



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD REMOTELY AT 7:30pm ON MONDAY 18th May 2020

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

IN ATTENDANCE: Mrs Liz Shayler (Clerk)

WARD COUNCILLOR: None

AVON & SOMERSET POLICE: None

MEMBERS OF THE PUBLIC: 1

Cllr 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 22/04/2020 to 16/05/2020.

Calls from Parish = 42 with the following selection of crimes reported: 1 abandoned 999 call, 4 antisocial behavior, 9 Covid-19 Breech, 1 harassment, 8 suspicious activity, 5 traffic related and 2 vehicle crime.

Sadly, the Police are still having to attend a large number of Covid-19 breaches within the Banwell area. Members of the public are asked to observe the guidelines to help prevent the spread of the virus and protect the NHS. DO NOT allow friends or family to visit your home, or attend gatherings of more than 3 people in a public place. Practice good social distancing and avoid any unnecessary travel. For full details continue to look at GOV.UK website for up to date Covid-19 information, remember breaking rules endanger lives! It was appreciated that most residents are abiding to these rules. To keep the village safe people are also encouraged to call 101 to report any breaches within the community. 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

092/19 To elect a Chairman of the Parish Council for 2020/21 (agenda item 1)

Resolved – To elect Cllr Paul Harding as Chairman of the Parish Council for 2020/21

The resolution was correctly proposed and seconded (unanimous)

Cllr Harding read and signed the declaration of acceptance of office

The Chairman thanked Cllr Blatchford for all he had done in his capacity as Chairman in the last year.

093/19 To elect a Vice Chairman of the Parish Council for 2020/21 (agenda item 2)

Resolved – To elect Cllr Phil Baird as Vice Chairman of the Parish Council for 2020/21

The resolution was correctly proposed and seconded (unanimous)

Cllr Baird read and signed the declaration of acceptance of office

094/20 To receive apologies for absence (agenda item 3)

Apologies were received from Councillor Parry

095/20 To review the current structure of the Committees and Working Groups (agenda item 4)

Resolved – To agree to keep the current structure to the Parish Council Committees

The resolution was correctly proposed and seconded (unanimous)

096/20 To appoint Members to Committees and Working Groups for 2020/21 (agenda item 5)

Resolved – To appoint the following Members to Committees and Working Groups for 2020/21;

Planning	Youth and Community Centre
Cllr Blatchford	Cllr Adams
Cllr Baird (ex officio)	Cllr Baird (ex officio)
Cllr Davies	Cllr Bennett
Cllr Harding (ex officio)	Cllr Blatchford
Cllr Manley	Cllr Harding (ex officio)
Cllr Parry	Cllr Manley
Cllr Wormald	Cllr McCarthy
Employment	Appeals
Cllr Baird	Cllr Davies
Cllr Bennett	Cllr McCarthy
Cllr Blatchford	Cllr Parry
Cllr Harding	
Cllr Wormald	
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	

It was noted that Richard Tolmie had decided to stand down from the Cemetery & Memorial Working Party which he had been involved in for 24 years. The Chairman thanked Mr Tolmie for all his work for the Parish Council and wished him well.

The resolution was correctly proposed and seconded (unanimous)

097/20 To appoint members of outside bodies for 2020/21 (agenda item 6)

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	2020/21 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	

Banwell Village Hall Management Committee	The Clerk & Cllr McCarthy currently attend as they hold positions on the Committee. The Council agreed they could act as liaisons.
Churchill and Langford Minibus Society	Cllr Wormald
Community Resilience	Cllr Bennett
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)

098/20 To receive members' declarations of interest on any agenda item (agenda item 7)

No declarations of interest were received.

099/20 To approve as a correct record, the minutes of the Parish Council Meeting on the 27th April 2020 (agenda item 8)

Resolved – That the minutes of the Parish Council Meeting held on the 27th April 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.

100/20 To note the minutes of the Planning Committee minutes from the 4th May 2020 (agenda item 9)

The minutes of the Planning Committee Meeting on the 4th of May were noted.

101/20 To resolve to adopt Supplementary Standing Orders to meet the statutory requirements for holding of remote meetings until May 7th, 2021 or the repeal of legislation whichever is the earlier (agenda item 10)

Resolved – To adopt Supplementary Standing Orders to meet the statutory requirements for holding of remote meetings until May 7th, 2021 or the repeal of legislation whichever is the earlier.

