Minutes of the Full Council Meeting held on 7th May 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, Barbara Harland, Phil Harris, John Gordon, Bob Martin and Anthony Young

IN ATTENDANCE: Clare Melton (Clerk), 5 members of the public**,** Dt Cllr Petty

1. Administration

1.1. To receive apologies for absence

056. Cllrs Hollis, Hatcher, Horner, Power and Taylor.

1.2. To note the resignation of Councillor Paul Ramos and the resulting vacancy

057. Members noted the resignation and thanked Paul for all his work and contribution during his time on the Council.

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

058. Members discussed the appointment of a Councillor volunteer to undertake play area safety inspections and the associated training requirements. Expressions of interest were noted, and further information regarding the role and training requirements was requested prior to confirming an appointment.

1.4. To receive declarations of interest and consider written applications for dispensations

059. Personal interest
Cllr Harland – Agenda items 4.1b) – Dark Lane resident
Cllr Bowerman – Agenda item 4.1c) – Backwell Common resident
Cllr Ould – Agenda item 4.1c) – House borders possible East Backwell site

060. Prejudicial interest
None.

061. Disclosable Pecuniary Interests
None.

1.5. To approve the Minutes of the meeting held on 1st April 2026

062. The Minutes of the Full Council Meeting held on 1st April 2026 were confirmed as a correct record and signed by the Chairman.

2. Public Participation

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

063. A member of the public stated that they had been unable to access the Planning report. This was noted.

064. Two members of the public spoke regarding ongoing issues at Long Lane, including concerns relating to the site and its impact on neighbouring residents. Cllr Harland also referred to correspondence received from a resident and read extracts that had not already been covered during public participation. Cllr Harland confirmed that Backwell Parish Council (BPC) is aware of the issues and has visited the site. North Somerset Council (NSC)

Enforcement is also involved. She further noted that both BPC and NSC had objected to the proposed fifth dwelling, which is currently subject to appeal (see Agenda Item 4.8(f)).

065. Cllr Harland proposed bringing forward Agenda Item 4.8(f). **Agreed**.

f) Planning appeal 6007743, Application reference 25/P/1297/FUL – Former BT Radio Research Laboratory, Long Lane, Backwell

Erection of 1no. dwelling

066. Resolved: Unanimously Backwell Parish Council (BPC) endorses its original objection and will provide supplementary evidence to support North Somerset Council (NSC) in contesting the appeal

20:00 Three members of the public left the meeting

3. Reports

3.1. To receive a report from the District Councillor

067. Noted. Cllr Petty informed members that the NSC Principal Access Officer was due to visit the Rodney Road development the following day to assess the kissing gate recently installed by Taylor Wimpey (TW). It was noted that BPC has also raised concerns received from residents regarding accessibility, particularly given that the route provides safe access to West Leigh Infants School.

3.2. To receive communications from the Chairman

068. None.

3.3. To answer questions from Councillors

069. None received.

3.4. To receive and consider Minutes of the Planning Committee meeting held on 19.03.26

070. Noted.

3.5. To receive an update from the Clerk

071. The Clerk provided an update on:

- staff medical absence; and
- the successful Internal Audit
- the financial year-end documents being ready for approval at the Annual Meeting on 21st May.

072. Members thanked the Clerk for her hard work in relation to the Internal Audit and financial year-end.

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

073. Cllr Harland reported that potential locations for the speed signs are being identified in order that What3Words references can be provided to assist with obtaining a more accurate quotation and assessing installation requirements.

074. Cllr Gordon provided an update on progress with the pavement audit. It was **agreed** that all the concerns identified as part of the audit should be submitted to NSC expects to complete this by the end of the month.

3.7. To receive an update from the Enhancement Working Party

075. Cllr Bowerman reminded members that next month's Parish Council Meeting on 4th June will be held in Felton Village Hall.

