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Summons for 2026 Parish Council Meeting Backwell Parish Council (Quorum 5)

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

To Councillors

You are summoned to attend the next Parish Council Meeting which will take place on **Thursday 7th May 2026 at 19:30 hours at BACKWELL PARISH HALL** to consider the business set out on the attached Agenda. In the event of you being unable to attend, will you kindly advise me at the earliest opportunity.

Members are reminded that they are required to provide a Declaration of Interests prior to the appropriate Agenda item and should state the nature of the interest. The Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

Clare Melton

Clare Melton
Clerk to the Council

Distribution list:
Cllr M Bowerman
Cllr J Gordon
Cllr B Harland
Cllr P Harris
Cllr C Hatcher
Cllr J Hollis
Cllr P Horner
Cllr R Martin
Cllr S Ould
Cllr H Power
Cllr P Ramos
Cllr J Sharkey
Cllr R Taylor
Cllr A Young

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

Minutes of the Full Council Meeting held on 1st April 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 Phil Harris (Chairman), Mo Bowerman, Barbara Harland, Charles Hatcher, Paddy Horner, Hilary Power, Bob Taylor and Anthony Young
IN ATTENDANCE: Clare Melton (Clerk), 2 members of the public

1. Administration

1.1. To receive apologies for absence
001. Cllrs Gordon, Ould, Martin, Ramos and Hollis. Dt Cllr Petty
1.2. To note the resignation of Councillor James Sharkey and the resulting vacancy
002. Members noted the resignation and thanked James Sharkey for his time on the Council.
1.3. To consider the co-option of M Rogers and, if appointed, to receive their Declaration of Acceptance of Office
003. Deferred.
1.4. To receive declarations of interest and consider written applications for dispensations
004. Personal interest
Cllr Horner – Agenda item 4.1c) Station Close resident
Cllr Harland – Agenda items 4.1b) – Dark Lane resident
Cllr Bowerman – Agenda item 4.1c), 4.6h) – Backwell Common resident
Cllr Hatcher – Agenda item 4.7c) – Neighbour of applicant
Cllr Young – Agenda item 4.7e) – Neighbour of applicant
005. Prejudicial interest
None.
006. Disclosable Pecuniary Interests
None.
1.5. To approve the Minutes of the meeting held on 5th March 2026
007. The Minutes of the Full Council Meeting held on 5th March 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)
008. A member of the public:

- Thanked Cllr Power for attending the Nailsea & Backwell Disabled Access Café and provided an update
- Raised concerns regarding flooding across the pavement by Backwell Lake
- Raised concerns regarding the withdrawal of the X7 bus service

Members noted the comments. The Clerk will provide relevant contact details, and correspondence will be shared with the appropriate parties.

3. Reports

3.1. To receive a report from the District Councillor
009. No report this month.

Signed……Chairman

3.2. To receive communications from the Chairman

010. None.

3.3. To answer questions from Councillors

011. None received.

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

012. Noted.

3.5. To receive an update from the Clerk

013. The Clerk provided an update on:

- staff holidays;
- staff medical absence; and
- the commencement of the financial year-end process.

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

014. Cllr Power reported that a stile on a public right of way north of the A370, near Farleigh Fields, will be replaced with a kissing gate to improve accessibility. The project is part-funded by Backwell Parish Council (BPC) and North Somerset Council (NSC), with installation to be carried out by the Woodspring Ramblers. Members noted their thanks to all involved.

a) To receive an update on the audit of pavements in Backwell

015. Cllr Power reported that Cllr Gordon is reviewing the audit, but was not present to provide an update.

3.7. To receive an update from the Enhancement Working Party

016. Cllr Bowerman reminded members that the Chairman's Drinks will take place after the meeting on 2nd July, which will start at 6.30pm, and also reminded members of the December events.

3.8. To receive an update from the Finance Working Party

017. Cllr Taylor updated members on the recent Parish Hall Trustees meeting and advised that additional funding may be required for IT equipment due to unforeseen Wi-Fi costs, noting that a grant has already been provided.

3.9. To receive an update on Downside

018. Cllr Taylor updated members on ongoing issues relating to Bristol Airport, including continued safety concerns regarding the bus stop. He reported that North Somerset Council (NSC) has indicated that parking restrictions within the lay-by may be required as an alternative. Members noted frustration that the matter has been ongoing for a number of years and that the Council will need to restate its position to NSC. Cllr Harland confirmed that she has raised the matter with Dt Cllr Petty, who is also following this up.

019. Members discussed the potential need for specialist highways and legal advice. It was noted that a resident with relevant expertise may be able to assist.

020. Resolved: Unanimously Backwell Parish Council agree that a fee proposal be sought for specialist highways advice and legal advice.

4. Planning

021. No update. Cllr Harris handed over to Cllr Harland as Chair of Planning.

4.1. To receive an update on major planning sites within the parish, including:

022. No update.

a) Sites with planning outline permission granted (e.g. Grove Farm)

i) To agree a response to the Highways and Access arrangements for Grove Farm

023. Cllr Harland referred to a draft letter to Cllr Daw, circulated prior to the meeting, regarding the proposed closure of Chelvey Road and the lack of progress on previously discussed

alternative access arrangements. The draft reiterates BPC's position regarding access for residents.

024. Resolved: Unanimously Backwell Parish Council approve the draft letter and agree that it be sent to Cllr Daw.

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)

025. Cllr Harland updated members as follows:

- **Farleigh Fields East** – A new Speed Indicator Device, in line with Persimmon's Section 106 agreement, has been installed. Cllr Harland has written to NSC regarding flooding issues
- **Land West of Rodney Road** – A partial road closure for resurfacing is in place for the remainder of the school holidays. Pedestrian access to the Playing Fields is maintained, with resident vehicle access permitted between 4.30pm and 8.30am. Cllrs Harland and Power met with Taylor Wimpey on 1st April to discuss a number of residents' concerns
- **Farleigh Fields West (Land off Dark Lane)** – Updated mitigation information, including the Construction Traffic Management Plan (CTMP) and drainage proposals, has been received and is being reviewed by BPC. A meeting is being arranged to discuss these matters
- **Coles Quarry** – Awaiting a draft CTMP. Following an HGV-related incident during the school run, members agreed to request no site traffic movements at school times and for the Clerk to contact the PCSO regarding school run presence and pavement obstruction issues

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

026. Cllr Harland informed members that Rubix has submitted an application to demolish 37 Farleigh Road, to be considered under Agenda item 4.7.f).

4.2. To receive an update on the Local Green Space

027. Cllr Harland informed members that an update is awaited from NSC.

4.3. To receive an update on the Local Plan

028. Cllr Harland referred to a draft letter to North Somerset Council (NSC), circulated prior to the meeting, regarding the need to review the emerging Local Plan. Members expressed the view that any action or application outside of the Local Plan process would be premature and not in keeping with the intended strategic and democratic planning framework.

029. Resolved: Unanimously Backwell Parish Council approve the draft letter and agree that it be sent to North Somerset Council.

4.4. To receive an update on the Neighbourhood Plan

030. There was no update. Cllr Harland confirmed that Polden Planning is being kept informed of relevant matters in Backwell.

4.5. To receive an update on Bristol Airport

031. Cllr Harland informed members that Bristol Airport has announced its intention to apply to increase passenger numbers to 15 million per annum. She raised concerns regarding the potential impact, including increased emissions, pressure on local roads and noise.
Cllr Harland proposed that BPC object to the proposal when the consultation opens.
Members discussed the proposal and **agreed**.

Members also noted that the Parish Councils Airport Association (PCAA) has requested that Parish Councils ask their District Councillors to write in support of objections. It was **agreed** that this request be made.

032. Resolved: Unanimously Backwell Parish Council agree to object to the proposed increase in passenger numbers and to request that Dt Cllr Petty write in support. Cllr Harland will prepare a draft response.

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

033. Noted.

4.7. 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 the Appendix)***

a) 26/P/0447/FUH – Bowbell Cottage, The Batch, Backwell, BS48 3DL
Proposed erection of a second storey rear/side extension and associated works

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

b) 26/P/0440/FUH – 5 Amberlands Close, Backwell, BS48 3LW
Proposed erection of a single storey rear extension and extension to front porch

035. Resolved: Unanimously Backwell Parish Council (BPC) supports this application in principle

c) 26/P/0520/FUH – 33 Church Town, Backwell, BS48 3JQ
Proposed erection of a first floor front extension over existing garage

036. Resolved: Backwell Parish Council (BPC) supports this application in principle by a majority vote (1 abstention)

d) 26/P/0527/FUH – 4 Manor Court, Backwell, BS48 3BS
Proposed conversion of existing garage to form livable space and erection of a single storey rear extension. Expansion of existing raised rear terrace and front hardstanding

037. Resolved: Unanimously Backwell Parish Council (BPC) supports this modest application with conditions

e) 26/P/0554/FUH – Bracken Lodge, Church Lane, Backwell, BS48 3JJ
Proposed new loft conversion with the installation of 3 new dormer windows to the rear elevations and conservation roof lights to the front elevation. Installation of new bi-fold doors to the rear elevation at ground floor level to replace existing windows and replacement of the single pane windows to be replaced with new UPVC windows and associated works

038. Resolved: Backwell Parish Council (BPC) supports this application, with conditions, by a majority vote (1 abstention)

20:30 Cllr Taylor temporarily left the meeting

f) 26/P/0568/DEA – 37 Farleigh Road, Backwell, BS48 3PB
Application to determine if prior approval is required for the proposed demolition of existing dwelling and outbuildings at 37 Farleigh Road

20:33 Cllr Taylor returned to the meeting

039. Resolved: Unanimously Backwell Parish Council (BPC) objects to the proposed demolition of 37 Farleigh Road

g) 26/P/0477/FUL 45 West Town Road, Backwell, BS48 3HG

Proposed change of use from a printing and sign-writing workshop to the operation and administration of an online motor parts and household goods company, Use Classes E (g)(i), (ii) and (iii)

040. **Resolved: Unanimously Backwell Parish Council (BPC) wishes to add an addendum to our objection previously submitted**

h) 25/P/2353/FUL Former Railway Compound Backwell Bow Backwell

Change of use of land from disused railway compound to 1no. Traveller and Gypsy pitch together with the formation of hardstanding, the erection of a day room and creation of a paddock

041. **Resolved: Backwell Parish Council (BPC) continues to object to this application by a majority vote (1 abstention) and wishes to add an addendum to our previous submission.**

5. Transport and Infrastructure

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

042. Cllr Hatcher updated members on the temporary closure of the A370 for roadworks and confirmed that contact has been made with the Bus Services Improvement Plan (BSIP) team at North Somerset Council (NSC).

