



## **MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 19<sup>th</sup> of MAY 2025**

**PRESENT:** Councillors: Steve Voller (Chairman), Simon Arlidge, Mike Bailey, Paul Harding, Nick Manley, Nina Thain, Matthew Thomson, (Vice-Chairman) & Tara Wright.

**IN ATTENDANCE:** Mrs Liz Shayler (Clerk)  
**WARD COUNCILLOR:** Cllr Tristram  
**MEMBERS OF THE PUBLIC:** 1 member of the public

Cllr Harding welcomed everyone and announced that Paul Blatchford had decided to resign as Councillor after 13 years. He will be greatly missed.

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

**i) Members of the public.**

No members of the public wished to speak.

**ii) Community Beat Manager's report.**

No PCSO was present, and no report had been received.

**iii) Ward Councillor's report.**

Cllr Tristram gave a brief update on the public toilets and the current owners. He has visited the registered address, which is no longer valid, but has since obtained an alternative address. He also reported on the closure of Riverside and the resulting issues with access for pigs and silage cutting. The bypass team has spoken to the farmer, and it has been agreed that any future access requests can be rerouted via the haul road when it is open.

**The meeting was convened.**

**071/25 To elect a Chairman of the Parish Council for 2025/26 and to receive the Chairman's Declaration of Acceptance of Office (agenda item 1).**

**Resolved –** To elect Cllr Steve Voller as Chairman of the Parish Council for 2025/26.

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

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

**072/25 To elect a Vice Chairman of the Parish Council for 2025/26 and to receive the Vice Chairman's Declaration of Acceptance of Office (agenda item 2).**

**Resolved –** To elect Cllr Matthew Thomson as Vice Chairman of the Parish Council for 2025/26

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

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

**073/25 To receive apologies for absence (agenda item 3).**

Apologies were received from Cllr Steve Davies.

**074/25 To appoint Members to Committees and Working Groups for 2025/26 (agenda item 4)**

**Resolved –** To appoint the following Members to Committees and Working Groups for 2025/26.

<b>Planning</b>	<b>Youth and Community Centre</b>
Cllr Arlidge	Cllr Harding
Cllr Davies	Cllr Manley
Cllr Harding	Cllr Smith
Cllr Manley	Cllr Thain
Cllr Thomson	Cllr Thomson
	Cllr Wright
<b>Employment</b>	<b>Appeals</b>
Cllr Arlidge	Cllr Davies
Cllr Bailey	Cllr Thomson
Cllr Harding	Cllr Voller
Cllr Thain	
Cllr Wright	
<b>Cemetery &amp; Memorials Working Group</b>	<b>Banwell Environment Working Group</b>
Cllr Davies	Cllr Arlidge
Cllr Harding	Cllr Bailey
Cllr Manley	Cllr Harding
Maggie McCarthy (co-opted)	Cllr Smith
John Keate (co-opted)	Cllr Voller
<b>Wolvershill Development Liaison Group</b>	<b>Wolvershill Development Working Group</b>
Chairman of the Parish Council	Cllr Arlidge
Vice-Chairman of the Parish Council	Cllr Bailey
Chairman of the Planning Committee	Cllr Harding
	Cllr Manley
	Cllr Thomson
	Cllr Voller

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

**075/25 To appoint members of outside bodies for 2025/26 (agenda item 5).**

**Resolved –** That the following members be appointed as the Parish Council's representatives on outside bodies in 2025/26 in accordance with the following schedule: -

<b>Outside Body</b>	<b>2024/24 Representatives</b>
ALCA North Somerset Group	Cllr Harding & VACANCY
Banwell Allotment Society	VACANCY
Banwell in Bloom	Cllr Thomson
Banwell Scouts Association	Cllr Smith
Banwell School Community Governor	Cllr Thomson
Banwell Village Hall Management Committee	Cllr Thain
Churchill and Langford Minibus Society	Cllr Bailey
Parochial Church Council	VACANCY
Meadfields Stakeholders Group	Clerk, Cllr Thain and Cllr Bailey
NSC Standards Sub-Committee	Cllr Harding
Winscombe & Banwell Patient Participation Group	Cllr Wright
<b>Other</b>	
Defibrillator Guardians	Cllr Manley
Weekly Visual Checks of Play Areas	Cllr Harding, Cllr Bailey & Cllr Thomson
Vehicle Activated Speed Sign	Cllr Harding & Cllr Thomson

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

**076/25 To receive members' declarations of interest on any agenda item (agenda item 6)**

No interests were declared.