076. Cllr Ould informed Members that the invitation list for the Chairman's Drinks has been updated. Members were asked to notify the office of any additional invitees.

a) To consider the following quotations from AHM Catering *(Alternative catering options, including local suppliers and supermarket provision, were explored;*

Signed……Chairman

however, these were either not suitable for the nature of the events or were not considered to represent best value for money):

077. Cllr Ould informed Members that the Finance Working Party had met to review the financial matters on the Agenda and would make recommendations to Full Council. It was noted that the Working Party will meet prior to future meetings to help streamline discussion of financial matters.

i) £376.00 plus VAT for canapes for the Summer Chairman's Drinks on 2nd July 2026

078. The Finance Working Party recommended acceptance of this quote.

079. **Resolved: Backwell Parish Council unanimously approve expenditure of £376.00 plus VAT for canapés 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

080. The Finance Working Party recommended acceptance of this quote.

081. **Resolved: Backwell Parish Council unanimously approve expenditure of £928.50 plus VAT for Afternoon Tea for the Over 60s Teas 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

082. Received and noted

b) To approve payment of £5,000.00 to Nailsea and District Community Transport in line with the terms of the Service Level Agreement

083. **Resolved: Backwell Parish Council (BPC) unanimously approve payment of £5,000.00 to Nailsea and District Community Transport to be paid on 8th May 2026**

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

084. Noted

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

085. Cllr Harris explained that the FWP recommended that the Clerk's delegated spending limit remain at £500.00 prior to matters being brought before Full Council. Cllr Gordon queried whether the limit should be increased. Following discussion, it was **agreed** that the limit should remain at £500.00, subject to future review.

086. **Resolved: Backwell Parish Council (BPC) unanimously agree:**

1) **That the Clerk's delegated spending limit remain at £500.00 prior to matters being brought before Full Council, with any expenditure under this delegation to be retrospectively reported to the next meeting of the Council, and the limit to remain subject to future review**
2) **That the FWP will review all financial matters included on the Agenda prior to Full Council meetings, with no financial threshold to apply**

3.9. To receive an update on Downside

087. Cllr Harland updated members on ongoing issues relating to Bristol Airport. Members noted their continuing concerns. Cllr Harland thanked Dt Cllr Petty for her support regarding the concerns raised by BPC

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088. Cllr Martin raised concerns reported by Downside residents regarding speeding, missing signage, and highway safety. Reference was also made to a recent fatal collision at Brockley Coombe on the approach to the airport

089. Cllr Harland noted that a team of Councillors are working through the lengthy Bristol Airport planning application and will circulate a draft response when ready.

4. Planning

090. 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)

091. Cllr Harland thanked Dt Cllr Petty for following up on BPC's letter to Cllr Daw regarding the proposed closure of Chelvey Road and looked forward to an update.

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)

092. Cllr Harland reported that an NSC Ecologist had visited Farleigh Fields East following the removal of a hedge by Persimmon Homes (PH). PH has consent to enhance the hedge, but works were undertaken outside the optimum planting season; the matter is being monitored by NSC.

093. The matter is being monitored by NSC.

094. Cllr Harland reported that PH is keen to commence work at Farleigh Fields West; however, the Construction Traffic Management Plan (CTMP) has not yet been approved by NSC. Work on the Reserved Matters application is continuing, and BPC will be meeting with Persimmon Homes in the coming weeks.

095. Cllr Harland reported that there have been a number of issues relating to the Rodney Road site, including damage to pavements. Taylor Wimpey is following these matters up with its contractors.

i) To consider and determine the Council's response to the draft Construction Traffic Management Plan for Coles Quarry

096. Cllr Harland updated Members that, following safety concerns, the developers had agreed to produce a Construction Traffic Management Plan (CTMP). However, further refinement is required. Cllr Harland proposed that Backwell Parish Council's suggested amendments be sent to the developer

097. **Resolved: Unanimously Backwell Parish Council agree that the suggested amendments to the Construction Traffic Management Plan (CTMP) be submitted to the developer**

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

098. Cllr Harland proposed that Rubix and Mac Mic be invited to give presentations at the Parish Hall, hosted by BPC, with members of the public invited to attend and ask questions

099. **Resolved: Unanimously Backwell Parish Council agree that Rubix and Mac Mic be invited to give presentations at the Parish Hall open to the public**.

