



## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD REMOTELY AT 7:30pm ON MONDAY 27<sup>th</sup> APRIL 2020

<b>PRESENT:</b>	Councillors: Paul Blatchford (Chairman), Phil Adams, Phil Baird, Karen Bennett, Steve Davies, Paul Harding (Vice-Chairman), Nick Manley, Maggie McCarthy, Dawn Parry & John Wormald.
<b>IN ATTENDANCE:</b>	Mrs Liz Shayler (Clerk)
<b>WARD COUNCILLOR:</b>	None
<b>AVON &amp; SOMERSET POLICE:</b>	None
<b>MEMBERS OF THE PUBLIC:</b>	None

The Chairman, Paul Blatchford, opened the meeting by welcoming everybody

**Before the meeting was reconvened Members of the public were invited to speak.**

### **Members of the public**

No members of the public were present and therefore no issues were raised.

### **Community Beat Manager's report**

The following report was received for the period 16/03/2020 to 22/04/2020.

Calls from Parish = 46 with the following selection of crimes reported: 3 antisocial behavior, 8 Covid 19 Breech, 2 Criminal Damage, 1 fraud, 1, harassment, 12 suspicious activity and 5 traffic related.

Members of the public were assured that the police service continues to run as normal, it is appreciated that the majority of residents are abiding to the government rules of "STAY AT HOME & SAVES LIVES" keeping travel to a minimum and exercising locally. However, they were attending a large number of Covid 19 breeches within the Banwell area and therefore members of the public were asked to observe the guidelines to help prevent the spread of the virus and protect the NHS. People were also encouraged to call 101 to report any breeches within the community.

Everyone as been asked that whilst at home to check the security of their property, making sure door and window locks are in good working order, sheds are secure, items of value are property marked, photographed and serial numbers noted, outdoor lights are in working order, computer/laptop and iPad's are updated and security scanned for virus or threats. It is also thought to be a good time to think about setting up a "NEIGHBOURHOOD WATCH" group, many may already be using things like "What's App" or messenger to communicate with their neighbours, it was possible to make it official by looking at the Avon and Somerset Constabulary website for details.

Members of the public were asked to look out for vulnerable and elderly people within the community at this uncertain time. The team can be contacted via the Avon and Somerset Constabulary website or Twitter @ASPWSM.

### **Ward Councillor's report**

No Ward Councillor was present, and no report had been received.

### **The meeting was convened**

#### **076/20 To receive apologies for absence (agenda item 1)**

No apologies were received

#### **077/20 To receive members' declarations of interest on any agenda item (agenda item 2)**

No declarations of interest were received.

**078/20 To approve as a correct record, the minutes of the Parish Council Meeting on the 16th March 2020 (agenda item 3)**

**Resolved** – That the minutes of the Parish Council Meeting held on the 16<sup>th</sup> March 2020 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.

**079/20 To note the minutes of the Planning Committee minutes from the 6<sup>th</sup> April 2020 (agenda item 4)**

The minutes of the Planning Committee Meeting were noted.

**080/20 To receive the Clerk's report/Exchange of information (agenda item 5)**

- (i) **Community Picnic on July 4<sup>th</sup> 2020** – The Clerk informed the Council that this will be on next month's agenda and to consider what they would like to do.
- (ii) **Winscombe & Sandford Parish Council Grant** – £1000 had been granted to help fund the Youth & Community Centre.
- (iii) **Defibrillator Guardianship** – Cllr Baird & Adams were currently unable to undertake their guardianship duties. The Clerk had undertaken the last couple however the defibrillators required registering on the new website. Cllr Manley agreed to register all cabinets and undertake the checks.
- (iv) **Food bank donations** – District Cllr Haverson, Keith McLaughlin, Paul & Amanda Smallwood from Churchill & Langford Minibus Society and various members of the public had donated both money and food to the food bank. The Chairman thanked all those who had contributed.
- (v) **Play Areas** – Cllr Harding reported that the good news was that most people had abided by the lockdown rules and were not using either the Recreation Ground or Riverside. Unfortunately, over the weekend somebody had cut away the cable ties on one of the Riverside Swings. These had been retied up again.

