



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT THE YOUTH & COMMUNITY CENTRE 2021 AT 7:30pm ON MONDAY 18th OCTOBER 2021

PRESENT: Councillors: Paul Harding (Chairman), Phil Baird (Vice-Chairman), Paul Blatchford, Lizzie Ingram, Kevin Gibbons & Maggie McCarthy.

IN ATTENDANCE: Mrs Liz Shayler (Clerk)
WARD COUNCILLOR: Cllr Karin Haverson
AVON & SOMERSET POLICE: None
MEMBERS OF THE PUBLIC: 1

Cllr Harding welcomed everybody and read the following statement:

By now everyone will be aware of the horrific murder of Sir David Amess MP. Whilst we may not always agree with the views or actions of our MP's, they are democratically elected to serve both their constituents and general population, and as such this murder may be regarded as an attack on the very democracy this country is built on. In atrocities such as this, party politics does not apply. The legal system must now deal with this alleged offender. On behalf of Banwell parish Council, I offer my condolences to Sir David's family.

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

Members of the public

No issues were raised.

Community Beat Manager's report

The following report was received for the period 20/09/2021 to 18/10/2021.

Calls from Parish = 23 with the following selection of crimes reported: 3 abandoned 999 calls, 1 antisocial behaviour, 1 concern for welfare, 1 criminal damage, 2 suspicious activity, 2 threat and 9 traffic related.

This month has seen a drop in crimes being recorded in the Banwell area, the highest incidents being road related issues due to the figures incorporating the M5 which runs through the area.

The local Neighbourhood police team are available for home security visit's, free bike marking, help and support within the community. They can be contacted us via 101, or check out their social media sites, Facebook "Weston & Worle police" or Twitter "ASPNorthSomerset". They will be continuing to hold a monthly drop in session at Banwell garden centre. The next date will be 13th November @ 1500hrs, but due to lack of support these sessions are unlikely to continue in 2022.

Ward Councillor's report

Cllr Haverson gave a brief outline on the following points

- That given the Police Community Beat Manager has tested positive for Covid this has led to a resources issue in the rural villages policing team.
- The widely publicised issue with the Wolverhampton Laboratory reporting false negative Covid reports has directly impacted North Somerset as a large proportion of the covid testing results come from this lab which has possibly facilitated the large number of cases that are currently being seen in the authority. Currently it is believed that 1 in 50 people are reported to have Covid.
- The North Somerset Local Plan consultations are due to November.
- It was understood that the Banwell Bypass design consultants are developing possible features that can be built into the scheme that can help enhance the local area and mitigate potential for negative impacts. Cllr Haverson was keen to get the Parish Councils views on what features this could include.

The meeting was convened.

127/21 To receive apologies for absence (agenda item 1)

Apologies were received from Cllr Phil Adams and District Councillor Ann Harley.

Resolved - to accept Cllr Adams apologies for absence due to ill-health and extend the 6-month absence rule for 3 months.

The resolution was correctly proposed and seconded (unanimous).

128/21 To receive and consider an application to fill a casual vacancy by co-option from Lizzie Ingram (agenda item 2)

Resolved – To co-opt Lizzie Ingram on to Banwell Parish Council.

The resolution was correctly proposed and seconded (unanimous)

Cllr Ingram read and signed the Declaration of Acceptance of Office

129/21 To receive members' declarations of interest on any agenda item (agenda item 3)

No declarations of interest were received.

130/21 To approve as a correct record, the minutes of the Parish Council Meeting on the 20th September 2021 (agenda item 4)

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

The resolution was correctly proposed and seconded (unanimous)

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

131/21 To note the following minutes (agenda item 5).

i) The Employment Committee meeting held on the 20th of September 2021

The minutes of the Employment Committee were noted.

ii) The Cemetery Working Party meeting held on the 27th of September 2021

The minutes of the Cemetery Working Party were noted.

ii) The Planning Committee held on the 4th of October 2021

The minutes of the Planning Committee were noted.

132/21 To note the training and events available and agree any attendance (agenda item 6)

i) 24th November ALCA Essential Councillor £40

Resolved – To approve £40 for Cllr Ingram to attend this webinar.

The resolution was correctly proposed and seconded (unanimous)

ii) Various Breakthrough Communications Training £30

The training was noted

iii) **ALCA e-learning on nimble**

The training was noted

133/21 To receive the Officer report/Exchange of information (agenda item 7)

i) **Window Wanderland**

We had 36 sign ups which included both Churches and the village hall with another 5 apologies of people who are away this year but hope to do it next year. In addition, several residents joined in, creating a beautiful lighted trail around the village. A photo gallery can be found on the Parish Council's Facebook page and website.

ii) **Mini-Christmas Market**

£5700 of North Somerset's Welcome Back Fund has been granted for the Parish Council's mini-Christmas Market on December 4th.

