



# ***Backwell Parish Council***

1<sup>st</sup> Floor  
43 Rodney Road  
Backwell  
North Somerset  
BS48 3HW

Tel: 01275 464653

Email: [clerk@backwell-pc.gov.uk](mailto:clerk@backwell-pc.gov.uk)  
Website: [www.backwell-pc.gov.uk](http://www.backwell-pc.gov.uk)

19<sup>th</sup> May 2023

## **TO ALL MEMBERS OF BACKWELL PARISH COUNCIL**

You are summoned to attend the Annual Meeting of Backwell Parish Council which will take place on **Thursday 25<sup>th</sup> May 2023 at 1930 hours in Backwell Parish Hall** to consider the business set out on the agenda. In the event of you being unable to attend, will you kindly advise me at the earliest opportunity.

**If you have not yet signed your Declaration of Acceptance of Office, please arrive 15 minutes prior to the meeting commencing in order to do so.**

A handwritten signature in black ink, appearing to read 'Jane Stone'.

Jane Stone  
Clerk to the Council

## **AGENDA**

- 1 To elect a Chairman
- 2 To receive the Chairman's Declaration of Acceptance of Office or determine when it will be received
- 3 To consider the election of 2 Vice Chairmen
- 4 To receive the Vice Chairmen's Declaration of Acceptance of Office or determine when they will be received
- 5 Apologies
- 6 To receive Councillors' declarations of interests and to consider any written application for dispensations

- 7 **Minutes** (Circulated)  
To receive and confirm as a correct record
- Minutes of the Parish Council meeting held on 13.4.23 and
  - Minutes of the Annual Council meeting on 18.5.23 (meeting declared inquorate)
- 8 **General Power of Competence**
- a) **To readopt the General Power of Competence**  
That, in accordance with SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Backwell Parish Council confirms that it meets the criteria necessary for it to readopt the General Power of Competence:
- i) The number of members of the Council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the Council;
  - ii) The Clerk to the Council holds the Certificate in Local Council Administration; and
  - iii) The Clerk to the Council has completed the relevant training and therefore it is recommended Backwell Parish Council adopts the General Power of Competence
- 9 **To confirm BDO, Southampton, as External Auditor for 2022/23 and to consider any conflicts of interest**
- 10 **To receive, consider and approve the Annual Governance and Accountability Return 2022/23 for the year ended 31.3.23:**
- a. To receive and note the Annual Internal Audit Report 2022/23
  - b. To receive, consider and approve Section 1 – Annual Governance Statement 2022/23
  - c. To receive, consider and approve Section 2 – Accounting Statements 2022/23
  - d. To note dates of public inspection period from Monday 5<sup>th</sup> June 2023 to Friday 14<sup>th</sup> July 2023
- 11 **Declarations of Acceptance of Office**  
To consider the date that Councillors can sign Acceptance of Office if not already signed
- 12 **To consider co-option of new members onto Backwell Parish Council, and if co-opted, to receive their Declarations of Acceptance of Office**
- 13 **Planning Committee**  
To reappoint Planning Committee - (please see attached Schedule)
- 14 **Working Parties of the Council/Outside organisations**  
To reappoint members of Working Parties and outside organisations - (please see

attached Schedule) and to consider setting up a:

- Community Transport Working Party
- Grants Working Party (currently undertaken by the Finance Working Party)
- Policy Review Working Party (currently undertaken by the Clerk and Office Working Party)