Members noted that a shuttle bus to Bristol is proposed; however, concerns were raised regarding the lack of provision for those travelling towards Weston-super-Mare, and the limited accessibility of rail alternatives for those with mobility needs. Concerns will be passed to Dt Cllr Petty.

5.2. To receive an update on Speed Indicator Devices

043. Cllr Power updated members that the Clerk has prepared a report on Speed Indicator Devices ("smiley face" signs), which has been circulated to the Rights of Way and Highways Working Party. It was noted that NSC has advised that any device must be mobile and relocated approximately every two weeks. The Clerk confirmed that research is ongoing, including consideration of purchasing a device outright or procuring a managed service package, and that quotations are awaited.

5.3. To consider a request from a resident for a no parking/keep clear white line

044. Cllr Taylor reported that he had visited the property. Members considered the request and agreed that a response will be issued to the resident. Cllr Taylor will prepare a draft.

6. Environment and Community

6.1. To receive an update on the Green bus shelter proposal

045. Members were informed that research to date indicate that the new bus shelters being installed by NSC will not have green 'roofs'.

6.2. To receive an update on tree planting locations

046. There was no update. It was suggested that the allotments could be explored as a potential location.

6.3. To receive an update on the digital noticeboard

047. Cllr Harris confirmed that a planning application for the digital noticeboard has been submitted.

6.4. To authorise the Clerk to seek a quotation and appoint Landscape Services for ditch clearance at Backwell Allotments, subject to Financial Regulations

048. Members discussed the matter and agreed that Cllr Taylor will investigate this further. Cllr Harland suggested that the work should be undertaken on an annual basis as it is a recurring issue.

7. Governance and Policy

7.1. To review the Policies and Procedures Schedule

a) To approve the Health and Safety Policy

049. Resolved: Unanimously Backwell Parish Council approve the updated Health and Safety Policy.

7.2. To confirm BDO, Southampton, as External Auditor for 2025-26, to consider any conflicts of interest and sign the appropriate form

050. Cllrs confirmed that there were no conflicts of interest.

051. Resolved: Unanimously, Backwell Parish Council confirm BDO, Southampton, as External Auditor. The Council confirms that there are no conflicts of interest. The conflicts of interest form was duly signed by Cllr Harris and the Clerk.

8. Consultations

8.2. To consider and approve the response to the West of England Combined Authority (WECA) to include North Somerset Council consultation

052. After discussion, it was **agreed** that Cllr Young will circulate the draft response to members for consideration and approval prior to submission on behalf of the Council.

21:06 One member of the public left the meeting.

9. Contracts (details of quotations for 9.1 – 9.3 are set out in the accompanying reports)

9.1. Dog and Litter Bin Maintenance Contract

To consider and determine the most appropriate contractor for the provision of dog and litter bin maintenance services

053. Resolved: Unanimously, Backwell Parish Council to accept Quotation B.

9.2. Village Floral Displays Contract

To consider and determine the most appropriate contractor for the provision of village floral displays, including the War Memorial

054. Resolved: Unanimously, Backwell Parish Council to accept Quotation B.

9.3. Grounds Maintenance Contract

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

055. Members discussed the significant differences between the quotations, with differing views expressed. It was noted that there may be inconsistencies in the quotations received. Following discussion, Cllr Harris proposed that the item be deferred and that each contractor be contacted to review and confirm their quotations.

056. Resolved: Backwell Parish Council agreed by a majority vote (1 against) to defer the item and contact each contractor to review and confirm their quotations.

9.4. Office Waste and Recycling Collection

To consider and determine the most appropriate recycling collection arrangement for the Parish Office in order to meet forthcoming legal requirements, with the following options:

a) 1 × 55L recycling box (excluding glass), monthly collection – £20.28 per year
b) 2 × 55L recycling boxes (including glass), monthly collection – £34.20 per year
c) 1 × 23L food waste bin, fortnightly collection – £70.20 per year

and to determine whether to implement food waste collection at this stage or review prior to the 2027 compliance deadline

057. Resolved: Backwell Parish Council unanimously agreed to proceed with Option A (no food waste collection) and to review the position prior to the 2027 compliance deadline.

9.5. IT Security – Online Accounts

To consider and determine the most appropriate arrangement for online accounts in order to enhance security, accountability and compliance, comprising four new accounts at a cost of £24.00 per month (excluding VAT)

058. Resolved: Backwell Parish Council unanimously agreed to implement the proposed online account arrangement, comprising four new accounts at £24.00 per month (excluding VAT).

10. Finance

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

059. Noted.

10.2. To authorise expenditure for the month of April 2026

060. The Clerk informed members that there were fifteen additional payments and two receipts:

Payments						
Name	**Details**	**Date**	**Payment**	**Net**	**VAT**	**Total**
CBS (Accounting) Ltd	Payroll services	01.04.26	BACS	£27.50	£5.50	£33.00
Mr A Savage	Office cleaning, village orderly - March 2026	01.04.26	BACS	£704.00	£140.08	£844.08
Mr A Savage	Litter bin monthly March 2026	01.04.26	BACS	£120.00	£24.00	£144.00
Mr A Savage	Dog bin & litter bin monthly fee March 2026- **MOOR LANE**	01.04.26	BACS	£220.00	£44.00	£264.00
Mr A Savage	Dog bin monthly fee March 2026	01.04.26	BACS	£315.00	£63.00	£378.00
Lite	Festive Lighting deposit payment 1 of 3	01.04.26	BACS	£1,840.25	£368.05	£2,208.30
EDF	Christmas Lights Feeder Pillar	01.04.26	BACS	£16.22	£0.81	£17.03
EDF	Parish Office	26.04.26	DD	£17.44	£0.87	£18.31
PC Dial	Monthly IT contract charge- Mar 26	01.04.26	DD	£202.00	£40.40	£242.40
Unity Trust Bank	T1 Service charge	31.03.26	DD	£7.00	£0.00	£7.00
Unity Trust Bank	T2 Service charge	31.03.26	DD	£11.95	£0.00	£11.95
Virgin Business	Office internet and phoneline	20.04.26	DD	£46.04	£9.21	£55.25
Office Boffins	Meeting room table	01.04.26	BACS	£244.95	£48.99	£293.94
ALCA	ALCA & NALC subscription	01.04.26	BACS	£980.30	£0.00	£980.30
The Planning Portal	Advertising Planning application for digital noticeboard	01.04.26	BACS	£396.00	£0.00	£396.00
	TOTAL			**£5,148.65**	**£744.91**	**£5,893.56**
Receipts						
Name	**Details**	**Date**	**Payment**	**Net Amount**	**VAT**	**Total**

Signed……Chairman

Unity Trust Bank	Credit interest	31.03.26	IN	£194.40	£0.00	£194.40
NatWest	Credit interest	31.03.26	IN	£231.62	£0.00	£231.62
				£426.02	**£0.00**	**£426.02**

061. The confirmed total expenditure for the month, including the additions above, was £15,982.97.

062. Resolved: Unanimously Backwell Parish Council authorise expenditure of £15,982.97

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

063. Noted.

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

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

11. Meeting Dates

11.2. To note the date of the following meetings:

- Planning Committee Meeting – Thursday 16th April 2026 in the Committee Room at 7:00pm
- Annual Parish Meeting of Electors – Thursday 23rd April 2026 in Backwell Parish Hall at 7:30pm
- Parish Council Meeting – Thursday 7th May 2026 in Backwell Parish Hall at 7:30pm
- Annual Meeting of Backwell Parish Council – Thursday 21st May 2026 in Backwell Parish Hall at 7:30pm

065. Noted.

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

Signed……Chairman

Planning Responses from the Backwell Parish Council Full Council Meeting 1st April 2026

Sent via email due to North Somerset Council Planning Portal being down

Agenda item 4.6

a) **26/P/0447/FUH – Bowbell Cottage, The Batch, Backwell, BS48 3DL**
Proposed erection of a second storey rear/side extension and associated works

Resolved: Unanimously Backwell Parish Council (BPC) objects to this application due to the following reasons:

Massing and Design:
The proposal represents an extensive build, what is the increase in footprint as it is unclear from the online drawings? A clarification of the percentage increase is requested and we ask for this to be considered in line with the Residential Design Guidelines part 1 & 2.
The proposed building's scale, massing, form, height and design are not proportionate to the existing dwelling, which is characterised by a traditional cottage style. Consequently, the proposal does not comply with Residential Design Guidance (RDG)1 & 2.
A flat roof would be against RDG 1 & 2 with a second storey, from the plans some of this will be visible from the front. BPC suggests that a shallow hip and purlin roof design more in keeping with the character of the original cottage on any section visible from the front/side
Increased Footprint and Impact on Neighbours:
BPC notes that this proposal represents a significant increase in footprint and requests the officer explore this context.
Flood Risk and Surface Water Displacement:
Given the scale of this application with the increased surface water displacement, BPC is concerned about the increased flood risk or contribution to cumulative surface water impacts within the wider area, especially due to the site's sloped topography. The proposed roof will be larger, which is likely to result in faster water displacement and increased surface water volume. BPC therefore requests that if the officer is minded to approve the applicant must provide a simple drainage plan arrangement demonstrating how surface water runoff will be appropriately managed and mitigated. This could include a Sustainable Drainage System (SuDS) or an on-site soakaway. This plan should be conditioned to safeguard both the property and neighbouring properties, as well as future-proof the site. Backwell and Downside is at risk of surface run off, this is now a standard request for all similar builds and has been conditioned in most.
Guttering and Soffits:
Confirmation is needed that the guttering and soffits will be fully contained within the curtilage of the property and will not overhang neighbouring properties. This has been an issue in the parish in the past, and BPC requests that this be consistently enforced for similar developments. It is unclear from the plans if this is

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the case, BPC would ask the officer to check and condition if necessary.

