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 5th November 2026
Time: 7:30pm
Venue: Backwell Parish Hall
Public Participation: Members of the public may speak during Item 2 on Agenda items only.

1. Administration

1.1. To receive apologies for absence
1.2. To receive declarations of interest and consider written applications for dispensations
1.3. To approve the Minutes of the meeting held on 1st October 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 note the Minutes of the Planning and Placemaking Committee meeting held on 15.10.26
    a) To receive the recommendation of the Planning and Placemaking Committee and to formally approve and ratify expenditure of up to £4,300 plus VAT for Local Plan Examination representation (Planning Committee Minute numbers 139 – 141 and 143):
        i) Barrister (Hashi Mohamed): 50% contribution of £1,500.00 plus VAT, plus 50% contribution towards hotel expenses (cost TBC)
        ii) Planning Consultant (Lucy White): 50% contribution up to £2,300 plus VAT
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
3.8. To receive an update from the Finance Working Party
    i) To consider and approve early payment of the grant application from Backwell Junior School PTA for funding for football kit, using CIL money
    ii) To consider accepting a late grant application from Yatton Youth and Community worker for a lunch time programme to support pupils at Backwell School
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 note the Farleigh Fields East, Expert Opinion Hydrology document,
    ii) To note the Farleigh Fields West, Dark Lane, Expert Opinion Hydrology Document
    iii) To note Backwell Parish Council's response to the latest submission pack for Farleigh Fields West, Dark Lane
c) Sites at pre-application stage or subject to emerging proposals (e.g. Land East of Backwell, Land North of Farleigh Road, South Nailsea)
    i) To note the joint response from Backwell Parish Council and Nailsea Town Council to application 23/P/1145/OUT, Land South Of Nailsea, West Of Station Road, 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
a) To receive an update on for planning ahead for young people
b) To receive an update on the safe route to school project
4.5. To receive an update on Bristol Airport
a) To consider and determine the Council's response to the resubmission documents regarding Bristol Airport's 15mppa application
4.6. To receive and consider the monthly report from Lucy White Planning Ltd
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
4.8. To consider and determine Backwell Parish Council's response to the North Somerset Highway Maintenance Programme 2027/28 questionnaire
4.9. To receive and consider the fee proposal of up to £1,950.00 plus VAT from Lucy White Planning Ltd to review the planning application for Coles Quarry and prepare representations.
4.10. To consider and determine Backwell Parish Council's response to the North Somerset Highway Department's review of Brockley Crossroads

5. Transport and Infrastructure
5.1. To receive an update on the Bus Services Improvement Plan
5.2. To receive an update on Vehicle Activated Signs

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
a) To consider and and approve the quotation for ditch clearance, including soil disposal, at a cost of £1,320.00 plus VAT
6.4. To receive an update on the invitation from North Somerset Council's Senior Anti-Social Behaviour Officer

7. Governance and Policy
7.1. To review the Policies and Procedures Schedule:
a) To consider and approve updated Employee Disciplinary Policy

b) To consider and approve updated Employee Grievance Policy
c) To consider and approve updated Lone Working Policy
d) To consider and approve updated Sickness Absence Policy
e) To consider and approve updated Maternity Leave and Pay Policy
f) To consider and approve updated Paternity Leave and Pay Policy
g) To consider and approve updated Carer's Leave Policy

7.2. To consider and approve the schedule of meeting dates from April 2027 to March 2028

7.3. To consider and determine whether to establish a Finance Committee

8. Contracts and maintenance

8.1. To consider and approve a 3-month trial proposal from Cobalt Accountants for additional RFO and financial support services at £300.00 plus VAT per month (bringing the total monthly fee to £333.00 plus VAT alongside existing payroll services), as an extension to the existing contract under Financial Regulation 5.12(iv)

8.2. To receive an update on decorating the old metal barriers that surround the Christmas tree

8.3. To consider and approve a quotation of £1763.70 to rub down and repaint the two swings and the two access gates at Moor Lane Play Area and also to replace all the swing chains on both swings.

9. Finance

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

9.2. To authorise expenditure for the month of November 2026

9.3. To receive and note the financial reports including Bank Reconciliation, Statement of Accounts, Cashbook, Budgeting report, Committed Spend report and Net Position report

9.4. To note the following, authorised under the Clerk's delegated authority:
a) Backwell Parish Council branded feather flag purchased from Sailflags at a cost of £150.40 plus VAT
b) Community litter picking aids purchased from The Brush & Broom at a cost of £123.75 plus VAT
c) Bramble clearance and spray behind the Parish Office at a cost of £220.00, CPS providing the service
d) Hydrology survey data from Pinpoint Mapping Limited at a cost of £325.00 plus VAT as considered by the Planning & Placemaking Committee on 15.10.26 and paid urgently to meet examination deadlines (Minute 139, 142 and 143)
e) Adding a name to the Honours board, services provided by Gould Group, at a cost of £65.00 plus VAT

9.5. To discuss CIL (Community Infrastructure Levy) funds and consider any actions

10. Confidential

To resolve, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960, to exclude the Public and Press from the meeting due to the confidential nature of the business to be transacted

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

10.2. To receive an update on *Backwell as a Strategic Site*

10.3. To consider and determine a proposal to increase the Clerk's contracted working hours, following successful completion of CiLCA

10.4. To note the successful completion of the agreed office development project by the Clerk and formally approve the awarding of a five spinal column point pay increase, backdated to 1st June 2026, in accordance with the resolution of 2nd July 2026 (Minute 370)

10.5. To consider and determine*:*

a) Whether to waive Financial Regulation 5.1 (requirement for competitive quotations) in accordance with Financial Regulation 5.3, recognising Local Council Consultancy as a specialist sole supplier for local council operational reviews

b) Whether to instruct Local Council Consultancy to carry out an independent operational review of Backwell Parish Council's internal structures, operational needs, and financial planning, subject to receipt of a fee proposal not exceeding £3,000 plus VAT

11. Meeting Dates

To note the date of the next meeting as Thursday 3rd December 2026 to be held in Backwell Parish Hall at 7:30pm

Dated this 30th day of October 2026



C Melton, Clerk to the Council,

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