The Market is to include local businesses and organisations setting up stalls to promote their products or services in time for the Christmas gift giving season. The stalls will be set up on tables both within the Youth & Community Centre and outside within gazebos to increase capacity for stall holders and provide extra space for Covid compliancy. Banwell businesses / organisations will not be charged to have a stall. This event is to follow on from the Parish Councils '#buyinbanwell' campaign which promoted buying local during the COVID-19 pandemic in 2020.

Alongside the Christmas market stalls, we are working with St Andrews Church who are planning a Santa's Grotto. This will take place in the top office. The Grotto will include a Father Christmas collecting presents which will then be distributed, at a later date, to disadvantaged families. The Parish Council will also be supporting the "reverse advent" which is an event where food bank donations are collected in the run up to Christmas Eve where they are then distributed to disadvantaged families.

iii) **Recreation Ground and Riverside**

The wet pour repairs to the Recreation Ground Play Equipment is pencilled in for the 21st and 22nd of October but the delivery on the fencing and picnic tables will not be until the end of October / beginning of November.

iv) **Banwell Bypass**

It has been announced that Route 2 of the three northern route options has been approved as the preferred route corridor for the Banwell bypass. This is an indicative route and will be refined and optimised through subsequent detailed design. The design consultants are also developing possible features that can be built into the scheme that can help enhance the local area and mitigate potential for negative impacts. There will be another working group in November with further public consultation in early 2022.

v) **Remembrance Day Parade**

A reminder that the Memorial Parade is Sunday November 14th. The Parish Council are to meet in the carpark at about 2:30pm for the parade to leave at 2:45pm. The service is approximately ¾ of an hour stopping at the War Memorial and then dispersing back at the carpark. The silhouettes will be placed in the Church and then stored in the shipping container located at the Youth & Community Centre.

134/21 To discuss the funding of another Christmas Lunch and / or Christmas Food Club for pupil premium families (agenda item 8).

Resolved – To approve the expenditure for approximately 100 Christmas meals.

The resolution was correctly proposed and seconded (unanimous)

Resolved – To approve the expenditure of up to £200 for a Christmas food club

The resolution was correctly proposed and seconded (unanimous)

135/21 To approve the following expenditure (agenda item 9)

i) Donation for the purchase of Remembrance Day Wreaths using Section 137

Resolved – To approve the donation of £50 for the purchase of a Remembrance Day Wreath using Section 137.

The resolution was correctly proposed and seconded (unanimous)

ii) £76.55 for the annual fire extinguisher survey

Resolved – To approve expenditure of £76.55 for the annual fire extinguisher survey at the YCC.

The resolution was correctly proposed and seconded (unanimous)

iii) £100 for the annual Compliant Council Hub subscription

Resolved – To approve expenditure of £100 +VAT for the annual compliant council hub subscription.

The resolution was correctly proposed and seconded (unanimous)

iv) Approximately £120 for the annual Christmas tree alternatively the repair of the electricity cabinet

Resolved – To approve expenditure for the cost of repair to the electricity cabinet in the school grounds to allow the use of the planted Christmas Tree.

The resolution was correctly proposed and seconded (unanimous)

136/21 To discuss the Queens Platinum Jubilee and agree a way forward (agenda item 10).

i) To acknowledge the notes from the Community Jubilee working Party

The notes of the Community Jubilee Working Party were acknowledged.

ii) 'A tree for the Jubilee' sponsored by Banwell Garden Centre

Resolved – That the Banwell Garden Centre's Jubilee tree be planted on Riverside Green as part of Jubilee weekend.

The resolution was correctly proposed and seconded (unanimous)

iii) The Community Picnic on the 4th June 2021

Resolved – To approve the cost of between £20 to £50 for the use of the carnival games for the Community Picnic.

The resolution was correctly proposed and seconded (unanimous)

iv) Decorate your house for the Jubilee

Resolved – For the Clerk and Communications Officer to create a sign-up form and map for the Jubilee Wanderland trail between the 2nd of June and the 5th of June.

The resolution was correctly proposed and seconded (unanimous)

v) **Jubilee memorabilia**

Resolved – To budget £500 for the Queens Jubilee to include memorabilia but to discuss specific items at a later meeting.

The resolution was correctly proposed and seconded (unanimous)

137/21 To note the following annual inspections and agree any expenditure (agenda item 11).

i) **Benches**

Resolved: To set up a working party to varnish the benches and cut any overgrown hedges.

The resolution was correctly proposed and seconded (unanimous)

ii) **Dog bins**

No work is required.

iii) **Flagpole**

No work is required.

iv) **Litter bins**

Resolved – That the replacement of the recreation ground litter bins be allowed for in the 2022/2023 budget.

The resolution was correctly proposed and seconded (unanimous)

v) **Memorial Stones**

That the Clerk get quotes for the railings and investigate cleaning of the War Memorial

vi) **Bus Shelters**

Resolved – The Village Orderly to clear areas around the bus shelters.

