



## **MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD REMOTELY AT 7:30pm ON MONDAY 16<sup>th</sup> NOVEMBER 2020**

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

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

Cllr Paul Harding opened the meeting by welcoming everybody and announced the resignation of Karen Bennett from the Parish Council. The Clerk was asked to write a letter of thanks in appreciation of everything she has done on behalf of the Parish Council.

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

### **Members of the public**

No members of the public were present

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

The following report was received for the period 19/10/2020 to 15/11/2020.

Calls from Parish = 25 with the following selection of crimes reported: 3 concern for welfare, 3 covid-19 breach, 1 criminal damage, 4 suspicious activity, 1 theft and 4 traffic related.

Residents are reminded that Covid 19 restrictions are still in place, for up to date help and advice they were asked to refer to the Gov.UK website. There has been a number of COVID 19 Breach's reported in the Banwell area, residents were asked to call 101 if they see anyone breaching current regulations. There are designated officers dealing with reported breaches and fines are being issued and residents were asked to play their part to reduce the ever-increasing numbers.

Local beat surgeries remain on hold until further notice, however policing continues as usual. If residents need any assistance from their local beat team residents were asked to get in touch via 101, Twitter @ASPWSM or the Avon and Somerset police website (in your area).

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

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

### **The meeting was convened**

#### **201/20 To receive apologies for absence (agenda item 1)**

Apologies were received from Cllr Wormald

#### **202/20 To receive members' declarations of interest on any agenda item (agenda item 2)**

No declarations of interest were received.

**203/20 To approve as a correct record, the minutes of the Parish Council Meeting on the 19<sup>th</sup> October 2020 (agenda item 3)**

**Resolved** – That the minutes of the Parish Council Meeting held on the 19<sup>th</sup> October 2020 be approved as a correct record.

**The resolution was correctly proposed and seconded (unanimous with two abstentions due to absence)**

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

**204/20 To note the minutes of the Planning Committee held on 2<sup>nd</sup> November 2020 (agenda item 4)**

The minutes of the Planning Committee Meeting on the 2<sup>nd</sup> November 2020 were noted.

**205/20 To ratify the appointment by the Employment Committee of the new Communications, Marketing & Grant Funding Officer (agenda item 5)**

**Resolved** – To ratify the appointment by the Employment Committee of the new Communications, Marketing & Grant Funding Officer Daisy Finniear.

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

**206/20 To authorise the cost of a laptop for the new Officer (agenda item 6)**

**Resolved** – To authorise the cost of a new officer laptop for between £400 and £500

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

**207/20 To receive the Clerk's report/Exchange of information (agenda item 7)**

**i) Youth & Community (YCC) Centre Car Park**

The electricity pole at the entrance to the YCC has now been moved but to a slightly different location than anticipated and the Scouts have begun work on the culvert.

**ii) Youth Club**

Due to the 2<sup>nd</sup> lockdown face to face sessions have now been stopped. However, sessions are now available online for which there will still be a charge to the Parish Council.

**iii) North Somerset food alliance**

The Clerk attended a meeting to explore the opportunities and potential for developing a food alliance approach between a range of community food projects providing crucial support across North Somerset. The aim is to collectively develop a shared understanding about provision and identify any possible gaps/issues or opportunities for collaboration.

**iv) North Somerset Road safety meeting**

The Clerk met with the North Somerset Highways Engineer and the Sustainable Travel and Road Safety Officer and were able to explore all the suggestions from the last meeting.

Unfortunately, as suspected, there is a legal minimum distance that you can put a sign around a zebra crossing. Therefore, any form of flashing sign, vehicle activated speed sign or even a 2D warning sign would not be legally permissible. However, a possibility of road markings which denote that a driver is entering a school safety zone are being explored.

Barriers were discussed but, as suspected, the pavements are not wide enough. It was acknowledged that the footpaths, particularly the Westfield Road to West Street section, were very narrow and the voluntary adoption of a suggested 'one-way system' to maintain appropriate social

distancing is being considered. A 20mph zone was also discussed and whilst it could be feasible, it is a very lengthy process to implement.