- 15 **To receive and note Deeds and Trust Instruments in the custody of the Council's Solicitor**
- 16 **To readopt Financial Regulations**
- 17 **To readopt Standing Orders**
- 18 **To note the Clerk as the Council's Responsible Financial Officer (RFO)**
- 19 **To confirm cheque signatories - 4 Councillors** (please see Clerk's Report)
- 20 **To reaffirm the following Policies:**
  - a. Complaints Policy
  - b. Grievance Policy
  - c. Discipline Policy
  - d. Information Technology Policy
  - e. Statement of Risk Assessment and Management
  - f. Dignity at Work/Bullying and Harassment Policy
  - g. Local Government Pension Scheme - Employers Discretions Policies
  - h. Community Resilience Sandbag Deployment Policy
  - i. Honours Board Policy
  - j. Press Policy
  - k. Record Retention Policy
  - l. Investment Policy
  - m. Grants Policy
  - n. Health and Safety Policy
  - o. Safeguarding Policy
- 21 **Public Participation (maximum 10 minutes)**
- 22 **To receive update from District Cllr B Petty**
- 23 **To receive such communications as the person presiding may wish to lay before the Council**
- 24 **To answer questions from Councillors**
- 25 **To receive and consider reports and minutes of the Planning Committee**  
To receive the draft Minutes of the Planning Committee meeting held on 26.4.23

- 26 **To receive and consider Clerk's Report**
- 27 **Planning**
- a. To receive update on Farleigh Fields
  - b. To receive update on Rodney Road
  - c. To receive update on Gleeson proposals – South Nailsea
  - d. To receive and consider report from Lucy White
  - e. To consider Community Infrastructure Levy
  - f. **To consider the following planning applications:**
  - i Planning application no. 22/P/2825/FUH 6A The Avenue, Backwell – Proposed demolition of existing conservatory and garage. Erection of a single storey wraparound extension to the north-east and north-west elevations
  - ii Planning application no. 23/P/0474/FUH 2 Westfield Close, Backwell – Proposed demolition of existing side extension and front porch. Proposed erection of a two storey front extension
  - iii Planning application no. 23/P/0757/FUL Sores Court, Hillside Road, Backwell - Retrospective (in part) and proposed (in part) demolition and replacement of a derelict outbuilding to form garage with associated land change of use
  - iv Planning application no. 23/P/0758/LBC Sores Court, Hillside Road, Backwell - Listed building consent for the demolition and replacement of a derelict outbuilding to form garage with associated land change of use
  - v Planning application no. 23/P/0782/FUH Prospect Place, The Batch, Backwell – Proposed erection of a detached double garage
  - vi Planning application no. 23/P/0936/TRCA 12 Backwell Hill Road, Backwell – Apple Tree – Remove most of the mistletoe and then rebalance in an attempt to save the tree
- 28 **To consider renewal of Parish Council insurance with Zurich:**
- a. £1,385.83 for one year
  - b. £1,271.56 per year for a three-year long-term agreement  
(all of the above sums include insurance premium tax)
- 29 **To consider rescission of previous minute no. 033 dated 12.1.23 in respect of no funding being made to Nailsea and District Community Transport (NDCT) and to consider now making immediate funding available to NDCT of £1,500. In accordance with standing order no. 7 – Previous Resolutions - Motion has been signed by 8 Councillors and received in the Parish Office**
- 30 **To receive update from Enhancement Working Party**
- 31 **To receive update from Force for Good, Making A Difference Working Party**

- 32 **Bristol Airport**
- a. Update
  - b. To receive and consider draft minutes from Bristol Airport Consultative Committee meeting held on 19.4.23
- 33 **To receive update on white lines at Coppice Place**
- 34 **To receive update on road markings outside West Leigh Infant School**
- 35 **To consider 6 picnic benches deposited at Oatfield Play Area**
- 36 **To consider Parish Council's Airport Association (PCAA) subscription 2023-2024 in the sum of £75**
- 37 **Accounts**
- a. To receive and consider the receipts and payments schedule for April/May 2023 (Checked by Cllr M Bowerman prior to meeting)
  - b. To authorise expenditure for the months of April/May 2022
  - c. To receive and consider Internal Audit Report (Final) 2022-23 dated 12.4.23
  - d. To note release of funds of £1,300 to Backwell Christian Fellowship (previously agreed 1.12.22 - min. no. 555 - funds which were not required immediately are now required)

**Distribution list:**

Cllr K Barclay  
Cllr M Bowerman  
Cllr M Horton  
Cllr D Lloyd  
Cllr R Martin  
Cllr A Morley  
Cllr S Ould  
Cllr H Power  
Cllr P Ramos  
Cllr J Sleigh  
Cllr R Taylor