The resolution was correctly proposed and seconded (unanimous)

102/20 To review and approve all Banwell Parish Council Committee and Working Party Terms of Reference (agenda item 11)

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

The resolution was correctly proposed and seconded (unanimous)

103/20 To approve the following documents (agenda item 12)

(i) Calendar of Meeting dates

Resolved – That the Calendar of Meeting dates be approved with the selection of Tuesday the 6th April 2021 & Tuesday 4th May 2021 for the monthly planning meetings and April 26th 2021 for the Parish Assembly.

The resolution was correctly proposed and seconded (unanimous)

(ii) Code of Conduct

Resolved – That the Code of Conduct be approved

The resolution was correctly proposed and seconded (unanimous)

(iii) Protocol for Remote Meetings

Resolved – That the Protocol for Remote Meetings be approved.

The resolution was correctly proposed and seconded (unanimous)

104/20 To review and approve all Banwell Parish Council Policy and Procedures (agenda item 13)

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

The resolution was correctly proposed and seconded (unanimous)

105/20 To receive the Clerk's report/Exchange of information (agenda item 14)

(i) External Audit

All papers have now been submitted to the external auditor for the limited assurance review. These papers can also be accessed on the Parish Council website (under financial information) which also includes the internal audit reports and the notice for Public rights which will run from the 15th June to the 24th July.

(ii) Works to land adjacent to the Quarry

National Grid are currently burying their new cables to connect Hinkley but also burying Western Power's. This is so that the pylons throughout the Area of Outstanding Natural Beauty can then be removed. However, piggy backing the pylons is a fibre optics cable which Western Power have undertaken to bury. They are using a different route than the power cables. The route goes from adjacent to Banwell Caves, across the hill and will end up at the Castle. The trench has now been dug and most has been filled in and reseeded. It is expected that the area will be fenced off for approximately 6 months to allow the grass to grow back.

(iii) Covid-19 Emergency Plan

Currently there are 32 co-ordinators who are covering 24 areas throughout the Parish. These are supported by over 70 volunteers bringing the total volunteering to over 100. The shielded now have access to priority food deliveries and the food parcels and therefore it is quite quiet throughout the village. However, North Somerset wide there has been an increase in people struggling with isolation which has resulted in having to call in outside agencies. The phone call only volunteers and co-ordinators have been, phoning to check in weekly / every two weeks, around approximately 100 parishioners. This has been a crucial lifeline for some people and has been appreciated. Everyone has been asked to think about people they know who are living alone and to give them a call.

(iv) Food bank donations

We have continued to receive food and money donations from Councillors & Members of the public. This has helped to provide over 53 complete food parcels for both individuals and

families and a top up to the 46 pupil premium food parcels for our vulnerable families. It has also meant that our vulnerable families will still be fed over half term after a reduction in funding from the Government. This has been another lifeline for members of the community ensuring that everyone in Banwell has access to food. The Chairman thanked all those who had contributed.

106/20 To approve the following items of expenditure (agenda item 15)

(i) £214.80 for a replacement VAS battery

Resolved: To agree the purchase of a replacement VAS battery. Cllr Harding to purchase.

The resolution was correctly proposed and seconded (unanimous)

107/20 To discuss and agree a way forward concerning the following items in relation to the Youth & Community Centre (agenda item 16)

(i) Note Banwell Youth Club report

The Youth Club report was noted

(ii) £1278 for an Induction hearing loop system

Resolved: To agree the payment of £214.80 for an induction hearing loop system and an additional cost of £49 for the loop tester.

The resolution was correctly proposed and seconded (unanimous)

(iii) £2888 for the supply and installation of Audio equipment

Resolved: To agree the payment of £2888 for the supply & installation of a sound system

The resolution was correctly proposed and seconded (unanimous)

(iv) To consider the design of the YCC window wraps

This was discussed and it was felt that it was important to look at a variety of designs including ones which incorporate the village in some way. Cllr Baird will contact the companies concerning the window wraps with a view to ensuring that some of the upper panels are kept clear so any information panels can still be seen.