<u>Ecological Considerations</u>:

The site is located within the North Somerset Bat SAC Consultation Zone B. Lesser and Greater Horseshoe bats are located a short distance away as the crow flies in the northern end of Brockley Woods. Therefore, considering its position BPC requests that strict control of external lighting is secured by condition. In accordance with model condition ECO08, details of any external floodlighting or means of illumination of any building or structure should be submitted to and approved in writing by the Local Planning Authority prior to occupation. No external lighting should be installed other than in accordance with the approved details, and no variation should occur without prior written approval of the Local Planning Authority. This has been conditioned on some other builds within the green belt in the village.

The proposal must include ecological enhancements, such as the installation of at least six swift boxes, as per BPC's Biodiversity Policy.

<u>Construction Traffic and Site Constraints</u>:

The Batch is a constrained area with a narrow, single-track un-pavemented lane unsuitable for large construction vehicles. The proposal would require smaller vehicles for deliveries and construction, with vehicles needing to operate on a one-in, one-out basis with no waiting nearby as two-way passing or turning is almost impossible. Downside Road is a busy approach to the Airport, with blind bends; waiting cannot be deferred to this road or anywhere else in Downside. A site visit by the officer would illustrate the constraints.

Highways have been damaged locally due to a build with similar constraints. Enforcement are aware of this in the Downside/Backwell Hill area. Many of our lanes nearby have been damaged and underlined by small construction sites – Highways and NSC Planning Enforcement are aware of this – which has created safety issues for residents and road users, hence more care is being taken on these constraints sites to condition construction traffic movements carefully. The LPA & HA are working to ensure that future builds do not create further damage.

If minded to approve BPC request the following considerations and conditions:

- **A drainage plan is devised and implemented**
- **The building design ensures that all water displacement occurs within the curtilage of the property**
- **A CTMP is created to ensure that all construction vehicles must be parked on site**
- **Deliveries and traffic movements should be after 9am and before 3pm to avoid children who are walking on this narrow pavemented lane – this is a key safety requirement. Several children walk the Batch and then wait for a bus at the top of the Batch without a pavement, construction vehicles add an additional hazard**
- **BPC requests that construction and work on site is limited to 8am to 5pm Mon to Friday and 8am to 1pm on Saturdays with no machinery or work**

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undertaken outside of these hours. No work on Sundays or Bank Holidays. This will help preserve the tranquillity of the area, which in a hollow is quite protected from the noise of the airport and Downside Road

- **Ecological enhancement with Bat mitigation and swift boxes as outlined above.**

Many thanks

b) 26/P/0440/FUH – 5 Amberlands Close, Backwell, BS48 3LW
Proposed erection of a single storey rear extension and extension to front porch

Resolved: Unanimously Backwell Parish Council (BPC) supports this application in principle. The proposal is modest, addresses concerns raised by neighbours during the 2021 application (approved but never built) and will enhance family living and utility space. If minded to approve, BPC requests the following considerations and conditions:

- **Parking should be designed in line with BPC's biodiversity policy. Existing hedges should be retained where possible, with additional shrubs at the front to offset carbon emissions**
- **All roofing, soffits, and drainage must remain within the curtilage and not overhang neighbouring properties. This has been previously contentious in the village; the result has been building control and enforcement. A simple drainage plan to ensure that all water runoff is handled through a soak away on the property or joins the storm drain would suffice**
- **As this property is within a short space of two junctions, the driveway work for additional parking should be completed first to allow construction traffic to park on-site safely. In a similar situation in the village there has been an accident due to the lack of visibility due to construction vans**
- **This site is very close to the junction with Station Road which is a busy route to school with only one narrow pavement, therefore, BPC request that all deliveries are limited to after 9am and before 3pm, this will ensure that children are safe on the approach to Amberlands.**

NSC LPA and Enforcement recognise that Backwell experiences high levels of construction activity. These measures provide practical solutions to ensure safety while enabling the applicants to achieve their goals.

Thank you for your consideration.

c) 26/P/0520/FUH – 33 Church Town, Backwell, BS48 3JQ
Proposed erection of a first floor front extension over existing garage

Resolved: Backwell Parish Council (BPC) supports this application in principle by a majority vote (1 abstention) and wishes to highlight key features of the locality that require a considerate build to achieve safety and minimise disruption, particularly as the property is near the Church Town Conservation Area and opposite the Backwell Environmental Trust woods, which hold heritage significance.

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BPC requests the following considerations and conditions:

<u>Construction Traffic and Safety:</u>

- **Deliveries should be restricted to between 9:00 am – 3:00 pm to avoid peak traffic on this narrow lane of Cheston Coombe, which, according to the data provided by the BSIP team, takes as much traffic daily as Brockley Coombe, being a short drive to the A38 and Bristol Airport. The area is also busy as it leads to the vehicular access to Backwell Junior School, which is nearby**
- **Scaffolding lorries should ideally park off-site, with possible negotiation with the nearby Cheston Coombe light industry site for unloading, or use the shared drive. Measures need to be explored and should be formalised in a simple Construction Traffic Management Plan (CTMP)**
- **All construction vehicles must be parked on the shared driveway to prevent obstruction and safety risks; equally, Church Town has limited parking that must remain free.**

The works appear to be within scope such that this could be achieved with minimal disruption if forethought is given to the practicalities. For example, minimising construction traffic by lift sharing would help.

Cheston Coombe has suffered considerable damage by HGV lorries associated with a site at Long Lane. Head of Planning Jason Beale and Cllr Annemieke Waite have inspected the damage, and the Enforcement Team (Mark Womersley) have been involved in this case. It is therefore crucial that there cannot be any obstruction on this road, as this would force drivers into deep ruts which would 'total' their car. The Highways Authority are aware that these roads require repair, but the village is still waiting. Even without repair, these roads are so narrow that obstruction must be avoided.

<u>Surface Water and Drainage</u>:

Build-out on this constrained site is possible, with challenges to overcome, before consent is given:

- **Given the steep gradient of Cheston Coombe and Church Town, all roofing, soffits, and drainage must remain within the curtilage and not overhang neighbouring properties. This has previously been contentious in the village; the result has been building control and enforcement involvement. The LLFA has just carried out an inspection of Cheston Coombe and Church Town, so NSC is aware of the surface water flood risk caused by the steep gradient of Cheston Coombe**
- **A simple drainage plan must be provided demonstrating that all surface water runoff is managed via soakaways on-site or connection to the storm drain. The NSC Hydrology Department should review and approve the plan.**

NSC LPA and Enforcement recognise that Backwell is exceptionally busy with buildings of all types, so extra care and conditions are required to help our village operate safely. BPC's suggestions are practical solutions, through conditions, to very real safety concerns, whilst ensuring that the applicants can achieve their goals.

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Thank you for your consideration.

d) 26/P/0527/FUH – 4 Manor Court, Backwell, BS48 3BS
Proposed conversion of existing garage to form livable space and erection of a single storey rear extension. Expansion of existing raised rear terrace and front hardstanding

Resolved: Unanimously Backwell Parish Council (BPC) supports this modest application with conditions. The proposal aligns with historical consents in the close and will enhance the family's living space. Although within a conservation area, it is sympathetic and consistent with nearby approvals.

BPC requests the following considerations and conditions:

- **Manor Court has become a through road access to the Rushmoor Grove, so it is important that through traffic is unimpeded by parked construction vehicles which need to be parked within the curtilage of the property**
- **Additionally, it opens out on to the A370 with one narrow pavement as the walking route to school and bus stops nearby therefore BPC requests that deliveries are restricted to 9:00 am – 3:00 pm**
- **Backwell has a history of surface water flooding, including repeated incidents on the A370 as such following the extension, all roofing, soffits, and drainage must remain within the property, and a simple drainage plan must be submitted and approved to manage runoff. This issue has previously been contentious in the village, requiring building control and enforcement.**

NSC LPA and Enforcement recognise that Backwell is exceptionally busy with building of all types so extra care and conditions are required to help our village operate safely.

BPC's suggestions are practical solutions, through conditions, to very real safety concerns whilst ensuring that the applicants can achieve their goals.

Thank you for your consideration.

e) 26/P/0554/FUH – Bracken Lodge, Church Lane, Backwell, BS48 3JJ
Proposed new loft conversion with the installation of 3 new dormer windows to the rear elevations and conservation roof lights to the front elevation. Installation of new bi-fold doors to the rear elevation at ground floor level to replace existing windows and replacement of the single pane windows to be replaced with new UPVC windows and associated works
Resolved: Backwell Parish Council (BPC) supports this application, with conditions, by a majority vote (1 abstention).
Bracken Lodge is located within Backwell's conservation and heritage area, adjacent to some of the village's oldest listed buildings and St Andrews Church. The proposed changes are at the rear, minimising impact from the front, consistent with similar works at the adjacent property.

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Design and Privacy:

- **On the conversion to dormers itself BPC requests that thought is given to the 45% rule to avoid overshadowing and loss of privacy to the property at the rear**
- **Low-profile roof lights should be fixed to reduce noise while maintaining light access, preserving the tranquillity of the conservation area.**

Construction Traffic and Safety:

Church Lane is a narrow pavemented road with high footfall for pedestrians walking to Church and the nearby Backwell Junior School. Parking is limited and constraints vehicle and pedestrian access. Parking restrictions with H lines are also on this road to afford people access to their homes.

- **BPC would therefore request all deliveries are limited to after 9am and before 3pm**
- **That working hours are restricted to 8:30am – 5:00pm Monday to Friday and Sat 8:30am to 1:00pm, no working on Sundays or Bank Holidays, this is crucial given the location in this quiet part of Backwell**
- **Construction vehicles should be minimised, with lift sharing where possible, and parked within the shared drive curtilage rather than on Church Lane.**

NSC LPA and Enforcement recognise that Backwell is exceptionally busy with building of all types so extra care and conditions are required to help our village operate safely.

BPC's suggestions are practical solutions, through conditions, to very real safety concerns whilst ensuring that the applicants can achieve their goals.

