Minutes of the Full Council Meeting held on 3rd September 2026 at 19:30 in Backwell Parish Hall
Backwell Parish Council

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

PRESENT: Councillors Sarah Ould (Chairman), Mo Bowerman, John Gordon, Barbara Harland, Charles Hatcher, Paddy Horner, Margaret Rogers Bob Taylor and Anthony Young

IN ATTENDANCE: Clare Melton (Clerk), District Councillor Bridget Petty, one member of the public

1. Administration

1.1 To receive apologies for absence

479. Cllrs Harris, Hollis, Robert Martin and Hilary Power

1.2 To receive declarations of interest and consider written applications for dispensations

480. Personal interest:
Cllr Harland – Agenda item 4.1b) – Backwell resident
Cllr Rogers – Agenda item 4.1b) – Backwell resident
Cllr Bowerman – Agenda item 4.1c) – Backwell resident

481. Prejudicial interest:
None.

482. Disclosable Pecuniary Interests:
None.

1.3 To approve the Minutes of the meeting held on 6th August 2026

483. The Minutes of the Full Council Meeting held on 6th August 2026 were confirmed as a correct record and signed by the Chairman.

1.4 To consider nominations for inclusion on the Honours Board in Backwell Parish Hall

484. Members considered nominations for inclusion on the Honours Board in Backwell Parish Hall. Cllr Gordon proposed that the nomination process be publicised more widely. **Agreed**.

485. **Action**: Clerk to implement.

486. **Resolved: Unanimously, Backwell Parish Council approve the nomination of Doreen Smith for inclusion on the Honours Board in Backwell Parish Hall.**

2. Public Participation

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

487. A resident informed members that Jean Routley received her British Empire Medal (BEM) yesterday in recognition of her services to church music and the local community. The Council noted the achievement and offered its congratulations.

488. The resident then requested an update regarding the Local Green Space (LGS). Although the item was already listed on the Agenda, Cllr Ould advised that there were no major developments to report at present, other than a recent meeting with an ecologist.

3. Reports

3.1 To receive a report from the District Councillor

489. Dt Cllr Petty had no further additions to her previously submitted written report.

3.2 To receive communications from the Chairman

490. Cllr Ould reported that she had asked Cllr Young to review upcoming changes to planning legislation and the associated consultation. Cllr Young provided members with a brief overview, and it was **agreed** that Cllr Young would draft a response to the consultation for consideration at the next meeting. Members were encouraged to forward any comments or questions to Cllr Young in the interim.

3.3 To answer questions from Councillors

491. No questions received.

3.4 To receive and note the Minutes of the Planning Committee meeting held on 20.08.26

492. Received and noted.

3.5 To receive an update from the Clerk

493. No update this month.

3.6 To receive an update from the Rights of Ways and Highways Working Party

494. Cllr Power submitted a written report to members prior to the meeting in her absence. Topics covered included the Farleigh Road overnight closure, construction of the new footpath on NSC land near West Leigh Infant School, and the proposed Mic Mac bypass road.

3.7 To receive an update from the Enhancement Working Party

495. Cllr Bowerman requested that members collect pinecones for the Over 60s Tea Party. Members were also reminded to drop off any donated raffle items at the Parish Office.

3.8 To receive an update from the Finance Working Party

496. Cllr Ould reported that the Finance Working Party had been unable to meet in advance of the meeting, and therefore no recommendations would be presented to members for consideration this month.

497. Cllr Taylor informed members that the Finance Working Party would shortly be reviewing the Grant Application list. It was noted that the six-month financial review would be presented at the October meeting, and that budget planning is now under way.

3.9 To receive an update on Downside

498. Cllr Harland reported that the temporary bus stop at Downside was now operational and being used.

499. An update was received regarding Bristol Airport, noting that a meeting with key organisations was scheduled to take place in early October.

