



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD REMOTELY AT 7:30pm ON MONDAY 4th MAY 2021

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

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

Cllr Harding welcomed everybody.

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

Community Beat Manager's report

The following report was received for the period 11/03/2021 to 02/05/2021.

Calls from Parish = 83 with the following selection of crimes reported: 3 abandoned 999 calls, 13 anti-social behaviour, 2 burglary / attempt, 4 concerns for welfare, 5 covid-19 breaches, 1 criminal damage, 6 suspicious activity, 3 threat and 14 traffic related.

The Police have had reports of drones flying in the area which may be connected with reported burglaries. Residents are asked if they see anything suspicious to call 101 or 999 in an emergency, you can also follow the local police on their Facebook page "Weston-Super-Mare & Worle police", Twitter ASPNorthSomerset, via 101 or the Avon and Somerset police website (in your area).

With Covid restrictions easing the first Neighbourhood engagement surgery will be at Banwell Garden Centre on May 15th and the next will be June 26th.

Ward Councillor's report

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

The meeting was convened.

053/21 To elect a Chairman of the Parish Council for 2021/22 (agenda item 1)

Resolved – To elect Cllr Paul Harding as Chairman of the Parish Council for 2021/22

The resolution was correctly proposed and seconded (unanimous)

Cllr Harding read and signed the declaration of acceptance of office.

054/21 To elect a Vice Chairman of the Parish Council for 2021/22 (agenda item 2)

Resolved – To elect Cllr Phil Baird as Vice Chairman of the Parish Council for 2021/22

The resolution was correctly proposed and seconded (unanimous)

Cllr Baird read and signed the declaration of acceptance of office.

055/21 To receive apologies for absence (agenda item 3)

Apologies were received from District Councillor Ann Harley

056/21 To appoint Members to Committees and Working Groups for 2021/22 (agenda item 4)

Resolved – To appoint the following Members to Committees and Working Groups for 2021/22;

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

The resolution was correctly proposed and seconded (unanimous)

057/21 To appoint members of outside bodies for 2021/22 (agenda item 5)

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	2021/22 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	Vacancy
Banwell Village Hall Management Committee	The Clerk & Cllr McCarthy
Churchill and Langford Minibus Society	Cllr Harding
Community Resilience	Vacancy
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)

058/21 To receive members’ declarations of interest on any agenda item (agenda item 6)

No declarations of interest were received.

059/21 To approve as a correct record, the minutes of the Parish Council Meeting on the 15th of March 2021 (agenda item 7)

Resolved – That the minutes of the Parish Council Meeting held on the 15th of March 2021 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous with 1 abstention due to absence)

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

060/21 To note the minutes of the Employment Committee minutes from the 15th of March 2021 (agenda item 8)

The minutes of the Employment Committee Meeting on the 15th of March 2021 were noted.

061/21 To note the minutes of the Planning Committee minutes from the 5th of April 2021 (agenda item 9)

The minutes of the Planning Committee Meeting on the 5th of April 2021 were noted.

062/21 To review and approve all Banwell Parish Council Committee and Working Party Terms of Reference (agenda item 10)

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

The resolution was correctly proposed and seconded (unanimous)

063/21 To approve the following documents (agenda item 11)

(i) Calendar of Meeting dates

Resolved – That the Calendar of Meeting dates for 2021/2022 be approved.

The resolution was correctly proposed and seconded (unanimous)

(ii) Financial Regulations and associated Risk Assessment

Resolved – That the financial regulations and associated risk assessment be approved.

The resolution was correctly proposed and seconded (unanimous)

(iii) Standing Orders

Resolved – That the Standing Orders be approved.

The resolution was correctly proposed and seconded (unanimous)

064/20 To review and approve all Banwell Parish Council Policy and Procedures (agenda item 12)

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

The resolution was correctly proposed and seconded (unanimous)

065/20 To receive the Clerk's report/Exchange of information (agenda item 13)

i) National Walking Month

May is National Walking Month for which the Communications Officer is providing updates on the Council's Facebook Page and website on the benefits of walking, resources, and schemes to get residents moving. The Parish Council 'Walking Buddy Programme' is up and running. The plan is for people who lack motivation or are nervous to begin walking on their own to have a someone to walk with. There are already six people who have expressed an interest in being buddies.

ii) Easter Food Club Initiative

Over the Easter Holidays, the 'Easter Food Club' initiative was rolled out with live online cooking lessons taught by local chefs and teachers. Four tasty meals were made during the free sessions with some families being given the opportunity to have a food and equipment box provided to take part in the sessions.

Families identified by Banwell & Churchill School were also given a free Eco Activity Pack provided by North Somerset Council and Easter Eggs provided through the Parish Council using local resident donations. Thank you must go to Churchill School, Banwell School, North Somerset Council, Banwell Garden Centre, Stonebridge Farm and The Trussell Trust for supporting this event, from providing equipment and ingredients to volunteering to run cooking sessions. The event would not have been the same without such strong community support. The recipes and associated videos can be found on our website and YouTube.

iii) Resurfacing of Youth & Community Centre Car Park

Now completed, with the white lines to be painted in the next few weeks.

iv) Banwell Bootcamp

Thanks were given for the use of the Youth Community Centre grounds for a Banwell Bootcamp exercise class whilst the Castle was closed.

v) Wrington Vale Rotary Club

The rotary club have kindly weeded West Street Car Park. The Clerk and Communications Officer to write a thank you individually and via Social Media platforms.