Thank you for your consideration.

f) 26/P/0568/DEA – 37 Farleigh Road, Backwell, BS48 3PB
Application to determine if prior approval is required for the proposed demolition of existing dwelling and outbuildings at 37 Farleigh Road

Resolved: Unanimously Backwell Parish Council (BPC) objects to the proposed demolition of 37 Farleigh Road. Letter sent separately to North Somerset Council.

g) 26/P/0477/FUL 45 West Town Road, Backwell, BS48 3HG
Proposed change of use from a printing and sign-writing workshop to the operation and administration of an online motor parts and household goods company, Use Classes E (g)(i), (ii) and (iii)

Resolved: Unanimously Backwell Parish Council (BPC) wishes to add this addendum to our objection previously submitted.

1. BPC wishes to clarify that this property was traditionally an agricultural store which is why its use has previously been limited to a single workshop
2. Any renovations and/or conversions must condition the safe removal and replacement of asbestos, especially as it is in a residential area.

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3. Parking is limited to one parking space – see picture attached. It has been suggested in advertising this property that there is public parking on the Playing Field land. This is limited by the Trustees to those involved in activities on the Playing Fields.

h) 25/P/2353/FUL Former Railway Compound Backwell Bow Backwell
Change of use of land from disused railway compound to 1no. Traveller and Gypsy pitch together with the formation of hardstanding, the erection of a day room and creation of a paddock

Resolved: Backwell Parish Council (BPC) continues to object to this application by a majority vote (1 abstention) and wishes to add this addendum to our previous submission:

In the most recent block/site plan submitted by the applicant on the portal, it appears to demonstrate ownership of the cycle path. BPC believes that this is incorrect. Residents have expressed their concern and are questioning the validity of this statement.

If the Land Registry does demonstrate ownership and this application is correct, BPC contends that the Railway would have previously given consent for the installation and use of the Sustrans cycle path. The cycle path has been in situ for a long and established time and would come under the 20-year rule. Nothing must be allowed to compromise the Sustrans network.

Currently Backwell Common is only partially a designated cycle route, and is also unfortunately heavily used by vehicles as a through route from Nailsea to the A370. Hence any designated cycle route must be preserved to ensure safety. This application is therefore in conflict with NSC's Active Travel policy. NSC Highways Authority must be appraised of this situation.

Thank you for your attention.

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May 2026 Update for Backwell Parish Council – Cllr Bridget Petty, North Somerset Council

April Full Council – **A busy meeting with a range of issues discussed**

I asked two questions of the cabinet

Cllr Maylan – Cabinet member for Highways and Transport

Residents of Downside Road and The Batch would like to use the A2. Please could we trial a temporary bus stop at the end of the Batch?

Could a pilot scheme be tested in the coming months for the rest of the year?

Cllr Bell – Leader of Council

I asked the leader to write to government. The Cost of Conflict is impacting the residents in my village. 20 per cent of Farleigh residents are dependant on oil for heating, our farming community rely on diesel. Oil prices has gone through the roof, please write to government to act with urgency address pricing. Local prices should not be dominated by conflicts around the world when we are producing cheaper clean energy at home.

Children's Services – There are many children who cannot remain with parents but live with family members. We discussed what an important role these families play. N Somerset Council support these families and households, matched to the Foster carer support. All our children deserve a safe and loving home.

Health Services – Recommissioning health visitor – There was discussion about an issue of recruitment, have Health Visitor pressures meant that asking a high number of visits per day that is not achievable. Importance of this work includes the school vaccinations programme.

Climate Emergency Update – I asked the cabinet member to write to government to support councils in their commitment to responding to the climate emergency, to properly fund this work, shift legislation and importantly for Backwell. Ensure airport expansion is considered with regard to carbon emissions, and the same with mass housebuilding and the Local Plan

A38 Major Road Network improvements - approval of submission of business case to government. Work at Downside Rd, A38 is being paid for by Bristol Airport. Other elements are being paid for by central government funding.

This section is referred to as West Lane to Airport Entrance (Downside Road) – April 2027 – July 2028. Delivered by N Somerset Council as commissioner.

Tropicana – Green Party councillors and other parties asked challenging questions about ensuring good value for money, good transparency of decision-making, I spoke up for delaying the vote due to a number of outstanding issues. This is likely to be discussed again in May.

The meeting is on Youtube if you want to watch again 21st April **2026 at 6pm.** Council, Tuesday 21 April 2026, 6pm

Great Day – Spring Event = Make Do and Mend

Well done to all the volunteers involved. A real community vibe, I worked with children to sow seeds and plant on peas and tomato plants to take home. Residents shared skills in Yoghurt, bread and sourkraut making, bike fixing and other finxing from the Nailsea Shedders (who are soon moving to a new home in Mizzymead).

Hedgerow Removal – Farleigh Fields BNG area.

Residents rightly pointed out that some clearing had been done, and replanting in the field NOT being built on. Planning Enforcement replied with the below.

'We have investigated this and concluded that there is no breach of planning control. We contacted the developer and they provided photographic evidence of the condition of the hedge line (brambles for the sections of hedge removed) and the bird survey that was completed before the works. The removal of brambles related to the 75 m hedge line formed part of the BNG implementation under the HMMP (Habitat Management Plan) that related to the offsite BNG works to plant native hedging along that stretch of hedge line. The offsite BNG component relates to a development in Stroud. I hope that clarifies the situation and I would be happy to discuss further as needed.'

Drains at Church Town

NSC officers came and met Parish Councillors and myself. We walked up the combe. Simon Bunn identified a number of possible nature based drainage solutions further up the hill and will follow up with landowners. I suggested this would Backwell Environmental Trust.

A370 Road Works

Asked Officers to confirm the timescale is on target – they said it was.

I informed residents when powercut on 28th April and the main lights were out. Asked officers to send support and the issue was resolved by 3.05 just before all children came out of school.

Gates at Field by Scout Hut.

I have spoken to NSC Public |Rights of Way and they are investigating whether the spec is correct as parents are concerned with the wooden kissing gate that has been installed. I think this is likely to be incorrect.

Other

Five Arce Farm is looking for volunteers to join it's community board for the newly formed CIC.

Helpful Links – this planning map can be informative.

https://map.n-somerset.gov.uk/map/Aurora.svc/run?embedded=true&nocache=0.5705291332136446&script=%5cAurora%5cDandE.AuroraScript%24&=undefined&show_layers=unitaryboundary&hide_layers=AONB,GREENBELT,Wards,PROW,COAL,FLOOD,HYBRID&x=342418.758&y=167778.555&scale=262144

I have reported pot holes and flying tipping in the local area. I was pleased to see the pot hole on Station Road is marked to be fixed. It is easy to report issues like this, and I recommend residents do. Do it online | North Somerset Council

Minutes of the Planning Committee Meeting held on 16th April 2026 at 19:00 in Backwell Parish Hall
Backwell Parish Council

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PRESENT: Councillors Mo Bowerman,Barbara Harland, Charles Hatcher, Bob Martin and Sarah Ould.
IN ATTENDANCE: Amy Symonds (Planning and Communication Officer)

1. Administration

1.1. To receive apologies for absence

001. Councillors Paddy Horner, Paul Ramos and Bob Taylor

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

002. **Personal interest**

Cllr Harland – Agenda item 2 – Dark Lane resident
Cllr Bowerman – Agenda item 2– Backwell Common resident
Cllr Ould – Agenda item 2– Resident near Land North Farleigh Road.

003. **Prejudicial interest**

None.

004. **Disclosable Pecuniary Interests**

None.

1.3. Public Participation

005. No members of the public present

1.4. To approve the Minutes of the meeting held on 19th March 2026

006. The Minutes of the Planning Committee Meeting held on 19th March 2026 were confirmed as a correct record and signed by the Chairman.

2. Planning

2.1. To receive an update on major planning sites within the parish, including:

a) Sites with planning outline permission granted (e.g. Grove Farm)

007. It was **agreed** that Cllr Harland would follow up on the BPC's letter to Cllr Daw as there has been no response to date.

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)

008. Cllr Harland updated members as follows:

- **Farleigh Fields East** – Hedge removal and planting has been reported on the LGS fields by multiple residents. Awaiting a response from Persimmon Homes.
- **Long Lane**– Awaiting feedback from enforcement.
- **Coles Quarry** – Awaiting a draft CTMP following HGV-related incident during the school run.

i) **26/P/0668/AOC Land West Of Rodney Road** Request to discharge condition 28 (Car club scheme) on application 20/P/1847/OUT

009. **Resolved: Unanimously Backwell Parish Council agreed to support with suggested conditions** *(The suggested conditions are included in full in the Appendix)*

ii) To agree a response to the latest CTMP and SWMP for Farleigh Fields West

010. **Resolved: Unanimously Backwell Parish Council agreed the draft response to the CTMP in relation to Land off Dark Lane (Farleigh Fields West)**

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

011. Cllr Harland updated members as follows:

- **Land East of Backwell –** North Somerset Council has confirmed that approval is not required for demolition.
- **Land North of Farleigh Road –** No update
- **South Nailsea –** No update

2.2. To receive an update on the Local Green Space

012. No update.

2.3. To receive an update on the Local Plan

013. Submission from North Somerset is expected soon.

2.4. To receive an update on the Neighbourhood Plan

014. Cllr Harland gave a brief outline of policy direction provided by Polden Planning on the new neighbourhood plan.

2.5. To receive an update on Bristol Airport

015. Members noted the low usage of the A2 bus service. In addition it was noted that the A3 first stop is four miles into the route, expressing concern that the service does not adequately serve all necessary areas.

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

016. Cllr Harland updated members that we are still awaiting the bus priority smart light installation.

2.7. To receive an update on the A370 roadworks, drainage, new bus stops and pedestrian crossings.

017. Cllr Hatcher provided an update to members. The lack of coordination has been challenging for residents and it is hoped that lessons can be learned for future works. Members also thanked Cllr Hatcher for his work regarding the shuttle bus provision.