4. Planning

500. Cllr Ould handed over to Cllr Harland as Chair of 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)

i) To receive an update on the planned road closure of Chelvey Road in relation to Grove Farm

501. Cllr Harland advised that a joint meeting with Brockley Parish Council, North Somerset Council (NSC), and Highways is taking place next week, to be led by Transport Consultant Neil Brant Highways on BPC's behalf

ii) To note the letter to North Somerset Council regarding drainage issues at Grove Farm

502. Noted

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)

503. Cllr Harland reported that issues regarding noisy manhole covers at Farleigh Fields East were ongoing. It was noted that previous welding attempts on the covers had proven unsuccessful, and disturbance to residents continues

504. Cllr Harland reported that the two-week demolition phase at Farleigh Fields West (Dark Lane) had proceeded reasonably well, with mitigation works scheduled to commence in early October. It was noted that the Construction Distribution and Traffic Management Plan (CDTMP) is comprehensive, and Cllr Harland confirmed she would monitor operations to ensure compliance

i) To receive an update on Taylor Wimpey's proposal to use land adjacent to West Leigh Infant School as a temporary car park until December 2027 in relation to Land West of Rodney Road

505. Cllr Harland informed members that the new paved footpath linking Rodney Road to West Leigh Infant School would open on Monday 7th September. Additionally, Taylor Wimpey have confirmed they will set back the Heras fencing to enclose only the car park perimeter, improving access along the path

c) Sites at pre-application stage or subject to emerging proposals (e.g. Land East of Backwell, Land North of Farleigh Road, South Nailsea, Land North Of Farleigh Road)

506. Cllr Harland reported that, whilst the deadline for resident comments regarding the MacMic application for Land North of Farleigh Road had been extended to 11th September, residents can continue to submit feedback after this date up until determination

507. Cllr Harland reported that Gleesons had recently submitted new documentation regarding the South Nailsea development. It was noted that Cllr Horner would review these details ahead of the next Planning and Placemaking Committee meeting, and Cllr Harland confirmed she is liaising with Nailsea Town Council to coordinate their response

4.2 To receive an update on the Local Green Space

508. Cllr Harland informed members that due diligence was ongoing. It was noted that a recent meeting with an NSC Ecologist had been very helpful in providing valuable background knowledge and context for the Council

4.3 To receive an update on the Local Plan

509. Cllr Harland informed members that she, Cllr Horner, and a small team of consultants are scheduled to meet with the Barrister next month regarding the Local Plan

4.4 To receive an update on the Neighbourhood Plan

510. Cllr Harland reported that projects regarding youth provision and active travel, specifically focusing on safe routes to school, were now getting underway. Cllr Ould advised that Cllrs Young and Rogers had been requested to lead the active travel initiative. Additionally, Dt Cllr Petty noted that she could provide a contact at NSC who may be able to assist by providing background information

a) To consider Highways Consultant JR Transport Planning fee proposal of £3,250.00 plus VAT, for work related to producing a safety report with suggested mitigation to improve children's walking routes to school in Backwell village, with a focus on West Leigh and Backwell Junior Schools

511. Members reviewed the fee proposal submitted by JR Transport Planning. It was noted that the cost of these services could be considered for funding through Community Infrastructure Levy (CIL) funds

512. **Resolved: Unanimously, Backwell Parish Council approve the fee proposal of £3,250.00 plus VAT from JR Transport Planning to produce a safety report with suggested mitigation for children's walking routes to school**

b) To discuss next steps for planning ahead for young people

513. Cllr Ould reported that she would be asking Cllrs Gordon and Hollis to lead an audit of the youth services currently available within the village. Cllr Gordon noted that Long Ashton Parish Council had recently conducted a similar survey, suggesting that their approach could serve as a useful model for Backwell

4.5 To receive an update on Bristol Airport

514. Cllr Harland provided an update on a recent useful meeting with Bristol Airport regarding their 15mppa application. Discussions covered concerns over safety, passenger numbers, and early morning flight schedules, alongside commitments to address local impacts on Downside and potential funding support for parking schemes to mitigate airport traffic in Backwell

4.6 To receive and consider the monthly report from Lucy White Planning Ltd

515. Received and noted

4.7 To consider and determine the Council's response to planning applications received prior to the meeting, as set out in the Planning document circulated separately to members, and any applications received after publication of the Agenda
(BPC's decisions submitted to NSC are set out below; full details and reasons are included in Appendix 1)

a) 26/P/0693/FUH Fallowfield, Backwell Hill, Backwell (Reconsultation)
Proposed creation of a first-floor with rear balcony, erection of a two-storey side extension with external stairway and canopy porch to the East elevation

