one vote per vacancy to be filled.
- 4.6 If a candidate is a relative of a Councillor or has connections with any candidate which may be perceived as prejudicial, that Councillor should declare an interest and withdraw from the meeting. Under any of these circumstances a vote by the Councillor concerned is not allowed.

4.7 The Parish Council will appoint co-opted members by voting according to Standing Orders.

4.8 If there are exactly as many as, or fewer candidates than vacancies, the Parish Council may vote on a composite motion, duly proposed and seconded, that all candidates be co-opted. If there are more candidates than vacancies, it will be necessary for existing Councillors present at the meeting to vote.

4.9 If there are more candidates than vacancies, Arnold Baker's "Local Council Administration" recommends that:

4.9.1 Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

4.9.2 Where the Council is considering the co-option of a councillor to fill a vacancy under s.89 of the Local Government Act 1972, it shall be under no obligation to accept any candidate.

4.10 After the vote:

Any Candidates that are not present at the meeting, will either be notified of the results by the Clerk, as soon as is reasonably possible (usually within 24 hours) or will have the vote deferred until the next meeting.

Successfully co-opted candidates become Councillors in their own right, with immediate effect, at the meeting they are co-opted and are no different to any other member. As such, they must sign the Declaration of Acceptance of Office and Registration of Interests Form at their first meeting, or within 28 calendar days of election whichever is the sooner.

The successful candidate(s) will also confirm that they will comply with and abide by the Parish Council's Code of Conduct and book in on Basic Councillor Training. Should the new Councillor not comply with or breach the Code of Conduct, then the Monitoring Officer at North Somerset Council will be advised, who will then deal with the matter.

The successful candidate's term of office runs until the next quadrennial elections for the Parish Council.

NOTES:

This document is based upon a study of legislation, guidelines and practices of other Local Councils. It is intended as a summary of the most relevant points of procedure and legislation, rather than a definitive exposition.

Legislation covering casual vacancies can be found at The Local Elections (Parishes and Communities) (England and Wales) Rules 2006: <http://www.legislation.gov.uk/ukSI/2006/3305/article/5/made?view+plain>



BANWELL PARISH COUNCIL

Home Working Policy

1. The employees of Banwell Parish Council may work from home. The law requires employers to consider carefully and deal with any of the health and safety risks for employees working from home. The Health and Safety Executive considers office work to be a low-risk type of work.
2. As employees they have responsibility to take reasonable care of their own health and safety and the health and safety of others affected by what they may do.
3. It is the employee's responsibility to report all employment related incidents or hazards to the Parish Council Chair / Employment Committee Chair.
4. As an employer the Parish Council has a duty to report and keep a record of certain accidents, injuries, diseases and dangerous occurrences. There is also a duty under Social Security legislation to record accidents involving personal injury (the Statutory Accident Book requirement).
5. The Parish Council has overall responsibility for ensuring there are arrangements for identifying, evaluating and managing the risk associated with home working. It requires the employee to undertake a risk assessment relating to the risks arising of the use of their home as an office not less than every three years. The result is to be reported to the Parish Council and any issues arising from this are to be reviewed and actioned. If deemed necessary, an inspection will be undertaken by a Councillor / Clerk with prior notification and agreement with the employee.
6. A tool for carrying out the risk assessment can be downloaded from the Health and Safety Executive website <http://www.hse.gov.uk/risk/office.htm> and covers:
 - slips and trips.
 - manual handling
 - health of workers in the office environment
 - computers, laptops and similar equipment (including workstation assessment) □ fire
 - work equipment (of the work equipment used at home as an employer the Parish Council is only responsible for the equipment it supplies. However, the assessment covers all office equipment used during the Clerk's work)
 - lone working (see also lone working policy)
 - gas appliances
7. The employee is encouraged to access the free leaflets on the HSE website those relating to Home Working, Manual Handling, Computers/Working with Display Screen Equipment.
8. The Council will ensure measures are in place preventing the employee from being isolated from the rest of their professional community. Means are in place as part of the job description for attendance at training and other events organised by, for example, SLCC, ALCA and North Somerset Council which are encouraged.



Noticeboard Policy

Introduction

This policy describes the proper use and maintenance of Banwell Parish Council noticeboards.