2.8. To note the response to 23/P/2325/OUT, Land off Netherton Wood Lane, Nailsea (St. Modwen Homes)

018. Noted.

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

a) **26/P/0449/FUH 3 Rushmoor Grove Backwell BS48 3BW –** Demolition of the existing shed and existing front porch and proposed erection of a first- floor front extension and two-storey side extension, with a new single-storey entrance porch, alterations to existing external openings, and internal re-configurations

019. **Resolved: Unanimously Backwell Parish Council supports this application with suggested conditions**

b) **26/P/0551/FUH 35 Church Lane Backwell BS48 3PH –** Proposed replacement of existing single-storey rear extension with a flat-roof extension and deck/terrace above

020. **Resolved: Unanimously Backwell Parish Council supports the application with suggested conditions**

c) **26/P/0648/S73 41 Station Road Backwell BS48 3LN** Section 73 application to vary condition 2 (Plans) attached to permission 25/P/0484/FUH (Proposed erection of a single storey side extension, extension of existing roofing above rear extension and hip-to-gable loft conversion including with 2no. front dormers and a flat-roof rear dormer. Creation of raised rear patio, installation of PV Panels and fenestration alterations to all elevations including the removal, replacement and installation of windows and doors. Expansion of existing hardstanding and installation of EV charging point.) To allow for the use of Natureclad wood effect cladding on the new gable ends and front dormers and elevational alterations to include the removal of 4no windows and 2no. sets of doors to the rear to be made into 1no. set of 4m sliding doors

021. Resolved: Unanimously Backwell Parish Council objects to the application

d) **26/P/0464/OUT Land At Poplar Farm West End Lane Nailsea** Outline application for the development of up to 130 dwellings (Class C3) with associated landscaping, access and infrastructure. Details of the principal vehicle access from Leighwood Drive provided in detail, with matters of appearance, landscaping, layout and scale are reserved for subsequent approval.

022. Resolved: Unanimously Backwell Parish Council objects to the application.

3. Consultations

To note the response to the West of England Combined Authority (WECA) to include North Somerset Council consultation

023. Comments from members were collated and noted

4. Meeting Date

To note the date of the next Planning Committee Meeting – 18th June 2026 in the Committee Room at 7:00pm

024. Noted

025. There being no further items of business, the Chairman closed the meeting at 20:11 hours.

Signed……Chairman

Appendix – Agenda item 2 Backwell Parish Council responses to planning applications agreed at the Planning Committee Meeting on 16th April 2026

2. Planning

2.1.b)i) 26/P/0668/AOC Land West Of Rodney Road
Request to discharge condition 28 (Car club scheme) on application 20/P/1847/OUT
Resolved: Unanimously Backwell Parish Council agreed to support with suggested conditions.
Backwell Parish Council wishes to support this condition providing that the one car provided by the car club is of sufficient size and quality and that the car provided is an 'extended range' EV model. This information was not obvious from the submission, yet it makes sense for our future residents to have a quality EV at their disposal.

2.9. To agree a response to the following planning applications:

a) 26/P/0449/FUH 3 Rushmoor Grove Backwell BS48 3BW
Demolition of the existing shed and existing front porch and proposed erection of a first- floor front extension and two-storey side extension, with a new single-storey entrance porch, alterations to existing external openings, and internal re-configurations
Resolved: Unanimously Backwell Parish Council supports this application with suggested conditions.

There are two sets of proposed floor plans. As all the necessary accompanying elevations have been submitted to match the floor plans dated 19/01/2026, it is assumed that the applicant is applying based on these, and not the alternative plan shown in the Design Statement. If this is not the case, the Council requests clarification so that comments can be made accordingly.

Massing and Design:
This property is a family home in need of modernisation and renovation. Backwell Parish Council shares some concerns about the disproportionate scale of this build; however, notes that the proposals sit well within the curtilage of the plot which could accommodate a large extension. It is also recognised that, if approved, this would constrain further applications.

Increased Footprint and Impact on Neighbours:
There is no meaningful comparison available in the vicinity, which could suggest the proposal is out of character. However, the plot's size and design limit overshadowing and are sensitive to the amenity of neighbouring properties. The house is set back from the street, with mature shrubs and trees reducing negative impact. Modernizing the windows and adding a porch is sensible for energy efficiency.

Being adjacent to a conservation area and some of the oldest properties in Backwell, a street scene illustration would provide helpful reassurance on this matter. Backwell Parish Council requests that the officer double-check the proposed grey flat tiles, which appear inconsistent with neighbouring

properties; a more sympathetic color could be considered by the applicant.
The three parking spaces (plus a garage) are suitable for a five-bedroom property. However, the provision of two secure cycle parking spaces, plus a designated refuse and recycling storage area are not provided. This is required under the Residential Design Guidelines.

Flood Risk and Surface Water Displacement:
PC is concerned about increased flood risk or the contribution to cumulative surface water impacts within the wider area of the village. Given the scale of this application and the increased surface water volume from the roof, Backwell Parish Council requests that, if the officer is minded to approve, the applicant provides a simple drainage plan demonstrating how surface water runoff will be appropriately managed and mitigated. This could include a Sustainable Drainage System (SuDS) or an on-site soakaway. The plan should be conditioned to safeguard both the property and neighbouring properties, as well as to future-proof the site.

Construction Traffic
Rushmore Grove has a narrow access road, which is unsuitable for large vehicles and does not always allow two vehicles to pass. The Design and Access Statement references a spacious frontage and generous parking arrangements; therefore, Backwell Parish Council requests that, if approved, construction vehicles be required to park on-site.

Backwell Parish Council highlights the cumulative impact of multiple construction projects in the village, both large and small. The constraints of this area make this request an important safety measure, given its proximity to the A370, the narrow lane, and its status as a walking route to school. Additionally, Backwell Parish Council notes that the hedge on the site bordering the pavement is encroaching onto the footpath and reduces visibility for vehicles exiting the driveway. This hedge should be reviewed and cleared by an accredited Ecological Clerk of Works (ECoW) to check for nesting birds, and then cut back prior to the commencement of construction to ensure safe access and better visibility.

Ecological Conditions
In addition to the nesting birds mentioned in reference to the hedge, Backwell Parish Council requests that the Tree Protection Plan be submitted to the Tree Officer for examination and approval. Backwell Parish Council endorses the concept of a Tree Protection Plan (TPP).

b) 26/P/0551/FUH 35 Church Lane Backwell BS48 3PH
Proposed replacement of existing single-storey rear extension with a flat-roof extension and deck/terrace above
Resolved: Unanimously Backwell Parish Council supports the application with suggested conditions.

Backwell Parish Council wishes to support in principle a like for like replacement but would like to raise some early concerns about this application.

Design and Character
While a replacement single-storey extension has merits in modernizing and future-proofing the building, the design must be sympathetic to the unique historic character of Farleigh Combe Manor House, its estate, and the surrounding historical landscape. Backwell Parish Council requests a site visit from the appropriate NSC Officer and the views of the Heritage Officer.

Although there are no nearby neighbours, Backwell Parish Council understands that there are several tenants on the property and requests a site visit to assess the possible impact of the extension on both the tenants and the heritage setting.

Ecology and Bats.
The property is set within extensive grounds, within 2 miles of the Brockley Hall SAC, which supports lesser and greater horseshoe bats. The property grounds provide rich wildlife habitat, making a pre-construction bat survey essential.

Backwell Parish Council is concerned that the proposed glazing may cause nighttime light spillage detrimental to bats in this sensitive area. Any lighting on the terrace should be prohibited unless fully detailed and approved, following model condition ECO007as below:

(i) details of the type and location of the proposed lighting.
(ii) existing lux levels affecting the site;
(iii) the proposed lux levels; and
(iv) lighting contour plans have been submitted to and approved in writing by the Local Planning Authority. Any external lighting shall be installed and operated in accordance with the approved details.

Other properties within the Parish have been asked to redesign proposals to remove or reduce light spillage and have been conditioned with bat-friendly lights featuring downward-facing splays and appropriate lux requirements.

If these issues can be resolved, Backwell Parish Council will fully endorse the scheme.

c) 26/P/0648/S73 41 Station Road Backwell BS48 3LN

Section 73 application to vary condition 2 (Plans) attached to permission 25/P/0484/FUH (Proposed erection of a single storey side extension, extension of existing roofing above rear extension and hip-to-gable loft conversion including with 2no. front dormers and a flat-roof rear dormer. Creation of raised rear patio, installation of PV Panels and fenestration alterations to all elevations including the removal, replacement and installation of windows and doors. Expansion of existing hardstanding and installation of EV charging point.) To allow for the use of Natureclad wood effect cladding on the new gable ends and front dormers and elevational alterations to include the removal of 4no windows and 2no. sets of doors to the rear to be made into 1no. set of 4m sliding doors

Resolved: Unanimously Backwell Parish Council objects to the application. It is surprising that there is yet another application, albeit an S73 in relation to the same project on this property. This ongoing situation is not easy for the neighbours to manage.

Backwell Parish Council objects to this S73 application. There are too many amendments for it to be considered a non-material change. Significant changes to the roof elevations and designs, as well as the addition of the porch, constitute a tipping point. If all these changes are required, they should be submitted as a full planning application.

This property was previously refused a larger extension 24/P/1171/FUH, and that refusal was upheld at Appeal. This S73 feels that it is trying to achieve aspects of the refused application via other means, this is unacceptable.

The S73 is a material change, creased volume and elevations is clearly over development of a bungalow in a small corner plot. Approving this would contradict the Inspector's previous report.

If the officer is minded to approve the application, Backwell Parish Council has no objection to the change of the doorway to a sliding mechanism.

Regarding the cladding, while similar materials have been adopted elsewhere in the area and could be supported in principle, the choice of this vibrant or "loud" color is not in keeping with the character of the area and should be amended to a more muted tone in line with neighbouring properties. As currently proposed, it would be visually prominent and stand out negatively.

There are multiple legitimate grounds for objecting to this S73 application based on the proposed changes. In addition to the previously approved conversion from a bungalow, several substantial modifications necessitate a full application due to their significant material impact. However, if the officer is familiar with this property, they will know that it is uniquely placed on a corner plot, however in terms of visual impact and street view it affects two roads, Station Road and Westfield Road, it therefore has the equivalent of two frontages and impact on two street scenes. These excessive proposals do not fit the area, and changes to the fenestration at higher elevations would have a substantial negative effect.