**081/20 To approve the following items of expenditure (agenda item 6)**

- (i) **£2,471.52 Insurance premium, final year of 3-year fixed contract**

**Resolved:** To agree the Insurance premium payment of £2471.52 to Came & Company

**The resolution was correctly proposed and seconded (unanimous)**

- (ii) **£225.50 Quarterly servicing of the disabled access lift**

**Resolved:** To agree the payment of £225.50 for quarterly servicing of the disabled access lift.

**The resolution was correctly proposed and seconded (unanimous)**

**082/20 To note the training and events available and agree any attendance (agenda item 7)**

- (i) **Tues 28th April, Managing Your Council's Social Media Presence Through The Coronavirus Crisis. Webinar 12:30pm – 1:30pm. £30**

No one to attend this webinar

- (ii) **21<sup>st</sup> May, Video Presentation Skills – Communicating Professionally on Camera. Webinar £30**

No one to attend this webinar

**083/20 To discuss the £350 grant application from Vision North Somerset (agenda item 8)**

**Resolved:** That £100 be granted to Vision North Somerset.

**The resolution was correctly proposed and seconded (unanimous)**

**084/20 To note the broken bench at the entrance to Wolvershill Park and discuss a way forward (agenda item 9)**

**Resolved:** That the bench is refurbished when possible. Cllr Parry to speak to a local carpenter

**The resolution was correctly proposed and seconded (unanimous)**

**085/20 To discuss the postponed Parish Assembly and the Community Volunteering Award (agenda item 10)**

**Resolved:** That the Parish Council consider this item at a later point in the year and once amended, the Annual Report to be advertised more widely.

**The resolution was correctly proposed and seconded (unanimous)**

**086/20 To postpone the annual Spring Clean to either the 12<sup>th</sup>, 19<sup>th</sup> or 26<sup>th</sup> September (agenda item 11)**

**Resolved:** That the Annual Spring Clean be postponed until the 19<sup>th</sup> September 2020

**The resolution was correctly proposed and seconded (unanimous)**

**087/20 To note the conclusion of the internal audit March 2020 (agenda item 12)**

The conclusion of the internal audit was noted with no actions to be taken. The internal auditor's submission to the external auditor was also noted.

**088/20 To approve the Annual Governance Statements for 2019/20 (agenda item 13)**

**Resolved:** That Box 1 – 9 of the Annual Governance Statement 2019/20 be completed as 'yes'

**The resolution was correctly proposed and seconded (unanimous)**

The Annual Governance statements to be signed by the Chairman and Clerk

**089/20 To approve the Statement of Accounts for 2019/20 (agenda item 14)**

The completed accounting statement, having been signed by the Responsible Financial Officer was presented to Council in advance of the meeting

**Resolved:** To approve the Statement of Accounts for 2019/20

**The resolution was correctly proposed and seconded (unanimous)**

The Accounts to be signed by the Chairman

**090/20 To formally authorise bills for payment including the extra-ordinary one at the end of March (agenda item 15)**

**Resolved:** To formally authorise extra-ordinary bills for payment of £2749.45 for the end of March 2020 and to authorise April's Bills for Payment of £25,714.92. Cllr Harding and Cllr Baird to authorise the BACs payments.

**The resolution was correctly proposed and seconded (unanimous)**

**091/20 To note the Parish Council's end of March's, bank balances and bank reconciliation (agenda item 16)**

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

**092/20 To note the Parish Council's 2020/21 budget (agenda item 17)**

The Parish Council's 2020/21 budget was noted.

**093/20 To agree regular standing order and direct debit payments made from the Unity bank account (agenda item 18)**

**Resolved:** That the following regular standing orders and direct debits be agreed;

SO	Clerk 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 at YCC	Monthly
DD	North Somerset – waste collection at YCC	Monthly
DD	Water-2-Business YCC	Quarterly
DD	Cathedral Hygiene YCC	Quarterly
DD	Unity Trust Bank Charges	Quarterly
DD	Information Commissioners Office - data protection	Annually
DD	TV Licence	Annually
VDD	Land Registry	When requested

**The resolution was correctly proposed and seconded (unanimous)**

**094/20 To discuss the hire of an internal auditor for the financial year 2020/21 (agenda item 19)**

The Council were told that the present internal auditor had offered her services for £500 a year which she was prepared to hold with an annual inflation increase for the next three years.