The resolution was correctly proposed and seconded (unanimous)

138/21 To approve the Legionella Policy (agenda item 12)

Resolved – To approve the Legionella Policy

The resolution was correctly proposed and seconded (unanimous)

139/21 To authorise Octobers bills for payment (agenda item 13)

Resolved: To authorise Septembers bills for payment of £6171.89 Cllr Harding and Cllr Baird to authorise the BACs payments for October.

The resolution was correctly proposed and seconded (unanimous)

140/21 To agree to add additional bank signatories to the Unity Trust mandate (agenda item 14).

Resolved: To agree to add Cllr Gibbons and Cllr Ingram as bank signatories to the Unity Trust bank mandate.

The resolution was correctly proposed and seconded (unanimous)

141/21 To note the Parish Council's end of September bank balances and bank reconciliation (agenda item 15)

The Parish Council's end of September bank balances and bank reconciliation were noted.

142/21 Dates of the next meetings (agenda item 15)

1st November 2021 7pm Planning Committee at the Youth & Community Centre (YCC)

15th November 2021 – 7:30pm Parish Council Meeting at the YCC

The Chairman closed the meeting at 20:40

.....Chairman

.....Date

DRAFT

Bills for Payment - 21st September until 12th October 2021

Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
Already Paid								The Parish Council
DD	Mainstream	Phone and Broadband (DD 15.10.21)	£125.23	£25.05	£150.28		075/21	
To Pay								
DD	E-ON	YCC power (19.10.21)	£62.89	£3.14	£66.03		075/21	
DD	E-ON	Streetlight Power (DD 24.10.21)	£155.43	£7.77	£163.20		075/21	
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 (Harding)	£40.00		£40.00		Cemetery Fee	
BACS	J K Gardening	YCC Brambles	£20.00		£20.00		H & S	
BACS	J K Gardening	Church Street Footpath	£20.00		£20.00		H & S	
BACS	Ambience Landscape	Dog Bin emptying	£433.33	£86.67	£520.00		075/21	
BACS	Insight Cleaning	YCC Cleaning	£216.00		£216.00		075/21	
BACS	YMCA	Programme costs	£480.00		£480.00		075/21	
BACS	Complete Weed Control	2nd Biannual spray	£364.00	£72.80	£436.80		024/21	
BACS	ALCA	Training Course x 2	£60.00		£60.00		7/21 & 81/21	
DD	Loyds Bank PLC	Multipay charge & costs (zoom, cartridges, binliners & HDMI)	£296.75	£51.74	£348.49		075/21	
BACS	Officer expenses	Overtime	£87.72		£87.72		Contractual	
SO	Officer Salaries	Officer Salaries (SO 26.10.21)	£2,130.00		£2,130.00		075/21	
DD	Nest	Pension contributions (DD 26.10.21)	£158.70		£158.70		075/21	
DD	North Somerset	Waste Collection (01.10.21)	£9.50		£9.50		075/21	
BACS	Cathedral Leasing	Hygiene Waste Disposal (05.11.21)	£129.99	£26.00	£155.99		075/21	
BACS	HMRC	PAYE and NI for Sept (12.10.21)	£650.19		£650.19		075/21	
		Totals	£5,934.68	£237.21	£6,171.89			



Minutes of the meeting of the Planning Committee held at Banwell Youth & Community Centre, 7pm on Monday 1st November 2021.

PRESENT: Councillors Nick Manley (Chairman), Paul Blatchford (Vice Chairman) and Paul Harding.

IN ATTENDANCE: Mrs Liz Shayler (Clerk)

57/21 To receive apologies for absence (agenda item 1)

Apologies were received from Cllr Phil Baird.

58/21 To receive declarations of interest (agenda Item 2)

No interests were declared.

59/21 To approve as a correct record the minutes of the Planning Committee Meeting held on the 4th of October 2021 (agenda item 3)

Resolved – That the minutes of the Planning Committee Meeting held on the 4th of October 2021 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous)

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

60/21 To note and comment upon planning applications (agenda item 4).

(i) 21/P/2063/FUL - The Moor Dairy Moor Road Banwell BS29 6ET

Erection of 2no. equestrian hay stores and the erection of an agricultural storage shed.

The Planning Committee noted this application.

(ii) 21/P/2066/FUL - The Moor Dairy Moor Road Banwell BS29 6ET

Demolition of an existing dwelling (log cabin) and the erection of a replacement dwelling.

The Planning Committee noted this application.

(iii) 21/P/2643/FUL - Catworthy Barn, Towerhead Road, Banwell BS29 6PQ

Application to remove condition 4 (erection of further structures with curtilage of the dwelling) attached to planning permission 21/P/1500/FUL (retrospective change of land use from agricultural land to domestic curtilage)

The Planning Committee noted this application.