The Inspector's report dated 10 December 2024 highlights the context:
''The appeal site relates to a detached bungalow on the corner of the junction of Station Road and Westfield Road. Station Road has a mix of detached bungalows and 2 storey houses, but the dwellings either side of the appeal site and to its rear on Westfield Road are bungalows which thus define the character of the immediate area.
The land around the appeal site slopes upwards away from Station Road. Consequently, the front garden at the appeal property is set behind retaining walls and the house is above the level of the road. Other corner properties close to the appeal site, on the other side of Westfield Road and opposite on the junction with Blackwell Common, sit behind high fences and mature hedges and are largely screened from the road. Whereas the appeal property is bounded by a low close board fence and highly visible from the road and pavement.
Policy DM 38 of the North Somerset Sites and Policies Plan Part 1 (2016) (NSSPP1) permits extensions which respect the character of the existing property Appeal Decision APP/D0121/D/24/3349884 https://www.gov.uk/planning-inspectorate 2 in terms of its scale, mass and design, and do not harm the street scene…..It would be out of keeping with neighbouring bungalows and, due to the prominence of the site and its elevated position, it would be more visually intrusive because of its additional height and mass.
The proposal would therefore conflict with Policy CS12 of the North Somerset Core Strategy (2017) (CS), Policies DM32 and DM38 of the NSSPP1 and the North Somerset Residential Design Guide Supplementary Planning Document - Section 2: Appearance and Character of house extensions (2014) which require development to be sensitive to local character.''
Backwell Parish Council requests that the S73 application be refused or withdrawn by the applicant. Future applications should be assessed in the context of previous planning decisions, as there have been no changes to the area, its character, or North Somerset Council's Residential Design Guidance.

Although this matter does not pertain to S73, Backwell Parish Council has also advised the LPA and Highways Authority that Westfield Road is a narrow, one-way area close to West Leigh Infants School.

For future applications, Backwell Parish Council again requests that construction vehicles remain within the property boundaries to ensure safe access for neighbours and residents, especially during school hours. Residents have occasionally resorted to placing cones or cardboard boxes across driveways to maintain safety, which should be unnecessary.

Thank you for your attention

d) 26/P/0464/OUT Land At Poplar Farm West End Lane Nailsea Outline
Application for the development of up to 130 dwellings (Class C3) with associated landscaping, access and infrastructure. Details of the principal vehicle access from Leighwood Drive provided in detail, with matters of appearance, landscaping, layout and scale are reserved for subsequent approval.
Resolved: Unanimously Backwell Parish Council objects to the application. 26/P/0464/OUT Land At Poplar Farm West End Lane Nailsea.

Dear John

Re: Application Ref: 26/P/0464/OUT – Land at Poplar Farm, West End Lane, Nailsea Backwell Parish Council (BPC) wishes to formally object to the above outline planning application for the following reasons:

1. Impact on Rural Character and Landscape
The proposed development would result in the erosion of the rural character of the area of the West End Nailsea. Development here would contribute to coalescence and urban sprawl without the infrastructure and resources to support it, contrary to Core Strategy Policies CS5 (Landscape and the Historic Environment) and CS19 (Green Infrastructure), which seek to protect landscape character and maintain settlement separation. This is also inconsistent with the principles set out in the National Planning Policy Framework (NPPF), in particular paragraph 180, which seeks to recognise the intrinsic character and beauty of the countryside.

2. Highway Safety and Traffic Impact
West End Lane is a narrow rural winding road with pinch points and limited capacity to accommodate increased traffic. The proposed single entry into the site via Leighwood Drive is constrained, and the site will generate a significant number of additional vehicle movements, which would exacerbate existing safety concerns for motorists, cyclists, and pedestrians. West End connects Nailsea moors and the ancient causeway to Clevedon, but these roads are now overloaded with traffic, which they were not designed to handle. BPC is not satisfied that the current road infrastructure can safely support this level of development, nor has the transport strategy for LP3 within the emerging Local Plan adequately understood or addressed the demands and routes of Nailsea traffic. This conflicts with Core Strategy Policy CS10 (Transport and Movement) and Development Management Policy DM24 (Safety, Traffic and Provision of Infrastructure, etc. Associated with Development). Furthermore, paragraph 115 of the NPPF is clear that development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or if the residual cumulative impacts on the road network would be severe. BPC considers that this threshold is likely to be met when this development is assessed in combination with other committed growth in the area. Sites such as

Netherton Grange and just across the fields Grove Farm must be considered alongside other major developments in Nailsea and Backwell.

3. Pressure on Local Infrastructure and Services (Including Cumulative Impact and Transport Constraints)
Local infrastructure, including schools, healthcare provision, and public transport, is already under significant pressure. The application does not provide sufficient evidence that these services can accommodate the increased demand arising from the proposed development. Crucially, BPC is concerned that the application fails to properly consider the cumulative impact of this development when taken together with the substantial number of recently consented, for example 400+ Netherton Grange, 515 Grove Farm plus ongoing housing developments in Nailsea and Backwell. While the impact of this scheme may be presented as acceptable in isolation, the combined effect of multiple large-scale developments will place a far greater and potentially unsustainable burden on local infrastructure and services; this must be fully assessed as part of this stand-alone application. The emerging Local Plan 2041 currently has no funded or deliverable plans in place to significantly improve infrastructure in Nailsea and Backwell to meet this combined demand. This concern is particularly acute in relation to public transport provision. This site will be wholly car-dependent and therefore unsustainable. Local bus provision is limited in both capacity and coverage. Connectivity between key routes such as A370 and A38 corridors, is typically operated using single-decker buses, which inherently restrict passenger capacity and are unlikely to accommodate the increased demand arising from cumulative development. Indeed, First Bus has just cancelled the X7 as a single decker, it was proving to be unviable. There is little provision at the West End of Nailsea. The promise of a bus service sounds encouraging yet Backwell has just been through this with the Grove Farm allocation, a diverted bus was promised at outline consent has now been withdrawn by the independent bus company, First, withdrawn service as unviable. Highways problems must be properly devised, planned, feasible and viable post development, otherwise Poplar Farm will be just another car dependent site. There are no safe pedestrian and cyclist infrastructure at West End Nailsea, roads are narrow, winding and lack pavements. In this context, BPC considers that the proposal fails to comply with:

- **NPPF paragraph 114, which requires that development should only be prevented or refused on highways grounds where the cumulative impacts are severe.**
- **NPPF paragraph 116, which requires development to give priority first to pedestrian and cycle movements and facilitate access to high quality public transport; and**
- **NPPF paragraph 117, which requires developments to be located and designed where practical to minimise the need to travel and maximise sustainable transport use. Given the constraints identified, these requirements are not met. The cumulative impact cannot be adequately**

mitigated through site-specific measures alone and must be given significant weight in the planning balance. The application therefore fails to demonstrate that adequate infrastructure improvements will be delivered, contrary to Core Strategy Policies CS3 and CS10, and Development Management Policy DM25.

4. Environmental Concerns
The site is in proximity to areas of ecological value. Development risks harm to local wildlife habitats and biodiversity. The Parish Council considers that insufficient detail has been provided to demonstrate how these impacts would be mitigated. This is contrary to Core Strategy Policy CS4 and Development Management Policy DM8, and is also inconsistent with NPPF paragraph 186, which seeks to protect and enhance biodiversity.

5. Flood Risk and Drainage (Significant Constraint to Development)
BPC has serious concerns regarding flood risk and drainage, which represent a fundamental constraint to the suitability of this site for development. Whilst part of Poplar Farm is on a rise, the fields surrounding it are known to be extremely wet during the autumn, winter and early spring months due to surface water related issues. Government flood risk mapping for planning indicates that the land at Poplar Farm is extensively affected by flood risk when climate change allowances are applied, with projections for the period 2070–2125 showing that much of the site falls within areas at risk of fluvial flooding. The Environment Agency (EA) fluvial surface flood water maps are regarded as indicative and have not been calibrated or validated. While this is acknowledged in the Crest Nicholson Flood Risk and Evacuation Plan "The site is shown to be impacted during the 2070 – 2125 climate change event." (Table 1) with most of the site predicted to be inundated (figure 1, page 8), the significance of this in relation to the NPPF and recent climate change forecasts for the UK is ignored. The UK Climate Change Committee reported in 2025 (Progress in adapting to climate change: 2025 report to Parliament) that "The UK's preparation for climate change is inadequate". Flooding of properties has a major impact on those affected which is compounded by the inability to obtain flood insurance as highlighted in the recent documentary on ITV Floods: New Build Nightmares!: https://www.youtube.com/watch?v=P_YdjNloZek. This flood risk was also identified by the Environment Agency who although did not object advised that "it is for you, the LPA, to determine whether or not the Sequential Test is required." In addition, the SFRA clearly states "The sequential test is undertaken based on undefended scenarios for flooding from rivers and the sea and must include an appropriate allowance for climate change." "Following application of the Sequential Test, if it is not possible to locate development taking into account its flood risk vulnerability classification it becomes necessary to apply the Exception Test." This raises significant concerns regarding the long-term safety and resilience of any development proposed on this site. What is the predicted

depth of the expected flood water when fluvial and surface water are considered together during the lifetime of the development (100 years)? Should home buyers in addition to being advised of flood evacuation plan be advised that their properties will become uninsurable against future flooding? In accordance with the NPPF, development should be directed away from areas at highest risk of flooding through the application of the Sequential Test (paragraphs 170–171) Furthermore, where development is proposed in areas at risk of flooding, the Exception Test must be satisfied (paragraph 172), including demonstrating that the development will be safe for its lifetime without increasing flood risk elsewhere. Any approval of this site should specify who bears liability in a flood event and whom future residents can claim against, as local knowledge on the existing flood risk here is clear. With the amount of development which has taken place at West End and the unquantified (depth and extent) flood risk identified by the indicative Environment Agency hydraulic modelling - pre and post development hydraulic modelling must be conducted. This will ensure that the flood risk and any proposed mitigations are accurately assessed as required by the SFRA in order to ensure that the FRA is NPPF compliant. As such, the current proposal is contrary to Core Strategy Policy CS3 and Development Management Policy DM1, as well as NPPF paragraphs 173 and 175, and the North Somerset SFRA which require that development should not be at risk of flooding and should not increase flood risk elsewhere.