066/21 To ratify the following expenditure made by the Clerk using delegated powers (agenda item 14).

- i) £95 for Annual Membership of the ICCM**
- ii) £273 Works to Automatic door at YCC and annual maintenance**
- iii) £230.01 Quarterly servicing of the disabled access lift**
- iv) £15 to have the Community Volunteering Award engraved**

Resolved – To ratify the above expenditure that the Clerk made using her delegated powers after the cancellation of the April Parish Council meeting due to the death of Prince Philip.

The resolution was correctly proposed and seconded (unanimous)

067/21 To approve the following items of expenditure (agenda item 15)

i) Insurance premium

The Clerk informed the Council that Came and Company had since submitted lower fees than the schedule showed along with a comparison sheet which had been circulated.

Resolved – To agree an annual fee of £1,933.12 for three years for Insurance offered by Hiscox via Came & Company.

The resolution was correctly proposed and seconded (unanimous)

ii) **£348 for Scribe booking scheduling.**

Resolved – To agree the cost of £348 for the Scribe Booking Schedule.

The resolution was correctly proposed and seconded (unanimous)

068/20 To agree the names to put forward for North Somersets Street Names request for SNN4117 Taylor Wimpey Site (agenda item 16)

Resolved – To submit the following names to North Somerset for consideration. Adams, Amos, Armstrong, Badman, Bay Tree, Beard, Beaufort, Beckington, Gresley, Bisdee, Blandon, Blenheim, Bow Acre, Broadbear, Burgess Green, Butty Acre, Cappell, Carborough, Chapman, Cotgrave, Council, Edols, Emery, Goding, Godwin / Godwyn, Goosey, Great Acre, Hackmead, Halls, Hemmens, Hewlett, Horington, Irish, James Maed, Keene, Laney, Lansdown, Law, Little Acre, Luggs, Marconi, Martins Hills, Martock, Merrett, Messiter, Monks Brake, Morse, Niles, Nott, Payne, Plaister, Ricketts, Samuel Taylor, Say, Scotch Croft, Smythe, Square Close, St Andrews, Symons, Symson, Tripps Hill, Tuckey, Tutt, Urch, Watt, Whatley, Wilcox, Willett, Wood, Woolfreys & Yeos. Grumble Pill is the rhine that separates Banwell from Locking Parish.

The resolution was correctly proposed and seconded (unanimous)

069/21 To note the conclusion of the internal audit 31st March 2021 (agenda item 17)

The Council noted the conclusion of the internal audit on the 31st March 2021 and that there was only one action to increase the fidelity insurance which had been done.

070/21 To approve the Annual Governance Statements for 2020/21 (agenda item 18)

Resolved – The approve the Annual Governance Statements for 2020/21

The resolution was correctly proposed and seconded (unanimous)

071/21 To approve the Statement of Accounts for 2020/21 (agenda item 19)

Resolved – To approve the Statement of Accounts for 2020/21

The resolution was correctly proposed and seconded (unanimous)

072/21 To authorise April & May's bills for payment (agenda item 20)

The Clerk tabled a bills for payment sheet for May.

Resolved: To authorise April's bills for payment of £39,367.71 and May's bills for payment sheet of £6996.83. Cllr Harding and Cllr Baird to authorise the BACs payments for May.

The resolution was correctly proposed and seconded (unanimous)

073/21 To note the Parish Council's end of March and April's bank balances and bank reconciliation (agenda item 21)

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

074/21 To note the Parish Council's 2021/22 budget (agenda item 22)

The Parish Council's 2021/22 budget was noted.

075/21 To agree regular standing order, direct debit and BACs payments made from the Unity bank account (agenda item 23)

The Clerk tabled an amended list to include Credit card, Calor Gas, Webglu & GB Sport payments

Resolved: To agree the following regular standing order, direct debit and BACs payments made from the Unity bank account

Method	Item	Frequency
SO	Clerk basic salary	Monthly
SO	Communications Officer 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 (YCC)	Monthly
DD	North Somerset – waste collection (YCC)	Monthly
DD	Multipay Card fee	Monthly
DD	Multipay Card purchases	When requested
DD	Water-2-Business (YCC)	Quarterly
DD	Cathedral Hygiene (YCC)	Quarterly
DD	Unity Trust Bank Charges	Quarterly
DD	Calor gas Standing Charge	Quarterly
DD	Calor LPG Delivery	When requested
DD	Information Commissioners Office - data protection	Annually
DD	TV Licence	Annually
VDD	Land Registry	When requested
BACS	JK Gardening (Grass Cutting etc...)	Monthly
BACS	Ambience Landscaping (Dog Bins)	Monthly
BACS	Insight Cleaning (YCC)	Monthly
BACS	YMCA Dulverton (Youth Club Provider)	Monthly
BACS	HMRC	Monthly
BACS	GB Sport & Leisure (Play area operational inspections)	Quarterly
BACS	Weston Rail Services (Street light Maintenance)	Quarterly
BACS	Webglu (website fees)	Quarterly

The resolution was correctly proposed and seconded (unanimous)

076/21 Dates of the next meetings (agenda item 24)

Monday 21st of June, 7:30pm at Banwell Youth & Community Centre.