(iv) 21/P/2712/PIP – ‘Elmfield’ Whitecross Lane, Banwell BS29 6DP

Demolition of 1no. two storey detached dwelling house and link attached double garage and erection of 2 no. two storey dwelling houses with integral garaging. THIS IS NOT A PLANNING APPLICATION

Resolved – To object to this planning in principle application as without any detailed information on the proposed housing design, size and character, drainage or access no meaningful scrutiny is feasible, possible or worthwhile. Given the exit from Whitecross Lane on Wolvershill Road where there has been a number of vehicular incidents then the Parish Council would not want to encourage more vehicles to use this entrance until traffic calming measure are undertaken on Wolvershill Road.

The resolution was correctly proposed and seconded (unanimous)

- (v) **21/P/2750/LDE – 28 Riverside, Banwell, North Somerset BS29 6EE**
Certificate of lawfulness for a caravan used as ancillary accommodation.

Resolved – That there is not significant evidence that the caravan has been there long enough.

The resolution was correctly proposed and seconded (unanimous)

- (vi) **21/P/2859/TRCA – 24 Castle Hill Banwell North Somerset BS29 6NY**
T1 - Yew - Crown Reduction by 1m. T2 - Cherry - Prune laterals over lawn by 2m. G1 - Ash - Fell.

The Planning Committee noted this application.

- (vii) **21/P/2880/NMA – Meadfields Parklands Phase 3B, Land South of Churchland Way, Wolvershill Road, Banwell.**

Nonmaterial amendment to application 16/P/2744/OT2 to allow Internal amendments to AA44 housetype (Plots 508 and 509) to ensure NDSS and AD.M4(2) compliancy. Window added to first floor side elevation.

The Planning Committee noted this application.

- (viii) **21/P/2881/NMA - Land South of Churchland Way Wolvershill Road, Banwell.**
Nonmaterial amendment to application 18/P/5209/RM/ 12/P/1266/OT2 (erection of 136no. dwellings pursuant to outline planning) to allow D1207 house type added in lieu of AA42X house type.

The Planning Committee noted this application.

61/21 To note planning decisions – (agenda item 5)

- (i) **21/P/0587/LDE Western Fields Whitley Road Banwell BS29 6NA**
Certificate of Lawful Development for the change of use of a building from agricultural to Class B8 (Storage). **APPROVED (lawful)**
- (ii) **21/P/1749/FUH 42, 44, 52 And 54 West Street Banwell Somerset BS29 6DB**
Re-roofing of existing plain tiles roofs with single interlocking pantiles. **APPROVED**
- (iii) **21/P/2064/FUL The Moor Dairy Moor Road Banwell BS29 6ET**
Proposed change of use of an agricultural welfare building to Class E(g)(i) (Office). **REFUSED**
- (iv) **21/P/2576/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 formation of track for agricultural use. **Prior approval refused.**
- (v) **21/P/2600/AOC Court Farm Moor Road Banwell North Somerset BS29 6ET**
Discharge of condition No. 4 (Flood Warning Evacuation Plan) on application 21/P/1085/FUL **APPROVED**
- (vi) **21/P/2753/HHPA The Ranch Wolvershill Road Banwell North Somerset BS29 6DR**
Prior approval request for the erection of a single storey rear extension with a pitched roof that would 1) extend beyond the rear wall of the original house by 3.84 metres; 2) have a maximum height of 3.34 metres and 3) have eaves that are 2.99 metres high. **WITHDRAWN**

The Clerk tabled the following at the meeting

- (vii) **Appeal notification - 19/P/0314/HHPA Land off Summer Lane, Banwell**
Use of land for the stationing of caravans for residential purposes as a single pitch gypsy/traveller site and the erection of a day room building ancillary to that use. **DEFERRED**

62/21 Date of the next meeting (agenda item 10)

Planning Committee Meeting 6th December 2021 7pm at Banwell Youth & Community Centre

The Chairman closed the meeting at 19:20

.....Chairman

.....Date



Banwell Parish Council

MINUTES OF A MEETING OF THE YOUTH AND COMMUNITY CENTRE (YCC) COMMITTEE HELD REMOTELY AT 7:30pm ON MONDAY 6th NOVEMBER 2021

Present: Cllrs Paul Blatchford, Paul Harding and Nick Manley (Chairman).

In attendance: Liz Shayler (Clerk)

14/21 To receive apologies for absence: (agenda Item 1)

Apologies were received from Cllr Phil Baird

15/21 To receive members' declarations of interest on any agenda item (agenda Item 2).

There were no declarations of interest received.

16/21 To approve, as a correct record, the minutes of the Youth & Community Centre Committee (YCC) minutes from the 6th of September 2021 (agenda Item 3)

Resolved: To approve, as a correct record, the minutes of the YCC Committee minutes from the 6th of September 2021.