**077/25 To approve as a correct record, the minutes of the Parish Council meeting on the 21<sup>st</sup> of April 2025 (agenda item 7)**

**Resolved** – That the minutes of the Parish Council Meeting be approved as a correct record.

**The resolution was correctly proposed and seconded (unanimous with 1 abstention)**

The minutes of the meeting to be signed by the Chairman as a correct record.

**078/25 To note the following minutes (agenda item 8)**

**i) Parish Assembly held on the 28<sup>th</sup> of April 2025**

The Chairman reported that he was very pleased with the turnout. He also shared a comment from a non-resident, who remarked on the strong sense of community and the wide range of activities taking place.

**ii) Planning Committee on 12<sup>th</sup> of May 2025**

**iii) Youth & Community Centre Committee on 12<sup>th</sup> of May 2025**

**iv) Employment Committee on 12<sup>th</sup> of May 2025**

The minutes from the meetings above were noted.

**079/25 To review and approve all Banwell Parish Council Committees and Working Group and their Terms of Reference (agenda item 9).**

**Resolved** – To approve the Banwell Parish Council Committee and Working Groups Structure and their Terms of Reference.

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

**080/25 To approve the following documents (agenda item 10).**

**i) Calendar of Meeting dates**

**Resolved** – To approve the Calendar of Meeting Dates.

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

**ii) Standing Orders**

**Resolved** – To approve the Standing Orders.

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

**iii) Financial Regulations**

**Resolved** – To approve the Financial Regulations.

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

**iv) Risk Assessment and Management Plan**

**Resolved** – To approve Risk Assessment and Management Plan.

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

**v) Artificial Intelligence Policy**

**Resolved** – To approve the Artificial Intelligence Policy.

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

**081/25 To review and approve all Banwell Parish Council Policies and Procedures (agenda item 11).**

**Resolved** – To approve the reviewed Banwell Parish Council Policies and Procedures

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

**082/25 To receive the Clerk's report/Exchange of information (agenda item 12)**

**i) Banwell Bypass update**

Works are underway; approximately 90% of the haul road is now complete, along with the temporary culverting of the River Banwell.

**Traffic Management:**

- The Knightcott traffic lights have been reinstated for approximately two months to allow for a BT chamber diversion.
- The Towerhead traffic lights have now been removed.
- Riverside is now closed and is expected to remain so until mid-July.

**Communications and Engagement:**

A new Communications Officer is expected to begin on 19th May. The postponed "Meet the Contractor" event has been confirmed for Wednesday the 18th June at Banwell Village Hall, between 4pm and 7:30pm.

**ii) £1500 grant received from Winscombe Parish Council**

Thanks were given to Winscombe and Sandford Parish Council who have awarded the Youth & Community Centre a grant of £1,500 to support activities benefiting both communities.

**iii) Community Infrastructure Payment (CIL).**

A Parish Council has received a CIL payment of £3,839.96. While a current list of potential projects for CIL funding exists, it is suggested that a "tea and buns" meeting be convened at the end of June / July to revisit and review the priorities. Final recommendations can then be brought forward for adoption at a full Parish Council meeting.

**iv) Mead Fields Stakeholder Meeting.**

It was reported that although there has been a delay to the play area and open space, it is still hoped these will be open in time for the summer holidays. The North–South Link Road and the footpath across the Ryne remain dependent on planning applications from developers on the opposite side of the site. Mowing of the open space near the hub has been delayed due to liability concerns.

A monthly Parish Council surgery has been proposed, requiring the attendance of at least two councillors and the Clerk. The Mead Fields Hub will canvas residents for preferred times, and the Clerk is seeking Councillor volunteers. It is hoped a six-month schedule can be agreed, with representation from North Somerset Council or one of the three developers. The Hub has indicated the space would be provided free of charge.

Volunteers are also being sought to join the Hub committee and support community activities. The care home has agreed a location for a defibrillator at the entrance to the site and has committed to funding the cabinet and associated lighting.