4.2. To receive an update on the Local Green Space

0100. Cllr Harris informed members that he and Cllr Ould had met with Persimmon Homes earlier that day. BPC continues to work hard to explore options to secure the land for the benefit of the village without placing a financial burden on residents

4.3. To receive an update on the Local Plan

0101. No update.

4.4. To receive an update on the Neighbourhood Plan

0102. Cllr Harland reported that Polden Planning has concluded its review of the current Neighbourhood Plan and the survey results from last year's launch event. They have analysed this alongside NSC's emerging Local Plan to determine the policies BPC will need to adopt and include in its Neighbourhood Plan.

0103. Those who expressed interest in joining a Neighbourhood Plan Steering Group will be contacted again shortly.

4.5. To receive an update on Bristol Airport

0104. Covered under item 3.9. Cllr Harland reminded members of the Save Felton Common Event being held at Felton Parish Hall on 16th May.

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

0105. Noted.

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)

0106. Resolved: Unanimously Backwell Parish Council approves expenditure for the review and preparation of responses to outline planning applications at a fee of up to £2,340 plus VAT per application, and Reserved Matters application(s) at a fee of up to £1,560 plus VAT per application, with any additional work to be charged at an hourly rate of £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

0107. Resolved: Unanimously Backwell Parish Council approves expenditure for advice in relation to Reserved Matters application(s) up to an initial budget of £3,375 plus VAT

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

0108. Resolved: Unanimously Backwell Parish Council approves expenditure for advice in relation to current planning applications 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

0109. The Clerk confirmed that a quote for this had now been received for a sum up to £1,600 plus VAT

0110. Resolved: Unanimously Backwell Parish Council approves expenditure for hydrology advice in relation to current planning applications up to an initial budget of £1,600 plus VAT

4.8. To agree a response to the planning applications as set out in the accompanying report ***(BPC's decisions submitted to NSC are set out below; the reasons for each decision are included in full in Appendix 1)***

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a) **26/P/0701/LDP – 48 Long-thorn Backwell BS48 3GY**
Certificate of lawful development for the proposed erection of a single storey rear extension to replace the existing conservatory.

0111. Resolved: Resolved: Unanimously Backwell Parish Council (BPC) supports this application

b) **26/P/0734/MOD – Land North Of Youngwood Lane And East Of Netherton Wood Lane Youngwood Lane Nailsea**
Deed of Variation to S106 Agreement dated 24 September 2019 relating to planning permission 16/P/1677/OT2.

0112. Resolved: Unanimously Backwell Parish Council (BPC) notes this application and refers it to the housing officer

c) **26/P/0795/TEN – Land At Backwell Common Backwell**
Notification under Regulation 5 of the Electronic Communications Code of the intention to install fixed line broadband apparatus comprising of the installation of 2no. 10m medium wooden poles and 1no. light wooden pole at 3 separate locations along Backwell Common. THIS IS NOT A PLANNING APPLICATION

0113. Resolved: Unanimously Backwell Parish Council (BPC) notes this installation

d) **26/P/0787/TEN – Land At Backwell Common Backwell**
Notification under Regulation 5 of the Electronic Communications Code of the intention to install fixed line broadband apparatus comprising of the installation of 1no. 10m light and 2no. 10m medium wooden poles. THIS IS NOT A PLANNING APPLICATION

0114. Resolved: Unanimously Backwell Parish Council (BPC) notes this installation

e) **26/P/0686/OU2 – Bristol Airport North Side Road Felton Wrington BS48 3DY**
Hybrid planning application (full and outline elements) with Environmental Statement for the expansion of Bristol Airport to enable a throughput of 15 million passengers per annum, operating within a rolling 12 month cap of 99,931 air transport movements and 4,974 night flights between the hours of 23:30 and 06:00.

