Notice of Full Council Meeting and Agenda
Backwell Parish Council

1st Floor, 43 Rodney Road, Backwell, North Somerset, BS48 3HW
Tel: 01275 464653
Email: clerk@backwell-pc.gov.uk

Date: Thursday 7th May 2026
Time: 7:30pm
Venue: Backwell Parish Hall
Public Participation: Members of the public may speak during Item 2 Agenda items only.

1. Administration

1.1. To receive apologies for absence
1.2. To note the resignation of Councillor Paul Ramos and the resulting vacancy
1.3. To consider and determine the appointment of a Councillor volunteer to undertake play area safety inspections, following the resignation of Councillor Paul Ramos, and to agree that the appointed Councillor undertakes the relevant training
1.4. To receive declarations of interest and consider written applications for dispensations
1.5. To approve the Minutes of the meeting held on 1st April 2026

2. Public Participation

2.1. To receive public questions and statements (10 minutes maximum)

3. Reports

3.1. To receive a report from the District Councillor
3.2. To receive communications from the Chairman
3.3. To answer questions from Councillors
3.4. To receive and consider Minutes of the Planning Committee meeting held on 16.04.26
3.5. To receive an update from the Clerk
3.6. To receive an update from the Rights of Ways and Highways Working Party
3.7. To receive an update from the Enhancement Working Party
   a) To consider the following quotations from AHM Catering *(Alternative catering options, including local suppliers and supermarket provision, were explored; however, these were either not suitable for the nature of the events or were not considered to represent best value for money)*:
      i) £376.00 plus VAT for canapes for the Summer Chairman's Drinks on 2nd July 2026
      ii) £928.50 plus VAT for Afternoon Tea for the Over 60s Tea Party on 26th November 2026
3.8. To receive an update from the Finance Working Party
   a) To receive the documents from Nailsea and District Community Transport (NDCT) as set out in the Service Level Agreement
   b) To approve payment of £5,000.00 to Nailsea and District Community Transport in line with the terms of the Service Level Agreement
   c) To note the results of the 2025 actuarial valuation from the Avon Pension Fund, including the revised employer contribution rate of 18.8% of pay (reduced from 24.9%) with effect from 1 April 2026
   d) To consider whether contracts and disbursements above a specified value should be reviewed by the Finance Working Party prior to Full Council, and to agree any threshold and reporting arrangements.

3.9. To receive an update on Downside

4. Planning

4.1. To receive an update on major planning sites within the parish, including:
   a) Sites with planning outline permission granted (e.g. Grove Farm)
   b) Sites with full consent at Reserved Matters stage or subject to Discharge of Conditions of Active (e.g. Farleigh Fields East and West, Land West of Rodney Road)
      i) To consider and determine the Council's response to the draft Construction Traffic Management Plan for Coles Quarry
   c) Sites at pre-application stage or subject to emerging proposals (e.g. Land East of Backwell, Land North of Farleigh Road, South Nailsea)

4.2. To receive an update on the Local Green Space

4.3. To receive an update on the Local Plan

4.4. To receive an update on the Neighbourhood Plan

4.5. To receive an update on Bristol Airport

4.6. To receive and consider the monthly report from Lucy White

4.7. Planning Consultancy Appointments – To consider and determine the appointment of the following consultants and to approve the associated fees:
   a) Planning consultant
      To review and prepare responses to outline planning applications at a fee of up to £2,340 per application, and Reserved Matters application(s) at a fee of up to £1,560 per application, with any additional work charged at an hourly rate (£130 plus VAT)
   b) Highways Planning Consultant
      To provide advice in relation to Reserved Matters application(s), on a time cost basis (£90 per hour plus VAT) up to an initial budget of £3,375 plus VAT, with any additional work subject to further approval
   c) Transport Planning Consultant
      To provide professional advice in relation to current planning applications, on a time cost basis up to an initial budget of £1,750 plus VAT
   d) Hydrology Planning Consultant
      To provide hydrology advice in relation to current planning applications, and to authorise the Clerk to instruct the consultant, with the fee to be reported to a future meeting for approval

4.8. To agree a response to the planning applications as set out in the accompanying report

5. Transport and Infrastructure

5.1. To receive an update on the Bus Services Improvement Plan

5.2. To receive an update on Speed Indicator Devices

6. Environment and Community

6.1. To receive an update on tree planting locations

6.2. To receive an update on the digital noticeboard

6.3. To receive an update on the ditch clearance at Backwell Allotments

6.4. To consider and determine whether to contribute towards the cost of vegetation clearance along the A370 footpath from Backwell Farleigh to Flax Bourton, and to agree a budget contribution (budget provision of £1,000)

6.5. To consider and determine whether to participate in the North Somerset Council Highways Pilot Scheme for 2026, including the Parish Gang and/or enhanced verge maintenance options, and to consider the associated costs (details set out in the accompanying briefing).

7. Governance and Policy

7.1. To review the Policies and Procedures Schedule

a) To approve the Information Technology Policy

b) To approve the updated Data Protection Policy

8. Consultations

8.2. To receive an update on the West of England Combined Authority (WECA) to include North Somerset Council consultation

9. Contracts and maintenance (details of quotations are set out in the accompanying report)

9.1. Grounds Maintenance Contract

To consider and determine the most appropriate contractor for grounds maintenance services

9.2. Insurance

To consider and determine the most appropriate contractor for insurance *(a third quotation was requested but not received)*

a) Quote A £1,770.22

b) Quote B £1,396.71

9.3. Play equipment

To consider and determine arrangements for the repainting and refurbishment of existing play equipment, including consideration of a quotation from a local contractor and the possible appointment of a contractor.

9.4. Play Area Gates

To consider and determine arrangements for the replacement of existing wooden gates at the Oatfield Play Area, including the supply and installation of new gates, based on the following quotation received *(additional quotations were sought but not received)*

a) £1,850.00 plus VAT

10. Finance

10.1. To receive and consider Receipts and Payments schedule for May 2026
(Checked by a member of the Finance Working Party prior to the meeting)

10.2. To authorise expenditure for the month of May 2026

10.3. To receive and note the Bank Reconciliation, Statement of Accounts and Cashbook

10.4. To receive an update on the application for a Unity Trust Bank business bank card

10.5. To retrospectively approve expenditure of £21.93 of litter picking aids for village volunteers

11. Meeting Dates

To note the date of the next meeting as Thursday 4th June 2026 to be held in **FELTON VILLAGE HALL** at 7:30pm

Dated this 30th day of April 2026

Clare Melton

C Melton, Clerk to the Council,
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