**083/25 To approve the following expenditure (agenda items 13)**

**i) £561.60 + VAT for Annual Scribe Accounts subscription.**

**Resolved** – To approve the cost of £561.60 + VAT for Annual Scribe Accounts subscription.

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

**ii) £1,872.03 for the Insurance Premium.**

The meeting was informed that, as Clear Councils' underwriter is changing from Aviva to Ecclesiastical, the Council has been offered a new three-year fixed contract. With the Quality Council discount applied, the cost would be £1,845.01.

**Resolved** – To enter into a three-year fixed contract with Clear Councils at a cost of £1,845.01.

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

**084/25 To note the training and events available and agree any attendance (agenda item 14)**

- i) **ALCA e-learning on nimble**
- ii) **Breakthrough Communications Training via ALCA**
- iii) **Various Finance Training via ALCA**
- iv) **Various 'Scribe' Finance Training**
- v) **Various NALC training from £30**

The training above was noted.

The Clerk tabled additional training received.

vi) **£45 Nailsea Town Council 'Responding to Planning Applications' 9<sup>th</sup> July 7-9pm.**

**Resolved** – To approve £90 for the Environment and Biodiversity Officer and Cllr Thain to attend 'Responding to Planning Applications' at Nailsea Town Council.

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

vii) **£45 ALCA 'Chairmanship Skills' 3<sup>rd</sup> July 6:15pm.**

**Resolved** – To approve £45 for Cllr Thomson to attend 'Chairmanship Skills'.

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

**085/25 To discuss the request from a Jubilee Gardens resident for a dog bin located at the entrance of Jubilee Gardens and to agree the cost of the annual collection of £270.40 (agenda item 15).**

The Chairman informed the meeting that the developers of Jubilee Gardens, Strongvox, had declined to donate a dog bin for this location. Cllr Manley noted that, as part of the planning application, two litter bins were due to be installed in the area.

It was suggested that, as dog waste can be disposed of in litter bins, North Somerset Council (NSC) should be informed that the litter bins have not yet been installed. It was agreed that the request for a dog bin would be reconsidered once the litter bins are in place.

**086/25 To note the operational play inspections and agree any expenditure (agenda item 16).**

The operational play inspections were noted. Suggested works are to be added to the Community Payback Team's schedule. The Clerk will source a quote for a replacement seat and chains from this year's budget and obtain additional quotations in September for inclusion in the 2026/27 budget. The Clerk will also investigate the issue with the concrete step by the gates.

**087/25 To note the internal checks report from the 10<sup>th</sup> of April and agree any recommendations (agenda item 17)**

The internal checks were noted with no recommendations.

**088/25 To note the Parish Council's end of April's net position, reserves, bank balances and bank reconciliation (agenda item 18)**

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

**089/25 To agree regular standing order, direct debit, card and BACS payments made for 2025/26 (agenda item 19).**

**Resolved –** To agree the following regular standing order, direct debit and BACS payments made from the Unity Bank account / Lloyds Credit Card.

Method	Item	Frequency
SO	Clerk basic salary	Monthly
SO	Communications Officer basic salary	Monthly
SO	Administration Officer basic salary	Monthly
DD	Pension – NEST	Monthly
DD	YU – unmetered electricity streetlights	Monthly
DD	EDF – metered electricity YCC	Monthly
DD	Mainstream telephone & app for YCC	Monthly
DD	North Somerset – waste collection at YCC	Monthly
DD	Lloyds Multipay Card fee	Monthly
DD	Multipay Card purchases	When requested
DD	Water-2-Business YCC	Quarterly
DD	Unity Trust Bank Charges	Quarterly
DD	CF Corporate Printer hire	Quarterly
DD	XCS Printing charges	Quarterly
DD	Avantia gas Standing Charge	Quarterly
DD	Avantia LPG Delivery	When requested
DD	Rentokil-initial - YCC hygiene waste removal	Annually
DD	Information Commissioners Office - data protection	Annually
DD	TV Licence	Annually
VDD	Land Registry	When requested
Card	Chatgpt Subscription	Monthly
Card	Zoom Subscription	Annual
Card	Microsoft Subscription	Annual x 3
BACS	HMRC	Monthly
BACS	JK Gardening - Grass Cutting / Village Orderly Contract	Monthly
BACS	Corporate Cleaning Services Dog Bin Contract	Monthly
BACS	Insight Cleaning - YCC Cleaning Contract	Monthly
BACS	YMCA Dulverton - Youth Club Contract	Monthly
BACS	Banwell News – Quarterly newsletter and advert	Quarterly
BACS	GB Sport & Leisure - Play area operational inspections	Quarterly
BACS	Weston Rail Services - Street light Maintenance	Quarterly
BACS	Webglu - website maintenance and associated fees	Quarterly
BACS	YCC PPL/PRS Music Licence	Annually
BACS	Scribe Accounting, Bookings, Cemetery and Civicly	Annually
BACS	Allotment payment to K Gunningham	Annually