(v) The infilling of the ditch adjacent to the Scout Hut

The Clerk reported that she had spoken to North Somerset and planning permission would be required as it is classified as engineering works. However, when Wessex Water was mentioned as the owner of the site then there is a possibility North Somerset can be circumvented by using Wessex Water who have permitted development rights. Wessex Water were contacted, and it is a North Somerset Highways drain. North Somerset Highways were contacted, and they have passed it onto the Drainage Team who will investigate where the drain goes and whether there would be capacity in the system for it to be culverted. Meanwhile the Clerk has contacted the contractor onsite and asked for a quote to clear the ditch.

108/20 To discuss the reopening of the Recreation Ground (agenda item 17)

Resolved: That the recreation ground is not reopened for the time being, but it will be discussed at the next meeting on June 15th unless there is a change of government advice allowing playgrounds to reopen.

The resolution was correctly proposed and seconded (unanimous)

109/20 To discuss the annual Parish Picnic scheduled for the 4th July 2020 (agenda item 18)

Resolved: That the Parish Picnic be postponed until September the 19th 2020 to coincide with the Spring Clean.

The resolution was correctly proposed and seconded (unanimous)

110/20 To note the training and events available and agree any attendance (agenda item 19)

(i) Thursday 25th June ALCA North Somerset Remote AGM

Cllr Harding, Cllr Baird and the Clerk to attend this webinar

111/20 To authorise bills for payment (agenda item 20)

Resolved: To authorise May’s Bills for Payment of £9103.11. Cllr Harding and Cllr Baird to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

112/20 To note the Parish Council’s end of April’s, bank balances and bank reconciliation (agenda item 21)

The Parish Council’s end of April’s bank balances and bank reconciliation were noted.

113/20 Dates of the next meetings – (agenda item 22)

- 1st June Planning Committee Meeting, 7pm, remotely <https://us02web.zoom.us/j/279564797>
- 15th June Parish Council Meeting, 7:30pm, remotely <https://us02web.zoom.us/j/308292669>
- 6th July Youth & Community Centre Meeting 7pm, remotely.
- Cemetery & Memorial Working Party Meeting currently postponed.

The Chairman closed the meeting at 21:00

.....Chairman

.....Date

Bills for Payment - 28th April to the 16th May 2020

Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount		Minute agreed	Power
	Already Paid							
BACs	Kaye Gunningham	Allotment payment	£1,647.88		£1,647.88		c07/19	The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019
DD	E-ON	Streetlight Power (DD 10.05.20)	£118.56	£5.93	£124.49		093/20	
DD	Mainstream	Phone and Broadband (DD 14.05.20)	£2.99	£0.60	£3.59		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	Environmental Fee	£40.00		£40.00			
BACS	J K Gardening	Strim flower beds Wolvershill & Knightcott	£60.00		£60.00		135/19	
BACS	J K Gardening	Additional grass cutting High St & Wolvershill Pk Total £1018.50	£80.00		£80.00		135 & 157 / 19	
BACS	FOS UK	Dog Bin emptying	£339.00		£339.00		177/19	
BACS	Insight Cleaning	YCC Cleaning (deep clean)	£280.00		£280.00		39/19	
BACS	Vision North Somerset	Operational Inspection	£100.00		£100.00		083/20	
BACS	Came & Company	Insurance	£2,212.07	£259.45	£2,471.52		081/20	
BACS	Scribe	Annual Subscription	£347.00	£69.40	£416.40		064/20 (ii)	
BACS	C & L Minibus Society	Food Bank shop	£138.34	£4.86	£143.20		062/20	
BACS	E. Shayler	Overtime & Expenses (zoom)	£167.45	£2.40	£169.85		062/20	
BACS	E. Shayler	Expenses (food bank shop)	£139.52	£1.55	£141.07		062/20	
SO	E. Shayler	Clerk's Salary (SO 26.05.20)	£1,569.86		£1,569.86		093/20	
DD	E-ON	Streetlight Power (DD 25.05.20)	£20.05	£1.00	£21.05		093/20	
DD	E-ON	YCC power (DD 25.05.20)	£88.00	£4.40	£92.40		093/20	
DD	Calor	LPG top up (DD 28.04.20)	£379.20	£18.96	£398.16		150/19	
DD	Calor	Standing charge (DD 28.04.20) Total £413.61	£14.71	£0.74	£15.45		150/19	
DD	Nest	Pension contributions (DD 30.05.20)	£150.69		£150.69		093/20	
BACS	HMRC	PAYE and NI for Sept (12.06.20)	£581.37		£581.37			
		Totals	£8,733.82	£369.29	£9,103.11			

Agreed at last meeting