Background

Parish Councils are required to maintain a noticeboard for statutory notices to be published and other notices to be displayed. Notices displayed on a parish noticeboard are defined in section 336(1) of the town and country planning act 1990(as amended). This policy outlines the proper use and maintenance of noticeboards in the parish.

Location of Parish Noticeboards

Physical noticeboards in Banwell Parish are located at the top of West Street Carpark and on the Recreation Ground. Official notices must by law be displayed on at least one of the physical noticeboards. Notices may also be published on the Parish Website.

Use of Parish noticeboards

Parish boards may be used for official notices, statutory notices and community information notices.

Official notices

Official notices include but are not limited to:

Parish Council & Committee meeting dates & agendas, election notices and results, statutory notices relating to the external & internal audits, notices advertising the Annual Meeting of Electors (Parish Assembly), contact details of Parish Clerk & current Councillors.

Community information notices

Community information notices include but are not limited to: notices from and for organisations and residents of Banwell Parish & notices from organisations outside the parish but being of interest to residents.

The following are not normally to be displayed on the physical noticeboard's Commercial advertisements. Publicity for any fundraising event or organisation that is not a charity. Political notices

Requirements to be met by advertisers

Notices should contain information on the date of posting and the date the notice should be taken down.

If not clear from the notice the name and contact details of the author should be added to the back of the notice.

Notices should be factually correct and must not be critical or offensive to any person or organisation.

Authority to use noticeboards and related matters

The Parish Clerk has the authority to display notices on the noticeboards. Community information notices will be displayed provided space is available however Official Notices will always take precedence. Counsellors can also advise on suitability of notices and receive material for publication from residents where necessary. Material should ideally be sent to the Clerk as a hard copy.

Display of material on Parish Council website

There is limited space on the Parish Council Noticeboards and as such the Parish Council has a website which is also used to display Parish Council information along with community news.

Material for posting on the Parish Council website should be sent in electronic format to the clerk in the first instance but is subject to a separate policy (see Community Engagement policy).

Fly posting

No material is to be displayed on the physical noticeboards without prior knowledge of the clerk. Unauthorised notices or notices which are fly posted on public property around the Parish e.g. lampposts will be subject to removal by the council.

Bills for Payment - 4th May to the 24th May 2021
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
To Pay								The Parish Council
DD	Loyds Bank PLC	Multipay charge (DD 23.04.21) montly charge & purchases	£84.95	£17.00	£104.95		75/21	
BACS	Complete Business Solutions	Paper & Toilet Rolls	£53.99	£10.80	£64.79		Office & YCC	
BACS	GB Sport & Leisure	Inspections	£100.00	£20.00	£120.00		75/21	
BACS	PPL PPR Music Licence	YCC Music licence	£15.56	£3.11	£18.67		Delegated Powers	
BACS	Came & Company	Insurance	£1,933.12		£1,933.12		67/21	
BACS	E. Shayler	Expenses (engraving)	£15.00		£15.00		66/21	
		Totals	£2,117.67	£33.91	£2,151.58			