The resolution was correctly proposed and seconded (unanimous)

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

17/21 To note the report from YMCA Dulverton on the current Youth Club provision (agenda Item 4)

No report was received due to annual leave. The Clerk gave a brief verbal update on numbers and plans for marketing opportunities and communicating with parents.

18/21 To complete the YMCA Dulverton appraisal process (agenda Item 5)

Resolved: The appraisal process was completed resulting in a satisfactory outcome (see attached sheet) although concern was raised that given the cost of each session, with numbers so low, whether it was value for money. Given the attendance at its peak was five it was hoped that an improvement would be seen. The lack of attendance and its implications will be reviewed again at the next meeting.

The resolution was correctly proposed and seconded (unanimous)

19/21 To receive the Clerk's report/exchange of information (agenda item 6)

i) YCC car parking lines

Unfortunately, part of the disabled parking symbol has sheered of the surface of the carpark. Having contacted the contractor, they will be sending someone out to investigate and repair.

ii) Thrive Grant & National Lottery Grant

Unfortunately, our £4,000 application for Thrive was refused. However, we are in the process of applying for a £10,000 grant which will be used to help fund solar panels. We have also put both the LED lights and Solar Panels projects forward for the Banwell Bypass Support of Local Community Projects.

iii) You Can Do I.T. project and associated funding received

From the approved £5000 grant the projector, screen and conference audio system has been installed. Still to purchase are laptops / tablets for training sessions (£1500). Currently we already have 5 donated laptops and it is suggested that initially three tablets are purchased.

The 'You Can Do I.T.' project will be starting fortnightly from January 6th. It will be led by a silver Duke of Edinburgh Churchill Sixth Form student with support from volunteers. Initial topics for January & February will be different devices, emails, scams and online shopping.

iv) **Christmas Market**

So far, we have 13 full stalls requested along with 3 information stalls. The Scouts have been contacted to see whether they will support by opening the Scout building to serve lunch and to increase capacity as yet we are waiting to hear.

Volunteers were requested for setting up or taking down.

20/21 To note the Youth and Community Centre (YCC) and Youth Clubs Budgets (agenda item 12)

The Youth & Community Centre and Youth Club budgets were both noted.

21/21 Date of Next Meeting (agenda item 13)

YCC Committee Meeting at Banwell Youth & Community Centre 4th January 2022

The meeting closed at 20:00

Chairman.....

Date.....

YMCA –REVIEW OF PERFORMANCE

Period under review 7th September 2021 to the 26th October 2021

1. Are all contracted sessions being held? **Yes** / No where possible
Comments
2. Are the numbers attending increasing? Yes / **No** / NA
Comments - September saw a return with very few members. This has increased to five just before half term.
3. Is a comprehensive range of activities being organized? **Yes** / No / NA
Comments – organised a minibus to the forces day in Worle. Unfortunately, nobody attended.
4. Are YMCA demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? **Yes** / No
Comments. Summer Holiday activities and are hoping to join the Christmas Market.
5. YMCA arranging activities outside of the village? **Yes** / No / NA
Comments – Forces Day in Worle.
6. Are YMCA seeking other sources of funding for Youth Club activities? Yes / **No** / NA
Comments - Covid-19
7. Is any feedback from users/parents positive? Yes / No
Comments - none received.
8. Have any complaints been received about the service? Yes / **No**
Comments...
9. Have there been any behavioural issues at the Youth Club including damage? Yes / **No** / NA
Comment ...
10. Have any unannounced visits been made by Committee members since the review? Yes/**No**
Comments ...
11. Any other comments

Concern was raised that given the cost of each session then with numbers so low whether it was value for money. Given currently the attendance was 5 it was hoped that an improvement would be seen with lack of attendance being considered again at the next meeting.

12. Conclusion – **Satisfactory** / Unsatisfactory
13. Action points for YMCA
 - YMCA, if possible, to visit Banwell School / Churchill Academy to speak to the Year 6 / Year 7 about Youth Club.
 - To speak to Daisy about a comprehensive social media advertising campaign.
14. Action points for Youth Club Management Committee.
 - Daisy to work with YMCA in relation to engaging with young people

Officers Report

Christmas Mini Market & Welcome Back Fund

We have 15 stalls confirmed which includes 3 information stalls. Unfortunately, the Scouts have cub camp and so are unable to support with additional capacity.

If anybody can support setting up or taking down, I would be grateful. Also, perhaps a suggestion that we have a Parish Council information stall showcasing our initiatives and allowing sign ups.

Christmas Food Club

Exciting news, Stonebridge Farm have agreed to support this initiative by providing fresh fruit, veg & eggs for the food parcels. Also, Norseland Cheese have offered free cheese for the Christmas Recipes.