516. **Resolved: Unanimously Backwell Parish Council (BPC) objects to this amended application**

b) 26/P/1660/NMA Land At Farleigh Fields And 54 And 56 Farleigh Road Backwell
Non-Material amendment to application 23/P/2508/RM (Reserved matters application for matters of access (internal only), appearance, landscaping, layout and scale for the erection of 90no. dwellings, including provision of an additional 6no. self build plots which will be subject to separate reserved matters application(s) pursuant to Outline permission 21/P/1766/OUT

517. **Resolved: Unanimously Backwell Parish Council (BPC) has no objection to this application and supports the addition of the parking bays, subject to conditions being met**

c) 26/P/1498/TRCA 98 West Town Road Backwell BS48 3BE
T1 -Mixed species group T2 - Ash T3 - Ash T4 - Ash T5 - Ash T1- Hazel (common)- The tree works are proposed to stop the influence of the tree(s) on the soil below building foundation level and provide long term stability

518. **Resolved: Unanimously Backwell Parish Council (BPC) objects to this application**

due to significant concerns regarding the extent of the proposed felling.

5. Transport and Infrastructure

5.1 To receive an update on the Bus Services Improvement Plan

519. Members noted that resurfacing works on the A370 were currently underway, with overnight closures in effect to facilitate the project

5.2 To consider a request for support for a proposed school holiday bus service connecting Bristol, Long Ashton, Flax Bourton, Backwell, Nailsea and Yatton

520. Members discussed the request and **agreed** to issue a letter of support, noting that no financial commitment or support is involved.

6. Environment and Community

6.1 To receive an update on tree planting locations

521. No update was given, although it was noted that an email regarding tree planting support had been received during the week

6.2 To receive an update on the digital noticeboard

522. Cllr Martin has visited the site ahead of the installation of the concrete plinth and power cabling. The Clerk confirmed that notification had been received confirming the digital noticeboard is undergoing final checks prior to dispatch

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

523. Members discussed ongoing research to establish ownership of the drain

a) To receive an update on the quote for the further ditch excavation

524. It was **agreed** to defer consideration of any further action to the next meeting, pending clarification of potential costs

6.4 To note the revised quotation of £9,374.56 plus VAT from £6,482.89 plus VAT for the provision of a second springer at Moor Lane Play Area, totalling four springers up from three, as agreed under Minute 452

525. Noted

6.5 To receive an update on the invitation from North Somerset Council's Senior Anti-Social Behaviour Officer

526. No update in Cllr Power's absence

6.6 To receive an update on the proposed screening of People's Emergency Briefing

527. Cllr Ould informed members that the screening will take place on 24th September in the Parish Hall and encouraged attendance.

7. Governance and Policy

7.1 To review the Policies and Procedures Schedule:

a) To consider and approve updated Anti-Bullying and Harassment Policy and new risk assessment

528. **Resolved: Unanimously, Backwell Parish Council approve the updated Anti-Bullying and Harassment Policy and new risk assessment**

b) To consider and approve the Collaborative Construction in Backwell Policy

529. **Resolved: Unanimously, Backwell Parish Council approve the Collaborative Construction in Backwell Policy**

c) To consider and approve the Resident Guide to Risk-Aware & Respectful Renovation

530. **Resolved: Unanimously, Backwell Parish Council approve the Resident Guide to Risk-Aware & Respectful Renovation**

d) To consider and approve the CTMP Requirements for major developments within the village

531. **Resolved: Unanimously, Backwell Parish Council approve the CTMP Requirements for major developments within the village**

e) To consider and approve the updated Investment Strategy

532. **Resolved: Unanimously, Backwell Parish Council approve the updated Investment Strategy**

7.2 To consider and approve the updated Terms of Reference for the Planning and Place Making Committee

533. **Resolved: Unanimously, Backwell Parish Council approve the updated Terms of Reference for the Planning and Place Making Committee.**

8. Contracts and maintenance

8.1 To receive an update on the disposal of unused items in the Parish Office

534. The Clerk reported on the clear-out and compliant disposal of obsolete office items, including chairs and filing cabinets. It was also noted that unusable IT equipment had been transferred to PC Dial for secure data wiping and recycling where possible