Bills for Payment - 25th May until 19th June
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
Already Paid								The Parish Council
DD	North Somerset	Waste Collection	£14.62		£14.62		075/21	
DD	Mainstream	Phone and Broadband (DD 15.06.21)	£3.38	£0.68	£4.06		075/21	
DD	E-ON	Streetlight Power (DD 15.06.21)	£155.43	£7.77	£163.20		075/21	
DD	E-ON	YCC power (18.06.21)	£66.01	£3.30	£69.31		075/21	
To Pay								
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		£141.75		075/21	
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		£70.87		075/21	
BACS	J K Gardening	Grass cutting @ YCC	£70.88		£70.88		075/21	
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50		075/21	
BACS	J K Gardening	Village orderly	£392.50		£392.50		075/21	
BACS	J K Gardening	Environmental Fee	£40.00		£40.00		Cem H & S	
BACS	J K Gardening	High St Bank	£60.00		£60.00		157/19	
BACS	J K Gardening	Additional strimming	£30.00		£30.00		135/19	
BACS	J K Gardening	Additional grasscutting Knightcott Garage, Wolvershill Rd, Pk & Castle Hill	£105.00		£105.00		135/19	
BACS	Ambience Landscape	Dog Bin emptying	£433.33	£86.67	£520.00		075/21	
BACS	Insight Cleaning	YCC Cleaning	£200.00		£200.00		075/21	
BACS	YMCA	Youth Club Feb	£480.00		£480.00		075/21	
BACS	Weston Rail Services	Quarterly maintence charge	£875.00	£175.00	£1,050.00		075/21	
BACS	Webglu	Quarterly managed web service incl twitter & facebook feed	£179.90	£35.98	£215.88		075/21	
BACS	Complete Weed Control	Biannual Spray	£364.00	£72.80	£436.80		024/21	
BACS	Scribe	Annual Accounts licence	£468.00	£93.60	£561.60		Delegated Authority	
BACS	Scribe	Bookings	£348.00	£69.60	£417.60		Delegated Authority	
DD	Loyds Bank PLC	Multipay charge & Costs (zoom, gold stars, ink)	£114.07	£14.22	£128.29		075/21	
BACS	E. Shayler	Overtime & Expenses (tea, coffee & milk)	£97.53		£97.53		Covid	
BACS	D.Finnear	Underpayment for April & May due to increase in hrs	£134.70		£134.70		E08/21	
SO	Officer Salaries	Officer Salaries (SO 26.06.21)	£2,094.81		£2,094.81		075/21	
DD	Nest	Pension contibutions (DD 26.06.21)	£154.86		£154.86		075/21	
DD	Unity Trust	Bank Charges	£31.20		£31.20		075/21	
DD	North Somerset	Waste Collection	£9.50		£9.50		075/21	
BACS	HMRC	PAYE and NI for Sept (12.07.21)	£663.40		£663.40		075/21	
		Totals	£7,721.80	£547.87	£8,269.67			

Bills for Payment - 19th June until the 16th July
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
Already Paid								The Parish Council
BACS	North Somerset	Kerb installations (funded by Southern Cooperative)	£2,059.51	£411.90	£2,471.41		216/19 & 188/20 rpt55 2019/20 accounts	
DD	Mainstream	Phone and Broadband (DD 15.07.21)	£3.38	£0.68	£149.85		075/21	
DD	E-ON	Streetlight Power (DD 15.07.21)	£150.41	£7.52	£157.93		075/21	
DD	E-ON	YCC power (18.07.21)	£46.01	£2.30	£48.31		075/21	
To Pay								
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		£141.75		075/21	
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		£70.87		075/21	
BACS	J K Gardening	Grass cutting @ YCC	£70.88		£70.88		075/21	
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50		075/21	
BACS	J K Gardening	Village orderly	£392.50		£392.50		075/21	
BACS	J K Gardening	Additional grasscutting Knightcott Garage, Wolvershill Rd, Pk & Cas	£155.00		£155.00		Cem H & S	
BACS	J K Gardening	Additional strimming	£30.00		£30.00		157/19	
BACS	J K Gardening	Golling Lane Total £1183.50	£150.00		£150.00		135/19	
BACS	Ambience Landscape	Dog Bin emptying	£433.33	£86.67	£520.00		075/21	
BACS	Insight Cleaning	YCC Cleaning	£240.00		£240.00		075/21	
BACS	YMCA	Youth Club	£480.00		£480.00		075/21	
BACS	Nibra signs	Movement of Welcome to Banwell sign	£256.16	£51.23	£307.39		008/21 (ii)	
DD	Loyds Bank PLC	Multipay charge & Costs (zoom, hand wash soap & dispensers, batteries, border roll & key fobs)	£234.97	£46.41	£281.38		075/21	
SO	Officer Salaries	Officer Salaries (SO 26.07.21)	£2,094.81		£2,094.81		075/21	
DD	Nest	Pension contibutions (DD 26.07.21)	£145.28		£145.28		075/21	
DD	North Somerset	Waste Collection	£9.50		£9.50		075/21	
DD	Cathedral Hygiene	Hygiene Services	£129.99	£26.00	£155.99		075/21	
BACS	HMRC	PAYE and NI for Sept (12.08.21)	£581.39		£581.39		075/21	
BACS	ICO	Data Protection Fee	£35.00		£35.00		075/21	
		Totals	£5,813.93	£210.31	£6,024.24			