6. Ecological Consideration

This is an environmentally sensitive area, with wider heritage consideration within a rural landscape with a thousand or more years of agricultural heritage. The cumulative impact of 'some environmental damage' must be fully assessed, Poplar Farm must be considered in its rural context for the negative impact to be understood. BPC objects to the proposal due to its proximity to the Brockley Hall Stables Maternity roost for Greater and Lesser Horseshoe bats, a Special Area of Conservation, which is designated for its internationally important population of horseshoe bats. This site forms part of a wider network of habitats used by these protected species for commuting and foraging. The proposed development has the potential to result in increased disturbance, habitat fragmentation, and light pollution, all of which are known to have significant adverse effects on horseshoe bat populations. Reduced grazing and increased artificial lighting and traffic movements can disrupt established flight paths and reduce the suitability of surrounding foraging habitat. Under the Conservation of Habitats and Species Regulations 2017, the competent authority must undertake a Habitats Regulations Assessment (HRA) to determine whether the proposal is likely to have a significant effect on the integrity of the SAC, either alone or in combination with other plans and projects. BPC is not satisfied that sufficient information has been provided to rule out adverse effects, particularly when considering the cumulative impact of development

across Nailsea and Backwell. In the absence of clear and robust evidence demonstrating that the proposal will not adversely affect the integrity of the SAC, the application is contrary to Core Strategy Policy CS4 and Development Management Policy DM8, as well as NPPF paragraph 186, which affords the highest level of protection to internationally designated nature conservation sites. 7. Prematurity and Planning Strategy Whilst it is accepted that Poplar Farm is an allocation within the draft NSC Local Plan 2041 as part of LP3, this plan has yet to be examined by the Planning Inspectorate. BPC and Nailsea Town Council have submitted a robust objection to this allocation; the outcome of the emerging Local Plan is not a foregone conclusion. North Somerset Council has not yet fully assessed or addressed the issues associated with this allocation. Granting outline permission at this stage would therefore be premature and could undermine the plan-led system and therefore inconsistent with NPPF paragraph 15, which states that the planning system should be genuinely planned. To conclude there are surface water flood risks that have not been adequately assessed when accounting for climate change, its reliance on constrained and inadequate transport infrastructure, and its cumulative impact when taken together with other committed development in Nailsea and Backwell, would result in severe residual impacts on the local highway network, put the existing road uses including pedestrians and cyclists at risk. Another 130 houses at West End Nailsea places an unacceptable pressure on local services and infrastructure. In the absence of robust evidence demonstrating that these impacts can be satisfactorily mitigated, the proposal is considered to be contrary to Policies CS3, CS5, CS10 and CS19 of the North Somerset Core Strategy, Policies DM1, DM24 and DM25 of the Development Management Policies, and the National Planning Policy Framework, in particular paragraphs 15, 114–117, 170–175 and 180. The adverse impacts of the development would significantly and demonstrably outweigh the benefits when assessed against the policies of the Framework taken as a whole.

COSTS FOR CANAPES PARTY CATERING

BACKWELL PARISH COUNCIL SUMMER 'THANK YOU' PARTY

AT BACKWELL PARISH HALL, BS48 3QW

ON THURSDAY 02/07/2025 - 18.30

ORGANISED BY; SARAH OULD / CLARE MELTON

ITEM	QUANTITY	PRICE	TOTAL
SAVOURY CANAPES - 4 PER PERSON (A SELECTION OF MEAT, FISH AND VEGETARIAN OPTIONS)	60	£6.00	£360.00
GLUTEN / DAIRY FREE SURCHARGE		£2.70	
DELIVERY CHARGE	1	£16.00	£16.00
		TOTAL NETT PRICE	**£376.00**
		VAT AT 20.0%	**£75.20**
		TOTAL AMOUNT	**£451.20**

To be provided by;

AHM CATERING EXPERIENCE

16A SOUNDWELL ROAD, BRISTOL, BS16 4QH

0117 957 6942 [redacted]

hannah@ahmcatering.co.uk

PAYMENT

PLEASE MAKE CHEQUES PAYABLE TO 'AHM CATERING EXPERIENCE'

OR MAKE A BANK TRANSFER PAYMENT TO;

[redacted]

QUOTE FOR AFTERNOON TEA CATERING

BACKWELL OVER 60'S TEA PARTY

AT BACKWELL PARISH HALL, BS48 3QW

ON THURSDAY 26/11/2026 - DELIVER 1.45PM, GUESTS ARRIVE FROM 2PM

ORGANISED BY; SARAH OULD

ITEM	QUANTITY	PRICE	TOTAL
AFTERNOON TEA MENU (INCLUDES; A SELECTION OF FINGER SANDWICHES WITH MEAT AND VEGETARIAN FILLINGS, VICTORIA SPONGE CAKES, CHOCOLATE BROWNIES	90	£8.95	£805.50
GLUTEN FREE SURCHARGE		£2.70	£0.00
AHM STAFF (14.00 - 16.30)	2	£45.00	£90.00
DELIVERY /COLLECTION CHARGE	2	£16.50	£33.00
		TOTAL NETT PRICE	**£928.50**
		VAT AT 20.0%	**£185.70**
		TOTAL AMOUNT	**£1,114.20**

To be provided by;

AHM CATERING EXPERIENCE

16A SOUNDWELL ROAD, BRISTOL, BS16 4QH

0117 957 6942 [redacted]

hannah@ahmcatering.co.uk

PAYMENT

PLEASE MAKE CHEQUES PAYABLE TO 'AHM CATERING EXPERIENCE'

OR MAKE A BANK TRANSFER PAYMENT TO;

[redacted]

Backwell Parish Clerk <clerk@backwell-pc.gov.uk>

[redacted]

15 April 2026 at 14:12

To: Backwell Parish Clerk <clerk@backwell-pc.gov.uk>
Cc: Hilary Power <hilary@backwell-pc.gov.uk>

Hi Clare and Hilary,

Thank you for the reminder of outstanding documents needed Hilary.

Please find attached:

- January and March reports
- Our 24/25 financial accounts (25/26 are currently being prepared and should be available by June)
- Our Equality Policy
- Our Health and Safety Policy

I can confirm that all our staff and volunteers have received relevant training and updates to training where needed and all hold current enhanced DBS certificates.

Hopefully you will have everything you need but do let me know if you need further information.

Thank you very much,

[redacted]

BUSINESS AND COMMUNITY MANAGER

[redacted]

Unit 11 and 12, Coates Industrial Estate, Southfield Road, Nailsea, BRISTOL BS48 1JN

https://www.ndct.co.uk/

This email originates from NDCT is registered society under the Co-operative and Community Benefit Societies Act 2014, No. 28008R

Registered Office: Units 11 & 12, Coates Industrial Estate, Southfield Road, Nailsea, Bristol, BS48 1JN

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NAILSEA & DISTRICT COMMUNITY TRANSPORT LIMITED

Company Registration Number: 28008R

FINANCIAL STATEMENTS

31 March 2025

NAILSEA & DISTRICT COMMUNITY TRANSPORT LIMITED
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2025

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MANAGEMENT COMMITTEE as at 31 March 2025

J West – Co-Chairman (appointed June 2024) and Chair from November 2024.
P Sterndale – Vice-Chair (appointed June 2024) and trustee (appointed July 2019)
K Gough - Secretary (appointed June 2019)
J Gareh - Treasurer (appointed Jan 2023)
C Stewart – Trustee (appointed June 2015). Chair between June 2017 and March 2024, then Co-Chair between June 2024 and November 2024.
A Bullock- Trustee (appointed July 2021)
J Stewart – Trustee (appointed July 2020)
G Wood – Trustee (reappointed June 2024)
P Morrough –Trustee (co-opted January 2025)
M Roberts – Trustee (co-opted February 2025)

Resignations of Trustees during the accounting period

H Williams – Vice Chair (co-opted May 2020, resigned May 2024)
L Griffiths- Trustee (co-opted March 2021, resigned June 2024)
J Lucas – Trustee (co-opted July 2023, resigned November 2024)
P Simmons – Trustee (co-opted 2023, resigned November 2024)
B Kushner – Trustee (co-opted May 2024 – resigned October 2024)

In addition representatives from the following are part of the Management Committee:

Clevedon Town Council
Nailsea Town Council
Portishead Town Council
Backwell Parish Council

STAFF
As at 31 March 2025 there are 11 part-time staff. Six drivers and five office staff.

REGISTERED OFFICE
Unit 11 & 12 Coates Industrial Estate, Southfield Road, Nailsea, Bristol BS48 1JN.

BANKERS
Co-op Bank, 1 Balloon Street, Manchester, United Kingdom, M4 4BE.
CafBank, West Malling, Kent, United Kingdom.

REPORTING ACCOUNTANT
Anthony Smith & Company Limited Chartered Management Accountants
4 Middle Street, Taunton, Somerset TA1 1SH

OBJECTIVES AND ACTIVITIES

The core objectives are to:

- Provide a community transport service to the inhabitants of Nailsea, Portishead, Clevedon and the surrounding areas who are in need of such a service due to social isolation, age, sickness, disability (physical and mental), poverty or due to a lack of availability of adequate and safe public transport.
- Provide a community transport service to assist the work of those organisations and bodies engaged in the relief of social isolation, age, sickness, disability (physical and mental) and poverty.

We are a registered society under the Co-operative and Community Benefit Societies Act 2014. We are a not-for-profit limited company with HMRC charitable status. Nailsea & District Community Transport Limited exists to provide the members with a door-to-door minibus service both for community groups and organisations and people who, cannot use existing conventional public transport. All our vehicles are fully accessible. We operate within the northern sector of North Somerset.

The activities are:

- A Dial a Ride service for transport to enable passengers to visit hospital, GPs, dentists or visit family and friends.
- Regular weekly shopping trips which offer a door-to-door service to take passengers from their homes to supermarkets and back.
- A yearly programme of trips and outings to enable passengers to visit places of interest and meet likeminded members and reduce loneliness.
- Group hire to community groups.

ACHIEVEMENTS AND PERFORMANCE

We have been operating for over 30 years and the number of members we serve has continued to increase year on year since 2017. During this financial year memberships have increased to 514 members and delivered in excess of £434,000 of saving to North Somerset Council and the Government.

This is because we deliver a service and environment where we:

- Reduce earlier admittance into residential or nursing care, thereby increasing use of home care and day care services.
- Reduce higher rate of non-elective hospital admission.
- Reduce the proportion of domicile GP visits.