**Resolved:** That Bridget Bowen be hired as the Internal auditor for the next three years.

**The resolution was correctly proposed and seconded (unanimous)**

**095/20 Dates of the next meetings – (agenda item 20)**

- 4<sup>th</sup> May Planning Committee Meeting, 7pm, Remotely <https://us02web.zoom.us/j/279564797>
- 18<sup>th</sup> May Annual Parish Council Meeting, 7:30pm, Remotely <https://us02web.zoom.us/j/308292669>

The Chairman closed the meeting at 20:20

.....Chairman

.....Date

**Bills for Payment - 19th March to 30th March 2020**

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
<b>Already Paid</b>								The Parish Council have resolved to use the General Power of Competence as of the 20/05/19
BACS	GB Sport & Leisure	Belle Bee seesaw	£1,880.84	£398.77	<b>£2,279.61</b>		230/19	
<b>To Pay</b>								
BACS	Complete Business	Card & Hand Towels	£37.50	£7.50	<b>£45.00</b>		H & S	
BACS	Liz Shayler	Covid-19 expenses including food bank purchases	£221.04	£9.10	<b>£230.14</b>		062/20	
BACS	C & L Minibus Society	Covid-19 Food Bank purchases	£187.77	£6.93	<b>£194.70</b>		062/20	
Total			<b>£2,327.15</b>	<b>£422.30</b>	<b>£2,749.45</b>			

**Bills for Payment - 1st April to the 27th April 2020**  
**Banwell Parish Council**

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
	<b>Already Paid</b>							The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019
DD	Mainstream	Phone and Broadband (DD 14.04.20)	£115.96	£23.19	£139.15		118/19	
DD	E-ON	Streetlight Power (DD 17.04.20)	£147.01	£7.35	£154.36		118/19	
DD	E-ON	YCC power (DD 27.04.20)	£149.40	£7.47	£156.87		YCC 20/20	
SO	E. Shayler	Clerk's Salary (SO 26.04.20)	£1,526.54		£1,526.54		118/19	
DD	Calor	LPG top up (DD 27.04.20)	£379.20	£18.96	£398.16		150/19	
DD	Calor	Standing charge (DD 27.04.20)	£379.20	£18.96	£398.16		150/19	
		<b>Total £413.61</b>						
	<b>To Pay</b>							
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	FOS UK	Dog Bin emptying	£339.00		£339.00		177/19	
BACS	Insight Cleaning	YCC Cleaning includes extra & carpet cleaning equipment	£312.00		£312.00		39/19	
BACS	GB Sport	Zipline	£12,102.25	£2,420.45	£14,522.70		035/20 (ii)	
BACS	Bridget Bowen	Internal Audit	£75.00		£75.00		240/19	
BACS	Weston Rail Services	Quarterly charge	£875.00	£175.00	£1,050.00		243/18	
BACS	Triangle Lift Services	Annual maintenance	£225.50	£45.10	£270.60		H & S	
BACS	Churchill & Langford Minibus Society	Bookers food bank shop	£250.59	£4.59	£255.18		062/20	
BACS	North Somerset	Works to footpaths	£363.50		£363.50	From last Bills for Payment	035/20 (iii)	
BACS	E. Shayler	Overtime & Expenses (food bank shop & zoom)	£652.73	£10.94	£663.67		062/20	
BACS	Complete Weed Control	Annual Spray	£364.00	£72.80	£436.80		239/18	
	Citizens Advice	Annual Contribution for outreach	£3,946.00		£3,946.00		009/20	
BACS	Pear Technology	Annual subscription for Cemetery Plan	£85.00	£17.00	£102.00			
DD	Nest	Pension contributions (DD 30.04.20)	£182.89		£182.89		118/19	
DD	NS Council	Waste Collection (DD 01.05.20)	£14.49		£14.49	On hold has been requested	118/19	
DD	Cathedral Leasing LTD	Hygeine Services	£129.99	£26.00	£155.99			
BACS	HMRC	PAYE and NI for Sept (12.05.20)	£792.03		£792.03		118/19	
		<b>Totals</b>	<b>£23,309.27</b>	<b>£2,821.81</b>	<b>£26,131.08</b>			
Transfer	Natwest	Environmental Fee from Cemetery Account to Current Account	£120.00		£120.00			