8.2 To consider quotation for £695.00 plus VAT to supply and install a hard-wired video door security system to the Parish Office

535. Members considered the security quotation. The Clerk provided context regarding the necessity of the system following an incident involving aggressive behaviour from a member of the public

536. **Resolved: Unanimously, Backwell Parish Council approve the quotation of £695.00 plus VAT to supply and install a hard-wired video door security system at the Parish Office**

8.3 To discuss Christmas lighting and whether further works are required to the electrical timers

537. Members discussed the maintenance and timing requirements for the festive lighting. It was noted that contractors advised keeping the LED lights illuminated overnight is more cost-effective than replacing the timers. Members considered the potential local impact, noting that the lights remained on all night during the previous year without complaint and that bat activity is minimal due to winter hibernation. As the Parish Council is only one year into a three-year contract, it was **agreed** to review the replacement of timers upon contract renewal.

9. Finance

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

538. Received and noted.

9.2 To authorise expenditure for the month of September 2026

539. The Clerk informed Members of an error on the Receipts and Payments Schedule, noting that the Unity T1 account bank charge should be £13.00 rather than £7.00

540. Noted

541. The Clerk reported thirteen additional payments totalling £3,429.34 (as detailed in Appendix 2) and a bank transfer of £25.00 from the Unity T2 account to the HSBC Savings account. This nominal amount was transferred to keep the HSBC account active while alternative options are explored

542. The confirmed total expenditure for the month, including the additions set out in Appendix 2, was £11,712.75

543. **Resolved: Unanimously Backwell Parish Council (BPC) authorise expenditure of £11,712.75**

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

544. Received and noted

9.4 To note the following, authorised under the Clerk's delegated authority:

a) Attendance by Cllr Rogers on the ALCA Essential Councillor course on 23rd September 2026 at a cost of £45.00 inc. VAT

545. Noted

b) Attendance by Cllr Rogers on the Data Protection Training for Parish and Town Councillors course on 20th August 2026 at a cost of £35.00 inc VAT

546. Noted

c) Attendance by Cllr Hollis on the Climate Comeback: Growing climate action locally NALC course on 30th September 2026 at a cost of £35.00 plus VAT

547. Noted

9.5 To note the completion of the Annual Governance & Accountability Return 2025/26 and to receive the External Auditor's report

548. The Clerk reported that the AGAR 2025/26 and External Auditor's report have been successfully completed with no matters arising. Noted

549. Members expressed their thanks to the Clerk

9.6 To agree to continue to appoint Auditing Solutions Ltd to carry out the Internal Audit of BPC's accounts, at a maximum total cost of £825.00 plus VAT for two visits in December 2026 and April 2027

550. Members considered the re-appointment of Auditing Solutions Ltd and reviewed the Letter of Engagement

551. **Resolved: Unanimously, Backwell Parish Council (BPC) agree to re-appoint Auditing Solutions Ltd to carry out the Internal Audit of the Parish Council's accounts for the 2026-27 financial year at a maximum total cost of £825.00 plus VAT, to authorize the signing of the Letter of Engagement, and to formally confirm the Council's consideration of auditor independence. The Letter of Engagement was signed by the Chairman.**

10. **Confidential**

That pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the meeting for the following items due to the confidential nature of the business to be transacted.

552. **Resolved: Unanimously, Backwell Parish Council agree that members of the Public and Press be excluded from the meeting.**

21:18 *Dt Cllr Petty and one member of the public left the meeting.*

10.1 To receive an update on Local Green Space, determine any next steps and agree any necessary authorisations

553. Cllr Ould informed Members that there was no further update at present beyond what had already been reported under minute item 4.2

10.2 To consider and approve the document Backwell as a Strategic Site

554. Cllr Harland explained the background to the document and answered questions.

555. **Resolved: Unanimously, Backwell Parish Council approve the document 'Backwell as a Strategic Site' subject to final amendments.**

11. Meeting Dates

11.1 To note the date of the next meeting as Thursday 1st October 2026 to be held in Backwell Parish Hall at 7:30pm

556. Noted.

557. There being no further items of business, the Chairman closed the meeting at 21:30 hours.