



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT 7:30pm ON MONDAY 16th MARCH 2020 AT BANWELL YOUTH & COMMUNITY CENTRE

PRESENT: Councillors: Paul Blatchford (Chairman), Phil Adams, Phil Baird, Karen Bennett, Steve Davies, Paul Harding (Vice-Chairman), Nick Manley, Maggie McCarthy, Dawn Parry & John Wormald.

IN ATTENDANCE: Mrs Liz Shayler (Clerk)

WARD COUNCILLOR: None

AVON & SOMERSET POLICE: None

MEMBERS OF THE PUBLIC: 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 issues were raised.

Community Beat Manager's report

The following report was received for the period 17/02/2020 to 16/03/2020.

Calls from Parish = 46 with the following selection of crimes reported: 3 abandoned 999 call, 3 antisocial behaviour, 2 burglary, 1 fraud, 7 suspicious activity, 3 theft and 5 traffic related.

It is hoped that this is a time for communities to come together. With the Corona virus spreading, all emergency services will be stretched, with some services already understaffed due to sickness and self-isolation. The public are asked to think before calling 101, 111 or 999, is it urgent or can it wait! As always, the police will continue to prioritise those jobs which are urgent and in progress. Normal services remain but this may change. The public are 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 was received.

The meeting was convened

051/20 To receive apologies for absence (agenda item 1)

Apologies were received from District Cllr Harley.

052/20 To receive and consider an application to fill a casual vacancy by co-option from John Wormald (agenda item 2)

Resolved: To co-opt John Wormald on to Banwell Parish Council

The resolution was correctly proposed and seconded (unanimous)

Cllr Wormald read and signed the Declaration of Acceptance of Office

053/20 To receive members' declarations of interest on any agenda item (agenda item 3)

No declarations of interest were received.

054/20 To approve as a correct record, the minutes of the Parish Council Meeting on the 17th February 2020 (agenda item 4)

Resolved – That the minutes of the Parish Council Meeting held on the 17th February 2020 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous)

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

055/20 To receive a short presentation from Mike Painter and Jillian Burnell with an update on the National Grid works (agenda item 5)

Due to the Coronavirus National Grid have cancelled any appearances for the foreseeable future.

056/20 To note the minutes of the Planning Committee minutes from the 2nd March 2020 (agenda item 6)

The minutes of the Planning Committee Meeting were noted.

057/20 To note the minutes of the Employment Committee meeting from the 2nd March 2020 (agenda item 7)

The minutes of the Employment Committee Meeting were noted.

058/20 As recommended by the Employment Committee to agree the employment of an administration assistant for 20 hours a month at pay scale LC1 (agenda item 8)

Resolved – To agree the employment of an administration assistant for 20 hours a month at pay scale within LC1

The resolution was correctly proposed and seconded (unanimous)

059/20 To agree the Administration Assistant application pack (agenda item 9)

Resolved – To agree, the Administration Assistant application pack

The resolution was correctly proposed and seconded (unanimous)

060/20 As recommended by the Employment Committee to agree a spinal point increase to the Clerks Salary and a possible 2% suggested increase from the National Joint Council (agenda item 10)

Resolved – To agree a spinal point increase to the Clerks Salary and a possible 2% suggested increase from the National Joint Council (agenda item 10)

The resolution was correctly proposed and seconded (unanimous)

061/20 To receive the Clerk's report/Exchange of information (agenda item 11)

- (i) **Sustainability Hub Visit** – Cllr Baird, Bennett, McCarthy and the Clerk attended they found it to be very helpful with good advice which was freely given. The Clerk is due to have the lighting report and a further visit is booked in for advice on insulation.

- (ii) **Land Registration** – the Clerk reported that the Jubilee Pump, War Memorial, Riverside, Quarry and verge at the top of Castle Hill had all now been officially registered.
- (iii) **Work to Memorials** – The Clerk reported that all work to the unsafe Cemetery memorials had been completed
- (iv) **Recreation Ground works** – The accessible swing had been put in and the MUGA panel replaced. Unfortunately, the Zipline has been delayed due to the inclement weather. Once the Recreation Ground has had the opportunity to dry out then it will be finished.
- (v) **Mini-bus society** – Will be suspending all their services from Friday. However, they are proposing to use the minibuses to offer a home delivery service for essentials. They are having a meeting on Wednesday to discuss the logistics. This will then be advertised to the coffee & chat group and the Clerk will put it on Facebook / website.

062/20 To discuss what support the Parish Council can give in relation to the current Covid-19 outbreak (agenda item 12).

The Council discussed a variety of actions which could be considered. It was felt important to pass on any information received. The clerk has created a dedicated page on the website which will direct members of the public to all relevant information including any local information / support groups. It was noted that not everyone had access to the internet.