Recreation Ground wetpour & fencing

Fencing has been completed and looks good. However, the wet pour has several issues from being installed incorrectly to quality of work. GB Sport have been onsite to inspect and take photographs. The swings were completed incorrectly, and the wet pour will be put underneath the grass as quoted for. The wet pour around the teenzone will be repaired and replaced.

Banwell Bypass

The Community Workshops are due the week beginning the 22nd of November. It will be after this point that they will be able to share a proposed route map for publication. Public consultation will then be for 6 weeks from the middle of January.

The Parish Council website contains the latest information including environmental surveys being undertaken. From the week beginning the 15th of November, North Somerset will be undertaking noise and vibration surveys. In some locations equipment will be left there for a few days to monitor noise levels in others the survey will be completed within a 3-hour window. One of the locations identified is at Riverside.

YCC electricity contract

E-On Business has now become Npower. For some reason September's direct debit for the streetlighting never went through the bank account and so the outstanding bill will need to be paid by BACs.

North Somerset Community Renewal Fund and You Can Do I.T. initiative.

Somewhat against predicted odds – ALCA / WERN's project bid with North Somerset Council to Government's Community Renewal Fund has been successful. They now have funding for work at community level to help people to engage digitally. The bid was a combination of familiarisation training to help people engage online.

It was from this that the Comms Officer and I developed the You Can Do I.T. project which we were approved a £5000 grant for. So far, the following has been installed; projector & screen, conference audio system & part of the advertising. Still to purchase are laptops / tablets for training sessions (£1500). Currently we already have 5 donated laptops and so we will initially purchase tablets probably in the Black Friday / Christmas sales.

Our 'You Can do I.T.' initiative will be starting fortnightly from January 6th led by a silver Duke of Edinburgh sixth form student with support from volunteers. Initial topics for January & February will be different devices, emails, scams and online shopping.

With the announcement of the successfully Community Renewal Funding this will support the monthly tea and tech from January 2022 and might also lead to weekly You Can Do I.T. sessions in association with North Somerset, widening the scope to include more digital employability skills e.g. online job applications, Facebook pages etc...

Chocs for Champs

This has been running for a year and has meant pupil premium children at Banwell and Churchill School have received a chocolate gift of a Christmas selection pack or an easter egg. These have been kindly donated by a local resident. The resident would like to do it again this year.

Streaming Parish Council and Committee Meetings

With the new equipment we can not only have hybrid meetings but can also record and either add to our YouTube channel or live stream on Facebook. It has been suggested that this will lead to better engagement with the community who will be able to dip into Parish Council meetings and mean more transparency in decision making.

Zoom vs Microsoft Teams

Currently we are using zoom (£11.99 a month although if you paid for it annually the price is cheaper). Zoom is generally recognised as being more intuitive, easier to stream and seems to have less issues when sharing documents and using bandwidth.

To migrate to Teams the Clerks Microsoft account would need to be upgraded. This would take it from an annual fee for Microsoft £79.99 + Zoom £143.88 (max annual price) totalling £223.87 to £225.60 as the Communications Officer would need a separate account.



BANWELL PARISH COUNCIL BIODIVERSITY & SUSTAINABILITY WORKING PARTY TERMS OF REFERENCE

The Sustainability and Biodiversity Working Party ('the Working Party') is a working party of Banwell Parish Council ('the Council') and is established to co-ordinate the Parish's overall approach to biodiversity and sustainability.

Membership

The Membership of the Working Party shall be a minimum of **three** Members of the Council ('Council members'), and up to **five** other members of the community ('Community members'). N.B. These numbers are flexible – the Council recognises it is important to have the right skills and interest on the working party and, whilst membership will be generally reviewed annually at the Annual Council Meeting, it is possible that community membership may increase and go above **eight**.

The Chair of the Working Party will be a Member of the Council and shall be chosen by the Working Party Members at the first meeting of the Working Party.

A Parish Council Officer (Communications Officer or Clerk) will administer the meetings on behalf of the Council and Community. The Chair will convene meetings and liaise with the Officer regarding a schedule of meetings and agenda items.

Decisions

The Working Party shall recommend actions / decisions to the Council who will vote on those requirements / motions at the next relevant meeting and feedback accordingly so as not to delay actions unduly. The working party has no budgetary or spending powers – if expenditure of any kind is expected because of the working party recommendations it must be referred to the Council, through the Officer, for approval.

Meetings

The Working Party shall meet at least twice a year. Copies of the draft notes of the meeting shall be circulated to all Members and the Council within 10 workdays. Working Party meetings are not required to be held in public. The Officer will follow normal statutory regulations in terms of notice of Council meetings.

Quorum

The quorum shall be **three** members of the Working Party with a minimum of two Councillors. If the number of members present falls below the required quorum of three the meeting may be adjourned unless it is felt necessary, due to urgent requirements, to continue discussions. The notes of that meeting will then be forwarded to Full Council for consideration as per usual (see Decisions above).