Monday 5th July 7pm Planning Committee meeting at Banwell Youth & Community Centre

The Chairman closed the meeting at 20:15

.....Chairman

.....Date

Bills for Payment - 15th March to 21st April 2021

Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power	
Already Paid									
BACS	Adams Memorials	Repairs to memorials in the cemetery	£1,390.00	£278	£1,668.00	To be reimbursed		The Parish Council	
DD	Mainstream	Phone and Broadband (DD 15.04.21)	£116.69	£23.33	£140.02		093/20		
DD	E-ON	Streetlight Power (DD 17.04.21)	£155.43	£7.77	£163.20		093/20		
DD	E-ON	YCC power (19.04.21)	£49.43	£2.47	£51.90		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	Grass at YCC, Scout Hut	Total £853.50	£15.00	£15.00			H & S	
BACS	Ambience Landscape	Dog Bin emptying	£216.67	£43.33	£260.00			044/21	
BACS	Insight Cleaning	YCC Cleaning	£176.00		£176.00			39/19	
BACS	YMCA	Youth Club Feb	£600.00		£600.00			175/19	
BACS	GB Sport	Quarterly Inspection	£100.00	£20.00	£120.00			136/19	
BACS	ICCM	Annual Membership	£95.00		£95.00			Delegated authority	
BACS	Bridget Bowen	Audit	£250.00		£250.00			094/20	
BACS	Weston Rail Services	Quarterly Inspection	£875.00	£175.00	£1,050.00			93/20	
BACS	LW G-Works	Car Park Resurfacing	£26,200.00	£5,240.00	£31,440.00			005/21	
BACS	Triangle Lift Services	Annual Maintenance	£230.01	£46.00	£276.01			Delegated authority	
BACS	Avon Armour	Annual Service & repair to door opening	£273.00	£54.60	£327.60		Deleagted authority		
DD	Calor	YCC Gas (28.04.21)	£387.24		£387.24		93/20		
BACS	E. Shayler	Overtime & Expenses (zoom, bin liners & diary)	£306.25	£24.68	£330.93		covid, H&S & YCC		
SO	Officer Salaries	Officer Salaries (SO 26.04.21)	£1,961.55		£1,961.55		093/20		
DD	Nest	Pension contibutions (DD 26.04.21)	£146.98		£146.98		093/20		
DD	Cathedral Hygeine	Quartely Fee (05.05.2021)	£129.90	£26.00	£155.99		151/17		
BACS	HMRC	PAYE and NI for Sept (12.05.21)	£581.79		£581.79		093/20		
Totals			£33,704.44	£5,663.18	£39,367.71				

**Bills for Payment - 16th April 2021 to the 4th May
Banwell Parish Council**

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power	
Already Paid									
DD	Loyds Bank PLC	Multipay charge (DD 23.04.21)	£3		£3			The Parish Council	
To Pay									
DD	Mainstream	Phone and Broadband (DD 15.05.21)	£8.25	£1.65	£9.90		093/20		
DD	E-ON	Streetlight Power (DD 15.05.21)	£150.41	£7.52	£157.93		093/20		
DD	E-ON	YCC power (18.05.21)	£55.85	£2.79	£58.64		093/20		
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	Ambience Landscape	Dog Bin emptying	£433.33	£86.67	£520.00		044/21		
BACS	Insight Cleaning	YCC Cleaning	£176.00		£176.00		39/19		
BACS	YMCA	Youth Club Feb	£240.00		£240.00		175/19		
BACS	Kaye Gunningham	Allotment Payment	£1,647.88		£1,647.88				
BACS	Ward Tree Surgeons	Tree works	£340.00	£68.00	£408.00		93/20		
DD	Calor	YCC Gas (28.04.21)	£14.71	£0.74	£15.95		93/20		
BACS	E. Shayler	Overtime & Expenses (zoom)	£84.29	£2.40	£86.69		covid, H&S & YCC		
DD	Loyds Bank PLC	Multipay charge (DD 23.05.21)	£3		£3				
SO	Officer Salaries	Officer Salaries (SO 26.05.21)	£2,017.76		£2,017.76		093/20		
DD	Nest	Pension contributions (DD 26.05.21)	£157.83		£157.83		093/20		
BACS	HMRC	PAYE and NI for Sept (12.06.21)	£625.60		£625.60		093/20		
		Totals	£6,833.41	£169.77	£7,003.68				