After last month's meeting the Clerk has organised insurance cover, a risk assessment and high visibility jackets for any parent volunteers. Unfortunately, no volunteers have come forward yet. The Sustainable Travel and Road Safety Officer has been informed that the Parish Council were prepared to fund a lollypop person and she has taken this away to investigate further.

v) **Local Council Climate Communications Pilot 17<sup>th</sup> November 2020**

The Parish Council have been invited to take part in this pilot. The session will be to present communications developed by the Centre of Sustainable Energy (CSE) which the Parish Council can use. The new Communications Officer will be attending with the Clerk

vi) **Annual Play Equipment Inspections**

The annual inspections have been completed at the Recreation Ground and Riverside. Some of the items on the repair list had to be ordered and so had not come in before the inspection. It was therefore left until after the inspection so it could all be done together with any additional works picked up in the inspection.

vii) **Parish Games**

These had now been taken over by the football club and would not need to be stored by the Parish Council.

**208/20 To note the training and events available and agree any attendance (agenda item 8)**

(i) **17<sup>th</sup> November 2 – 3pm NALC Frome — Youth First £30**

**Resolved** – To agree that the Communications Officer attend

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

(ii) **20<sup>th</sup>, 27<sup>th</sup> January and 3<sup>rd</sup> February SLCC How to Organise Safe & Successful community events £90.**

**Resolved** – To agree the cost of £90 for the attendance of the Communications Officer

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

(iii) **21<sup>st</sup> January SLCC Marketing, Branding & Communications Webinar £30**

**Resolved** – To agree the cost of £30 for the attendance of the Communications Officer

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

(iv) **23<sup>rd</sup> – 25<sup>th</sup> SLCC Practitioners Conference £75**

**Resolved** – To agree the cost of £75 for the attendance of the Clerk

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

**209/20 To authorise the following expenditure (agenda item 9)**

(i) **£119 for the 12<sup>th</sup> edition of Local Council Administration**

**Resolved** – To agree the cost of £119 for the 12<sup>th</sup> edition of Local Council Administration.

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

**(ii) £371.88 for a HP colour all-in-one Laser Printer**

**Resolved** – To agree the cost of £371.88 for a HP colour all-in-one laser printer.

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

**210/20 To agree the cost of £146.19 for 100 hi vis Jackets for children walking to school (agenda item 10)**

The Clerk told the meeting that the Police have a scheme which will provide 100 hi vis tabards. The Parish Council were being asked to match this to ensure every child had a tabard.

**Resolved** – To agree the cost of £146.19 to purchase hi vis tabards for children walking to school.

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

**211/20 To discuss the idea of a Christmas Lunch and / or non-food essentials parcel for families on the pupil premium list (agenda item 11)**

The meeting was told that whilst the government have agreed to fund free school meals over the Christmas period, that as it could be a difficult time of the year (particularly this year), two initiatives had been suggested. Firstly, the delivery of a Christmas Meal. The Bell have offered their facilities and services for free and other businesses / the food alliance would be approached for additional support. Secondly a non-food essentials parcel, like the one compiled for the summer holidays.

**Resolved** – To agree a budget of approximately £600 to fund both initiatives.

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

**212/20 To discuss the use of the Multi-Use-Games-Area during lockdown (agenda item 12)**

The Clerk informed the meeting that advice had been received from SLCC, insurance company, NALC & GB Sport. Whilst they didn't advise definitely one way or another then it was clear the legislation was poorly written and open to interpretation.

**Resolved** – That given the insurance company classifies the MUGA as play equipment, it is in the middle of the play area and that it is not used for organised sport that the Parish Council consider it may stay open. Cllr Harding to prepare a risk assessment.