Banwell Parish Council

Net Position by Cost Centre and Code

Cost Centre Name

Cemetery & Memorials		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
101	Cem Grass Cutting	0.00	0.00	0.00	1,950.00	487.50	1,462.50
102	Cem paths / trees / garden	0.00	0.00	0.00	300.00	0.00	300.00
103	Cem making up graves	0.00	0.00	0.00	200.00	0.00	200.00
104	Cemetery / Memorial Maintenance	0.00	0.00	0.00	5,000.00	0.00	5,000.00
105	Env Fee	0.00	0.00	0.00	0.00	40.00	-40.00
106	Cemetery software	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	7,450.00	£527.50	6,922.50

Cemetery Income		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
110	Cemetery Income	87,269.55	3,000.00	1,970.00	0.00	0.00	86,239.55
		£87,269.55	3,000.00	£1,970.00	0.00	£0.00	86,239.55

Clerk & Administration		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
201	Salary & NI	0.00	0.00	0.00	31,000.00	8,191.91	22,808.09
202	Clerk pension	0.00	0.00	0.00	1,000.00	459.67	540.33
203	Advertising	0.00	0.00	0.00	300.00	0.00	300.00
204	Insurance	0.00	0.00	0.00	2,471.00	1,933.12	537.88
205	Subscriptions inc ALCA & SLCC	0.00	0.00	0.00	1,200.00	563.00	637.00
206	Audit Fee	0.00	0.00	0.00	900.00	250.00	650.00
207	Legal Costs	0.00	0.00	0.00	600.00	0.00	600.00
208	Training Officers	0.00	0.00	0.00	700.00	0.00	700.00
209	Training Councillor	0.00	0.00	0.00	600.00	0.00	600.00
210	Grants & Donations	0.00	0.00	0.00	7,000.00	0.00	7,000.00
211	Chairmans Allowance	0.00	0.00	0.00	250.00	48.32	201.68
212	Covid-19	0.00	0.00	0.00	1,000.00	21.79	978.21
213	Bank Charges	0.00	0.00	0.00	100.00	40.50	59.50
214	Covid-19 food bank	814.56	0.00	320.00	0.00	235.58	898.98
215	Risk Assessments	0.00	0.00	0.00	300.00	0.00	300.00
		£814.56	0.00	£320.00	47,421.00	£11,743.89	36,811.67

Environment		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
301	Allotment	0.00	1,647.88	1,647.88	1,647.88	1,647.88	0.00
302	Env Grass Cutting	0.00	0.00	0.00	1,450.00	272.61	1,177.39
303	Env Hedge / Fence / Tree Work	0.00	0.00	0.00	300.00	110.00	190.00
304	Village Orderly	0.00	435.81	435.81	4,710.00	1,177.50	3,532.50
305	Dog Bins	0.00	0.00	0.00	4,080.00	1,083.33	2,996.67
306	Env Maintenance / Inspect Rivers	0.00	0.00	0.00	1,400.00	60.00	1,340.00
307	Env Projects	0.00	0.00	0.00	4,000.00	499.00	3,501.00
308	Env Grant	8,701.61	11,000.00	0.00	2,000.00	0.00	-298.39
309	Play Equipment	1,700.00	1,100.00	1,100.00	3,600.00	0.00	5,300.00
		£10,401.61	14,183.69	£3,183.69	23,187.88	£4,850.32	17,739.17

Highways		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
401	Street light power	0.00	0.00	0.00	1,800.00	461.27	1,338.73
402	Street light maintenance	0.00	0.00	0.00	3,500.00	1,750.00	1,750.00
403	Street light upgrade	0.00	0.00	0.00	5,000.00	0.00	5,000.00
404	Highways related projects	0.00	0.00	0.00	4,000.00	2,059.51	1,940.49
		£0.00	0.00	£0.00	14,300.00	£4,270.78	10,029.22

Income		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
501	Misc Income	0.00	0.00	503.30	100.00	0.00	603.30