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

**090/25 To agree to update the bank mandate for Unity Trust Bank (agenda item 20)**

**Resolved –** To agree the addition of Cllr Manley online access Cllr Voller to be on Bank Mandate.

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

**091/25 To authorise bills for payment for May (agenda item 21).**

The Clerk tabled an updated payment schedule, which included the cost of three new dog bins (£1,340.89) and the revised, reduced cost of the annual insurance.

**Resolved** – To authorise the bills for payment for May of £11,695.07. Cllr Harding and Cllr Bailey to authorise the BACS payments.

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

**092/25 Dates of the next meetings (agenda item 22)**

Monday 2<sup>nd</sup> of June 2025, 7pm Planning Committee at the Youth & Community Centre (YCC).

Monday 2<sup>nd</sup> of June 2025, 7pm Environmental Group at the YCC.

Monday 16<sup>th</sup> of June, 7pm Recreation Ground Trust at the YCC.

Monday 16<sup>th</sup> of June 2025, 7:30pm Parish Council Meeting at the YCC.

The Chairman closed the meeting at 20:30

.....Chairman

.....Date

**Bills for Payment - 18th April to the 19th May 2025**  
**Banwell Parish Council**

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
<b>Already Paid</b>						The Parish Council
DD	YU	Streetlight Power	£ 204.93		089/25	
DD	EDF	YCC Electricity	£ 15.40		089/25	
DD	Mainstream	Phone and Broadband	£ 57.29		089/25	
<b>To Pay</b>						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		089/25	
BACS	J K Gardening	Emptying NSC bins	£ 15.00		198/24 (ii)	
BACS	J K Gardening	Environmental Fee x 2 <b>Total: £1138.34</b>	£ 80.00		Admin	
BACS	Corporate Cleaning Services	Dog Bin Emptying	£ 436.80		089/25	
BACS	YMCA	Youth Club Sessions	£ 405.00		089/25	
BACS	Insight Cleaning	YCC Cleaning	£ 248.00		089/25	
BACS	Scribe	Scribe Accounts	£ 673.92		083/25 (i)	
BACS	Avon Armour	2nd part payment for annual service	£ 35.60		036/25 (ii)	
BACS	Microbitz	Additional battery and repairs to councillor lap top.	£ 95.00		051/25 (vii)	
BACS	Weston Rail Services	Emergency lighting and PAT	£ 300.00		051/25 (vi)	
BACS	Clear Councils Insurance	Annual Insurance 1st year of 3.	£ 1,845.01		083/25 (ii)	
BACS	Officer overtime + Expenses	Overtime, expenses (rolls & butter)	£ 224.08		contractual & 022/24	
DD	Lloyds Bank PLC	Multipay charge & costs (Open AI, microsoft, paper, sign)	£ 258.04		Admin & 089/25	
SO	Officer Salaries	Officer Salaries	£ 2,957.40		089/25	
DD	Nest	Pension contibutions	£ 202.48		089/25	
DD	Unity Trust	Bank Charges	£ 10.35		089/25	
DD	North Somerset	YCC Waste Collection	£ 9.50		089/25	
DD	CF Corporate	Quarterly Printer hire	£ 132.00		089/25	
BACS	HMRC	PAYE and NI	£ 1,105.04		089/25	
		<b>Totals</b>	<b>£ 10,354.18</b>			

The Parish Council have resolved to use the General Power of Competence as of the 15th May 2023