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

**213/20 To discuss and agree a way forward in relation to the Youth & Community centre for the following: (agenda item 13)**

**(i) The closure of the building during Lockdown.**

Whilst the building will be closed for groups then it will remain open between 10am and 12 for delivery of items for the food bank and for residents needing to use the zoom booth.

**(ii) To discuss the plastic replacement doors and whether the work needs to be completed this financial year**

The doors were discussed, and it was felt to be important to get the work completed whilst the building was closed and to capitalise on conserving energy during the winter.

**Resolved** – That the Clerk has delegated authority of approximately £5000 to authorise the replacement of the YCC hall doors.

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

- (iii) **To authorise the use of the top layer of the carpark in the culvert to help aid drainage.**

**Resolved** – That the top layer of the carpark be used in the culvert on the proviso that it is asphalt and not tarmac

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

**214/20 To note the following annual inspections and agree any works which need to be undertaken (agenda item 14);**

- (i) **Benches**

The Clerk was asked to get quotes for the works to the benches to submit to the next meeting.

- (ii) **Dog bins**

The Clerk to organise the exchange of the purchased dog bins

- (iii) **Flagpole**

The Clerk to write to the British Legion to let them know about the lichen

- (iv) **Grit bins**

The Clerk has written to North Somerset who will fill the grit bins which are currently less than half full.

- (v) **Litter bins**

The Clerk was asked to get quotes for replacement rubbish bins at the Recreation Ground and West Street Car Park to submit to the next meeting

- (vi) **Memorial Stones**

The Clerk was asked to write to North Somerset in relation to repainting the railings around the Bowling Green and the movement of the Welcome to Banwell sign located on Castle Hill. The Clerk to get quotes for the movement of the Welcome to Banwell sign and to speak to the Garden Centre about possible locations.

- (vii) **Bus Shelter**

The Clerk was asked to get quotes to wash the four green bus shelters to submit to the next meeting.

**Resolved** – The Village Orderly be asked to trim all overgrown vegetation around the Parish Council owned bus shelters.

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

**215/20 To note the following annual inspections (agenda item 15);**

- (i) **MUGA**

- (ii) **Recreation Ground**

- (iii) **Riverside Play Area**

The three annual inspections were noted. The Clerk was asked to get a quote for the replacement of the two gates at the recreation ground and the replacement of a wooden fence for a metal bow topped fence Riverside for budgeting purposes.

**Resolved** – That the Village Orderly be asked to remove the moss / lichen from the play surfaces at Riverside.

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

**216/20 To discuss and agree a way forward in relation to the offer of 30 Christmas boards (agenda item 16).**

**Resolved** – That whilst it was a shame to lose these boards then, due to lack of storage space, the Parish Council are unable to accommodate the Christmas boards.

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

**217/20 To discuss the purchase of a corporate credit card for the Clerk & Chairman (agenda item 17).**

**Resolved** – The Clerk to get an executive card attached to the Parish Council's Unity Trust Bank Account at a £50 set up cost and £3 monthly fee.

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

**218/20 To note the launch of North Somerset's new Local Plan consultation "Choices for the Future" (agenda item 18).**

Cllr Manley to collect individual Councillors views by midday on Friday November 27<sup>th</sup>. A report will then be submitted to the planning committee for approval on December 7<sup>th</sup>.

**219/20 To note the initial draft of the 2021 / 2022 Parish Council budget (agenda item 19).**

The initial draft of the 2021/2022 Parish Council budget was noted.

**220/20 To authorise bills for payment (agenda item 20)**

**Resolved:** To authorise November's Bills for Payment of £17,612.29 Cllr Harding and Cllr Baird to authorise the BACs payments.