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

502 Annual Precept	0.00	93,908.00	46,954.00	0.00	0.00	-46,954.00
503 VAT	0.00	0.00	3,514.98	0.00	0.00	3,514.98
504 CIL	400.80	3,000.00	0.00	12,000.00	0.00	9,400.80
	£400.80	96,908.00	£50,972.28	12,100.00	£0.00	-33,434.92

Recreation Ground

<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>
601	Rec Grass Cutting	0.00	0.00	0.00	1,700.00	425.25	1,274.75
602	Rec Maintenance	0.00	0.00	0.00	2,500.00	0.00	2,500.00
603	Rec Tree & Fence Work	0.00	0.00	0.00	150.00	120.00	30.00
604	Rec Inspections	0.00	0.00	0.00	400.00	140.00	260.00
605	Rec Play Equipment	0.00	20,000.00	0.00	20,000.00	0.00	0.00
		£0.00	20,000.00	£0.00	24,750.00	£685.25	4,064.75

Youth & Community Centre

<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>
701	YCC upgrade	0.00	0.00	0.00	18,000.00	26,200.00	-8,200.00
702	YCC repairs & maintenance	0.00	0.00	0.00	3,000.00	517.01	2,482.99
703	YCC CCTV	0.00	0.00	0.00	2,000.00	0.00	2,000.00
704	YCC Electricity	0.00	0.00	0.00	1,000.00	171.29	828.71
705	YCC Gas	0.00	0.00	0.00	1,500.00	383.51	1,116.49
706	YCC water	0.00	0.00	0.00	650.00	0.00	650.00
707	YCC waste	0.00	0.00	14.25	650.00	144.61	519.64
708	YCC cleaning & supplies	0.00	0.00	0.00	2,500.00	576.12	1,923.88
709	Office Equipment inc Website	0.00	0.00	0.00	4,000.00	381.37	3,618.63
710	YCC phone & wifi	0.00	0.00	0.00	600.00	128.32	471.68
711	YCC Grass cutting	0.00	0.00	15.00	850.00	227.64	637.36
712	YCC hedge, fence & tree work	0.00	0.00	0.00	280.00	110.00	170.00
713	YCC grants & donations	0.00	1,000.00	0.00	0.00	0.00	-1,000.00
714	YCC income	0.00	1,300.00	1,901.20	0.00	348.00	253.20
		£0.00	2,300.00	£1,930.45	35,030.00	£29,187.87	5,472.58

Youth Club

<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>
801	YC sessions	0.00	0.00	0.00	10,000.00	1,320.00	8,680.00
802	YC budget	5,000.00	0.00	0.00	500.00	0.00	5,500.00
803	YC extraordinary activities	0.00	0.00	0.00	1,800.00	0.00	1,800.00
804	YC Printer	0.00	0.00	0.00	500.00	0.00	500.00
805	YC subscriptions	0.00	400.00	0.00	0.00	0.00	-400.00
806	Tuck Shop	0.00	100.00	0.00	100.00	0.00	0.00
807	Youth Forum	0.00	0.00	0.00	200.00	0.00	200.00
		£5,000.00	500.00	£0.00	13,100.00	£1,320.00	16,280.00

NET TOTAL

£103,886.52	136,891.69	£58,376.42	177,338.88	£52,585.61	150,124.52
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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 30/06/2021		
	Cash in Hand 01/04/2021		171,991.58
	ADD Receipts 01/04/2021 - 30/06/2021		58,308.42
	SUBTRACT Payments 01/04/2021 - 30/06/2021		59,466.09
	Cash in Hand 30/06/2021 (per Cash Book)		170,833.91
B	Cash in hand per Bank Statements		
	Cash 30/06/2021	0.00	
	Unity Trust Bank (20398572) 30/06/2021	31,495.66	
	PC Reserve Saver account (81413 30/06/2021	44,602.72	
	Cemetery Reserve Account (59678 30/06/2021	89,241.74	
	Natwest Current account (5335765 30/06/2021	5,493.79	
			170,833.91
	Less unrepresented payments		0.00
			170,833.91
	Plus unrepresented receipts		0.00
	Adjusted Bank Balance		170,833.91
	A = B Checks out OK		