Resolved: That the Council is fully prepared to help finance initiatives during the Covid-19 outbreak.

The resolution was correctly proposed and seconded (unanimous)

063/20 To note the training and events available and agree any attendance (agenda item 13)

- (i) **28th March 2020 – Being a Good Councillor, 9:45am - 12:30. Long Ashton £60**

The Council felt it was likely, given the circumstances, that this would be cancelled.

- (ii) **Thurs 2nd April – Chairmanship Skills 7pm – 9pm Saltford £60**

The Council felt it was likely, given the circumstances, that this would be cancelled.

- (iii) **18th or 20th April – ALCA Climate Emergency Day, £15**

The Council felt it was likely given the circumstances that this would be cancelled.

- (iv) **Tues 23rd June - SLCC Building Resilience £30 Weston-super-Mare**

Resolved: That if this goes ahead the Clerk attend this training session

The resolution was correctly proposed and seconded (unanimous)

- (v) **Wed 25th Nov SLCC Regional Training Conference Bristol £75**

Resolved: That if this goes ahead the Clerk attend this training session plus two Councillors (to be decided nearer the time).

The resolution was correctly proposed and seconded (unanimous)

064/20 To approve the following items of expenditure (agenda item 14)

(i) £195 for the annual ALCA subscription

The Clerk reported the above price was a typo and that it should be £536.92

Resolved: To agree the payment of £536.92 to ALCA for the annual subscription.

The resolution was correctly proposed and seconded (unanimous)

(ii) £385 for the annual Scribe subscription

Resolved: To agree the payment of £385 for the annual Scribe subscription

The resolution was correctly proposed and seconded (unanimous)

(iii) Up to £96 for an insert in the Parish Magazine

Resolved: To agree the payment of up to £96 for an insert in the Parish Magazine.

The resolution was correctly proposed and seconded (unanimous)

065/20 To discuss and agree a way forward concerning the purchase of electronic devices for new councillors (agenda item 15)

Resolved: That the Clerk investigate the functionality of Chrome notebooks instead of Laptops and investigate the viability of lease agreements.

The resolution was correctly proposed and seconded (unanimous)

066/20 To review and approve the following documents: (agenda item 16)

(i) Asset Register

Resolved: To approve the Asset Register.

The resolution was correctly proposed and seconded (unanimous)

(ii) Scheme of Delegation

Resolved: To approve the Scheme of Delegation to include 'in the event of a local / national emergency'.

The resolution was correctly proposed and seconded (unanimous)

067/20 To discuss and agree who will formulate a response to the 'Your Neighbourhood Consultation' (agenda item 17).

Resolved: That all Councillors to complete the consultation individually.

The resolution was correctly proposed and seconded (unanimous)

068/20 To discuss and agree who will formulate a response to the North Somerset Local Plan: Pre-commencement Document (agenda item 18).

Resolved: That the North Somerset Local Plan: Pre-commencement Document is noted.

The resolution was correctly proposed and seconded (unanimous)

069/20 To note the interim internal audit report March 2020 (agenda item 19)

It was noted that the Interim Internal Audit had no actions. The Clerk was thanked for her hard work.

070/20 To resolve that the Parish Council is satisfied that the existing internal audit process is satisfactory and meets all the statutory requirements (agenda item 20)

Resolved: That the Parish Council is satisfied that the existing internal audit process is satisfactory and meets all the statutory requirements

The resolution was correctly proposed and seconded (unanimous)

071/20 To authorise bills for payment (agenda item 21)

Resolved: To authorise bills for payment of £16127.88 Cllr Harding and Cllr Baird to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

072/20 To note the Parish Council's end of February's net position, bank balances and bank reconciliation (agenda item 22)

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

073/20 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the following agenda item 24 by reason of the confidential nature of the items of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (agenda item 23).

Resolved: To exclude the press and public from the meeting during consideration of the following agenda item 24 by reason of the confidential nature of the item of business to be transacted,

The resolution was correctly proposed and seconded (unanimous)

074/20 To discuss the Solicitors response and agree the draft lease between Banwell Parish Council and The Scouting Association (agenda item 24)

The email from the Solicitor was noted

Resolved: That the draft lease be submitted to the Scouting Association.

The resolution was correctly proposed and seconded (unanimous)

075/20 Dates of the next meetings – (agenda item 25)

6th April Planning Committee Meeting, 7:30pm, Banwell Youth & Community Centre

27th April Parish Council Meeting, 7:30pm, Banwell Youth & Community Centre

The Chairman closed the meeting at 20:45

.....Chairman

.....Date