Responsibilities

The key objective will be to develop a Sustainability & Biodiversity action plan.

The action plan will be designed using Specific, Measurable, Achievable, Relevant and Timely (S.M.A.R.T) principles to:

- Promote positive opportunities for the environment.
- Identify more sustainable approaches and help address wider negative impacts on the environment including those caused by development pressures, pollution and climate change.
- To recommend options for more sustainable energy use including exploring solar energy potential.
- To identify further opportunities for enhancement of natural assets including

potential for tree planting and hedgerow improvement.

- To identify ways to maximise recycling.
- To raise public awareness of the principles and opportunities offered through the Environmental Policy and seek their support in these issues.
- To make recommendations which fall beyond the Parish Councils capabilities, via the Council, to North Somerset.
- Members should all adhere to the Parish Council's Policy and Procedures as displayed on the Council web site

Life of the Environment Working Party

The Working Party shall continue until the action plan is adopted by the Council, deemed unnecessary by the Council or until such time as the Working Party Members determine.

Review

The Terms of Reference shall be reviewed by the Council in May of each year.

Bills for Payment - 19th October until 8th November 2021
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
Already Paid						Already agreed		The Parish Council
DD	Mainstream	Phone and Broadband (DD 15.11.21)	£4.57	£0.92	£5.49		075/21	
To Pay								
DD	N-Power	Streetlight Power (DD 17.11.21)	£129.71	£6.49	£136.20		075/21	
DD	E-ON	YCC power (19.11.21)	£62.72	£3.14	£65.86		075/21	
BACS	E-ON	August's Streetlight Power	£155.43	£7.77	£163.20		124/21	
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	Strim and clear around bus shelters	£180.00		£180.00		137/21 (iv)	
BACS	J K Gardening	War Memorial Hedge	£55.00		£55.00		H & S	
BACS	Ambience Landscape	Dog Bin emptying	£433.33	£86.67	£520.00	075/21		
BACS	Insight Cleaning	YCC Cleaning	£192.00		£192.00	075/21		
BACS	YMCA	Programme costs	£240.00		£240.00	075/21		
BACS	Balmoral	Fire Extinguisher Annual Maintenance check	£76.55	£15.31	£91.86	135/21 (ii)		
BACS	Parish Magazine	September Article	£65.00		£65.00	Awaiting Invoice	107/21	
BACS	British Legion	Poppy Wreath	£50.00		£50.00		135/21 (i)	
BACS	GB Sport	Fencing Invoice	£6,146.40	£1,229.28	£7,375.68		086/21	
BACS	Breakthrough Communic	Compliant Councils Hub	£100.00	£20.00	£120.00	Awaiting Invoice	135/21 (ii)	
DD	Loyds Bank PLC	Multipay charge & costs (zoom, cartridges, binliners & HDMI)	£64.12	£12.24	£76.36		075/21	
SO	Officer Salaries	Officer Salaries (SO 26.11.21)	£2,130.00		£2,130.00		075/21	
DD	Nest	Pension contibutions (DD 26.11.21)	£149.13		£149.13		075/21	
DD	North Somerset	Waste Collection (01.12.21)	£9.50		£9.50		075/21	
BACS	Calor Gas	Standing Charge	£14.71	£0.74	£15.45		075/21	
BACS	HMRC	PAYE and NI for Sept (12.12.21)	£587.70		£587.70		075/21	
		Totals	£11,331.94	£1,364.24	£12,696.18			

Banwell Parish Council

Net Position by Cost Centre and Code

Cost Centre Name

<u>Cemetery & Memorials</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
101	Cem Grass Cutting				1,950.00	1,137.50	812.50
102	Cem paths / trees / garder				300.00	20.00	280.00
103	Cem making up graves				200.00		200.00
104	Cemetery / Memorial Main				5,000.00	6.00	4,994.00
105	Env Fee					160.00	-160.00
106	Cemetery software					375.00	-375.00
					7,450.00	£1,698.50	5,751.50

<u>Cemetery Income</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
110	Cemetery Income	87,269.55	3,000.00	3,370.00			87,639.55
		£87,269.55	3,000.00	£3,370.00			87,639.55

<u>Clerk & Administration</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
201	Salary & NI				31,000.00	19,280.48	11,719.52
202	Clerk pension				1,000.00	1,068.57	-68.57
203	Advertising				300.00		300.00
204	Insurance				2,471.00	1,933.12	537.88
205	Subscriptions inc ALCA &				1,200.00	664.66	535.34
206	Audit Fee				900.00	650.00	250.00
207	Legal Costs				600.00		600.00
208	Training Officers			30.00	700.00	335.00	395.00
209	Training Councillor				600.00	120.00	480.00
210	Grants & Donations				7,000.00	100.00	6,900.00
211	Chairmans Allowance				250.00	48.32	201.68
212	Covid-19				1,000.00	57.76	942.24
213	Bank Charges				100.00	88.42	11.58
214	Covid-19 food bank	814.56		530.00		410.68	933.88
215	Risk Assessments				300.00	112.50	187.50
216	You can do I.T. Grant		5,000.00	5,000.00	5,000.00	4,787.00	213.00
		£814.56	5,000.00	£5,560.00	52,421.00	£29,656.51	24,139.05