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

**221/20 To note the Parish Council's end of October, bank balances and bank reconciliation (agenda item 21)**

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

**222/20 Dates of the next meetings – (agenda item 22)**

7<sup>th</sup> December 2020 7pm Planning Committee remotely <https://us04web.zoom.us/j/279564797>

21<sup>st</sup> December 2020 – 7:30pm Parish Council Meeting <https://us02web.zoom.us/j/82684306618>

The Chairman closed the meeting at 21:10

.....Chairman

.....Date

**Bills for Payment - 15th October to the 15th November 2020**

**Banwell Parish Council**

Method	Payee	Details	Net Amount	VAT	Gross Amount	Column1	Minute agreed	Power
<b>Already Paid</b>								The Parish Council have
DD	Mainstream	Phone and Broadband (DD 14.10.20)	£2.40	£0.48	<b>£2.88</b>		093/20	
DD	E-ON	Streetlight Power (DD 16.10.20)	£155.43	£7.77	<b>£163.20</b>		093/20	
DD	E-ON	YCC power (19.11.20)	£71.08	£3.55	<b>£74.63</b>		093/20	
<b>To Pay</b>								
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		<b>£141.75</b>			
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		<b>£70.87</b>			
BACS	J K Gardening	Grass cutting @ YCC	£70.88		<b>£70.88</b>			
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		<b>£162.50</b>			
BACS	J K Gardening	Village orderly	£392.50		<b>£392.50</b>			
BACS	J K Gardening	Replacement fence at YCC	£450.00		<b>£450.00</b>		H & S	
BACS	J K Gardening	Golling Lane	£150.00		<b>£150.00</b>		208/17	
BACS	J K Gardening	War Memorial Hedge	£45.00		<b>£45.00</b>		H & S	
BACS	J K Gardening	Brambles at entrance to YCC	£240.00		<b>£240.00</b>		124/20 (ii)	
BACS	FOS UK	Dog Bin emptying	£339.00		<b>£339.00</b>		177/19	
BACS	Insight Cleaning	YCC Cleaning	£184.00		<b>£184.00</b>		39/19	
BACS	YMCA	Youth Club	£480.00		<b>£480.00</b>		243/18	
BACS	SLCC	Latest Arnold Baker 12th Edition	£123.00	£0.80	<b>£123.80</b>		Admin	
BACS	Scribe	Cemetery Package	£374.40	£74.88	<b>£449.28</b>		194/20	
BACS	Complete Buisness	Card & Paper	£30.75	£6.15	<b>£36.90</b>		062/20	
BACS	Break Through Commu	Compliant Councils Hub	£149.00	£29.80	<b>£178.80</b>		192/20	
BACS	Poppy Appeal	Poppy Appeal	£60.00		<b>£60.00</b>		190/20 (ii)	
BACS	MicroBitz	Fix cllr laptop	£102.66	£20.53	<b>£123.19</b>		Admin	
BACS	GB Sport	ROSPA Annual Inspections	£225.00	£45.00	<b>£270.00</b>		172/20 (ii)	
BACS	Ward Tree Surgeons	Cemetery tree & stump	£180.00	£36.00	<b>£216.00</b>		172/20 (i)	
BACS	LG Groundworks	Cemetery Path	£8,400.00	£1,680.00	<b>£10,080.00</b>		155/20	
BACS	hivis.co.uk (via expenses)	100 hi vis jackets	£144.99	£1.20	<b>£146.19</b>	awaiting agenda item		
BACS	E. Shayler	Overtime & Expenses (zoom, ink, printer)	£463.93	£90.84	<b>£554.77</b>	awaiting agenda item	Admin	
SO	E. Shayler	Clerk's Salary (SO 26.11.20)	£1,604.57		<b>£1,604.57</b>		093/20	
DD	Calor	YCC Gas (DD 26.11.20)	£14.71	£0.74	<b>£15.45</b>		093/20	
DD	Nest	Pension contibutions (DD 26.11.20)	£156.36		<b>£156.36</b>		093/20	
DD	North Somerset	Waste Collection (01.12.20)	£11.32		<b>£11.32</b>		093/20	
BACS	HMRC	PAYE and NI for Sept (12.09.20)	£618.45		<b>£618.45</b>		093/20	
		<b>Totals</b>	<b>£15,614.55</b>	<b>£1,997.74</b>	<b>£17,612.29</b>			