0115. Cllr Harland reported that a group of Councillors is reviewing the lengthy planning application documents. A draft response will be presented for consideration at the next meeting on 4th June.

5. Transport and Infrastructure

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

0116. No update

5.2. To receive an update on Speed Indicator Devices

0117. Covered under item 3.6.

6. Environment and Community

6.1. To receive an update on tree planting locations

0118. No update. Cllr Ould informed members that she would explore possible options and locations. Cllr Petty noted that there is time for further consideration, as any tree planting would not need to take place until the winter.

6.2. To receive an update on the digital noticeboard

0119. Cllr Harris confirmed that the consultation period for the planning application relating to the digital noticeboard closes on 13th May, with a determination deadline of 28th May.

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

0120. The Clerk confirmed that further investigation is required. Deferred.

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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)

0121. The Finance Working Party recommended contributing towards the cost.

0122. Resolved: Unanimously Backwell Parish Council (BPC) agree to contribute towards the cost of vegetation clearance along the A370 footpath from Backwell Farleigh to Flax Bourton, with a budget provision of up to £1,000 approved for this purpose.

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).

0123. The Finance Working Party recommended not taking part in this scheme.

0124. Resolved: Unanimously Backwell Parish Council (BPC) agree not to participate in the North Somerset Council Highways Pilot Scheme for 2026.

7. Governance and Policy

7.1. To review the Policies and Procedures Schedule

a) To approve the Information Technology Policy

0125. Resolved: Unanimously Backwell Parish Council approve the Information Technology Policy

b) To approve the updated Data Protection Policy

0126. Resolved: Unanimously Backwell Parish Council 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

0127. Cllr Young reported that the majority of respondents to the consultation were in favour of North Somerset Council joining the West of England Mayoral Combined Authority. Approval from the Secretary of State is required and, if granted, North Somerset Council is likely to join in late 2026 or early 2027.

9. Contracts (details of quotations are set out in the accompanying reports)

9.1. Grounds Maintenance Contract

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

0128. Cllr Ould informed members that the Finance Working Party recommended acceptance of Quote D for the Grounds Maintenance Contract. The anticipated saving compared to the current contract cost would allow additional necessary work, including verge maintenance, to be undertaken. It was noted that this was also a factor in the Finance Working Party's recommendation not to participate in the North Somerset Council Highways Pilot Scheme.

0129. Resolved: Backwell Parish Council unanimously agree to accept Quote D for the Grounds Maintenance Contract at a cost of £3,443.50 plus VAT.

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

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0130. Cllr Ould informed members that the Finance Working Party recommended acceptance of Quote B for the Council's insurance

0131. It was noted that a third quotation had been requested but not received

0132. Resolved: Backwell Parish Council unanimously agree to accept Quote B for the Council's insurance at a cost of £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.

0133. Deferred

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

0134. Cllr Ould informed members that the Finance Working Party recommended acceptance of the quote for the new gates

0135. It was noted that additional quotation had been requested but not received

0136. Resolved: Backwell Parish Council unanimously agree to accept the quote for £1,850.00 plus VAT for the supply and installation of a new gate at the Oatfield Play Area.

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)

0137. Noted.

10.2. To authorise expenditure for the month of May 2026

0138. The Clerk informed members that there were thirteen additional payments and one additional receipt, as set out in Appendix 2

0139. The confirmed total expenditure for the month, including the additions set out in Appendix 2, was £77,805.87

0140. It was noted that expenditure for the month was higher than usual due to the annual payment of grants

0141. Resolved: Unanimously Backwell Parish Council authorise expenditure of £77,805.87

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

0142. Noted.

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

0143. The Clerk reported that the forms need to be resubmitted following a request from the bank.

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

0144. Resolved: Unanimously Backwell Parish Council retrospectively approves expenditure of £21.93 for 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

0145. Noted.

0146. There being no further items of business, the Chairman closed the meeting at 21:12 hours.

Signed…….Chairman

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