<u>Environment</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
301	Allotment		1,647.88	1,647.88	1,647.88	1,647.88	
302	Env Grass Cutting				1,450.00	886.09	563.91
303	Env Hedge / Fence / Tree				300.00	110.00	220.00
304	Village Orderly		435.81	435.81	4,710.00	2,747.50	1,962.50
305	Dog Bins				4,080.00	2,816.65	1,263.35
306	Env Maintenance / Inspec				1,400.00	185.00	1,215.00
307	Env Projects				4,000.00	1,308.55	2,691.45
308	Env Grant	8,701.61	11,000.00		2,000.00		-298.39
309	Play Equipment	1,700.00	1,100.00	1,100.00	3,600.00		5,300.00
		£10,401.61	14,183.69	£3,213.69	23,187.88	£9,701.67	12,917.82

<u>Highways</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
401	Street light power				1,800.00	871.40	928.60
402	Street light maintenance				3,500.00	2,625.00	875.00
403	Street light upgrade				5,000.00	5,360.00	-360.00
404	Highways related projects				4,000.00	2,315.67	1,684.33
					14,300.00	£11,172.07	3,127.93

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

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

501 Misc Income		100.00	616.96		516.96
502 Annual Precept		93,908.00	93,908.00		
503 VAT			3,514.98		3,514.98
504 CIL	400.80	12,000.00	2,510.42		-9,088.78
£400.80		106,008.00	£100,550.36		-5,056.84

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				1,700.00	992.25	707.75
602	Rec Maintenance			722.00	2,500.00	1,445.80	1,776.20
603	Rec Tree & Fence Work			30.00	150.00	120.00	60.00
604	Rec Inspections				400.00	140.00	260.00
605	Rec Play Equipment & Be		20,000.00		20,000.00		
			20,000.00	£752.00	24,750.00	£2,698.05	2,803.95

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			655.00	18,000.00	26,333.84	-7,678.84
702	YCC repairs & maintenanc				3,000.00	1,874.06	1,125.94
703	YCC CCTV				2,000.00		2,000.00
704	YCC Electricity				1,000.00	382.25	617.75
705	YCC Gas				1,500.00	398.22	1,101.78
706	YCC water				650.00	48.63	601.37
707	YCC waste			14.25	650.00	312.60	351.65
708	YCC cleaning & supplies				2,500.00	1,575.65	924.35
709	Office Equipment inc Web				5,000.00	1,735.92	3,264.08
710	YCC phone & wifi				600.00	389.21	210.79
711	YCC Grass cutting			15.00	850.00	511.16	353.84
712	YCC hedge, fence & tree \				280.00	130.00	150.00
713	YCC grants & donations		1,000.00	1,000.00			
714	YCC income		1,300.00	1,137.20			-162.80
			2,300.00	£2,821.45	36,030.00	£33,691.54	2,859.91

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				10,000.00	2,640.00	7,360.00
802	YC budget	5,000.00			500.00	38.23	5,461.77
803	YC extraordinary activities			1,869.51	1,800.00	600.00	3,069.51
804	YC Printer				500.00		500.00
805	YC subscriptions		400.00				-400.00
806	Tuck Shop		100.00		100.00		
807	Youth Forum				200.00		200.00
			£5,000.00	£1,869.51	13,100.00	£3,278.23	16,191.28

NET TOTAL

£103,886.52	150,991.69	£118,137.01	171,238.88	£91,896.57	150,374.15
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Banwell Parish Council

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

Date: _____

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

Date: _____

A	Bank Reconciliation at 31/10/2021		
	Cash in Hand 01/04/2021		171,991.58
	ADD Receipts 01/04/2021 - 31/10/2021		128,709.99
	SUBTRACT Payments 01/04/2021 - 31/10/2021		300,701.57
			102,708.16
	Cash in Hand 31/10/2021 (per Cash Book)		197,993.41
B	Cash in hand per Bank Statements		
	Cash 31/10/2021	0.00	
	Unity Trust Bank (20398572) 31/10/2021	56,729.60	
	PC Reserve Saver account (81413) 31/10/2021	44,604.20	
	Cemetery Reserve Account (59678) 31/10/2021	90,644.72	
	Natwest Current account (5335765) 31/10/2021	6,014.89	
			197,993.41
	Less unrepresented payments		
			197,993.41
	Plus unrepresented receipts		
	Adjusted Bank Balance		197,993.41
	A = B Checks out OK		