Our service enables the elderly and disabled to live independently for longer in their own homes. This in turn, reduces the feeling of loneliness and isolation, by giving passengers the opportunity to meet likeminded individuals and develop a social environment.

The Rural Link

During this financial year we introduced The Rural Link, a bookable commuter service operating in and around Clevedon, Wrington, and Yatton, providing essential connections to key transport interchanges and Bristol Airport. Introduced in September 2024 this service enhances rural mobility and supports sustainable travel choices for residents with limited public transport options. The Rural Link is delivered with funding from the **West of England Combined Authority**, in partnership with **North Somerset Council** and **Voluntary Action North Somerset**, demonstrating a collaborative approach to tackling rural transport challenges and improving access to employment, education, and healthcare.

FINANCIAL REVIEW

Investment powers and policy
The rules empower the management committee to invest any part of the organisation's funds as permitted by section 27(1) Co-operative and Community Benefit Societies Act 2014. As income from funders is utilised within a short time after receipt, the management committee considers that the most appropriate policy for investing funds is to place them on short-term term deposit (accessible within 12 months).

Our accounts show an Extraordinary Income from the National Lottery of £100,765 which was used for the purchase of a new accessible electric minibus. With the continued support of our sponsors and donors we have managed to end the 24/25 financial year with a small operational deficit of £1,987.

Reserves policy
It is NDCT's Management Committee policy for the organisation to have 'unrestricted funds' not committed or invested in tangible assets generally equating to 6 months of expenditure. We have other 'designated reserves' specifically; a Bus Replacement Reserve, a Property Reserve and a Leasehold Reserve.

Grant and Sponsorship Providers
Our services could not operate without funding from our grant providers and sponsors. NDCT is very grateful for the continued support of North Somerset Council and local Town and Parish Councils (Clevedon, Nailsea, Portishead, Backwell, and Long Ashton) who all provided us with grant funding during the financial year. From April 2025 however, North Somerset Council no longer intends to support Community Transport across North Somerset with grants.

We have been fortunate to receive National Lottery backing and we received the first electric community transport bus in North Somerset in May 2024. This was followed quickly be a further two electric vehicles generously provided by Nailsea Town council, leased to NDCT, for the organisation's use.

We would also like to recognise and thank all our sponsors from the private sector who have awarded us grants during the course of the financial year; The National Lottery; Quartet Community Foundation; Wessex Water; National Grid and Bristol Airport. Without this additional financial support we would not be able to continue to help those residents most in need of the service within the North Somerset community.

PLANS FOR THE FUTURE

NDCT aims to continue to support the 514 existing members, improve its services and continue to grow its membership to support as many elderly, disabled and isolated people that we can. It remains our aspiration to use our reserves to improve our fleet of vehicles, in particular to go greener with our vehicle choices with the aim of procuring environmentally friendlier electric vehicles.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Nailsea & District Community Transport Limited (NDCT) is a registered society under the Co-operative and Community Benefit Societies Act 2014. It is governed by the rules of the constitution and under those rules the members of the Management Committee are elected at the Annual General Meeting to serve for 1 year. The rules of the constitution for NDCT Limited were reviewed in July 2022 and again at the AGM in July 2024 to make them fit for purpose.

Annual General Meeting

As set out in the constitution, all trustees with voting rights are elected at the Annual General Meeting. Under NDCT's constitutional rules, we are required to hold an AGM at intervals of not more than 15 months. We will present our financial accounts for the previous year ending 31 March to our members at the 2025 AGM.

ORGANISATION RESPONSIBILITIES

Committee

NDCT is overseen by a number of Trustees and Committee members who meet regularly and ensure Compliance for all aspects of the service. The Trustees are responsible for setting all the management policies and conducting an independent review at least once a year.
The committee is responsible for:

Preparing the Annual Report and the financial statements in accordance with applicable law and regulations. The committee is required to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the society and of its excess income over expenditure for that period. In preparing these financial statements, the committee of management are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are responsible and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the society will continue in business.

The committee is responsible for maintaining satisfactory systems of internal control and keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the society and enable them to ensure that the financial statements comply with the Co-operative and Community Benefits Societies Act 2014. They are also responsible for safeguarding the assets of

the society and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. This report and the financial statements have been prepared in accordance with statutory requirements, the governing document and the Financial Reporting Standard FRS102 and the Statement of Recommended Practice "Accounting and Reporting by Charities" FRS102.

Staff

Day-to-day responsibility for the management of the organisation is provided by the office staff who report to the Trustees in Committee. The office staff are responsible for compliance with all the various policies as well as risk identification, management of the risks with appropriate owners of the risk. All risks will continue to be periodically reviewed to ensure their continuing effectiveness.

Registered Office:
Unit 11 & 12 Coates Industrial Estate,
Southfield Road
Nailsea
BRISTOL
BS48 1JN

Approved by the management committee on 13th May 2025.

Signed by order of the Management Committee.

J West Chair

JAMES WEST (CHAIR)

KRGough
KR GOUGH (SECRETARY)

J GAREH (TREASURER)

NAILSEA & DISTRICT COMMUNITY TRANSPORT LIMITED
ACCOUNTANT'S REPORT TO THE MEMBERS OF THE UNAUDITED ACCOUNTS
YEAR ENDED 31 MARCH 2025

We report on the accounts for the year ended 31 March 2025 set out on pages 7 to 16.
This report is made solely to the society in accordance with the terms of our engagement letter. Our review has been undertaken so that we may state to the society's officers those matters we have agreed with them in our engagement letter and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the society and the society's officers as a body for our work, for this report or the conlusions we have formed.

Respective responsibilities of officers and reporting accountant

The society's officers are responsible for the preparation of the accounts, and they consider that the society is entitled to opt out of an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was conducted in accordance with the relevant accounting standards, and so our procedures consisted of comparing the accounts with the accounting records kept by the society, and making such limited enquiries of the officers of the society as we considered necessary for the purposes of this report. These procedures provide the only assurance expressed in our opinion.

Opinion

In our opinion:

- the accounts are in agreement with the accounting records kept by the society under s75 of the Co-operative and Community Benefit Societies Act 2014;
- having regard only to, and on the basis of, the information contained in those accounting records the accounts have been drawn up in a manner consistent with the accounting requirements of the Co-operative and Community Benefit Societies Act 2014; and
- the society satisfied the conditions for exemption from an audit of the accounts for the year specified in s84(1) of the Act and did not, at any time within that year, fall within any of the categories of societies not entitled to the exemption specified in s84(3).

Anthony Smith & Company Limited Chartered Management Accountants 4 Middle Street
TAUNTON TA1 1SH

01-May-25

NAILSEA & DISTRICT COMMUNITY TRANSPORT LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2025

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024
Income from:					
Donations and Other Grants	2	90,857	12,621	103,478	111,932
Investments		5,682		5,682	4,320
Vehicle income		118,789		118,789	96,894
Membership		7,995		7,995	7,866
Dept for Transport Grant	3	11,357		11,357	2,692
Other income	4	4,528		4,528	1812
Total income		**239,208**	**12,621**	**251,829**	**225,516**
Expenditure on:					
Charitable activities	5	253,796	0	253,796	232,740
Total expenditure		**253,796**	**0**	**253,796**	232,740
Net income/(expenditure)	6	**(14588)**	**12,621**	**(1967)**	(7224)
Total funds at 1 April		278,175		278,175	285,399
Extraordinary income - National Lottery	2		100,765	100,765	0
Total funds at 31 March	13	263,587	**113,386**	376,973	278,175

The Society has no recognised gains or losses other than the results for the year as set out above. All of the activites of the society are classed as continuing.
The notes on pages 10 to 17 form part of these financial statements.

NAILSEA & DISTRICT COMMUNITY TRANSPORT LIMITED
BALANCE SHEET
YEAR ENDED 31 MARCH 2025

	Note	2025 £	2024 £
Fixed assets			
Tangible assets	9	111,205	25,524
Current assets			
Debtors	10	12,436	19,030
Cash at bank		271,981	256,700
		284,417	275,730
Creditors : Amounts falling due within one year	11	18,135	22,579
Net Current Assets		266,282	253,151
Net assets		**377,487**	**278,675**
Unrestricted funds			
Designated funds	13	239,169	135,060
General funds	13	137,804	143,115
		376,973	278,175
Restricted funds	13	0	0
Total funds		376,973	278,175
Members funds		514	500
		377,487	**278,675**

These financial statements were approved by the management committee on 13 May 2025 and are signed on its behalf by:

James West
Chairman

NAILSEA & DISTRICT COMMUNITY TRANSPORT LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2025

1. Accounting Policies

a) The financial statements have been prepared under the historical cost convention, and in accordance with the Co-operative and Community Benefit Societies Act 2014, applicable accounting standards, the Financial Reporting Standard FRS 102 and the Charities statement of Recommended Practice FRS 102 based thereon. The entity is a public benefit entity.

b) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable. Grants receivable are only recognised when any conditions for receipt have been complied with.

c) Membership income is recognised over the periods to which it relates.

d) Expenses are recognised in the period in which they are incurred. Expenditure includes attributable VAT which cannot be recovered.

e) Expenses are allocated to transport services where the costs relate directly to that activity. Certain other costs, which are attributable to more than one category, are apportioned across cost categories.

f) Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful life of that asset as follows:

- Office equipment: 25% p.a. reducing balance
- Computer equipment: 25% p.a. reducing balance
- Motor vehicles: 8% p.a straight line
- Leasehold property improvements: over the term of the lease

g) Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against income on a straight line basis over the period of the lease.

h) Fixed assets are included at cost. Assets costing less then £1,000 are not capitalised.

i) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the management committee.

j) Designated funds are funds set aside by the management committee out of unrestricted general funds for specific future purposes or projects.

k) Restricted funds can only be used for particular restricted purposes within the objects of the organisation. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs. Further explanation of the nature and purpose of each fund is included in the notes.

2. Income from donations and other Grants

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
			2025	2024
	£	£	£	£
Donations	1857		1857	1553
North Somerset Council	27500		27500	50000
Other grants	61,500	-	61,500	53,000
National Grid		12621	12,621	7,379
	90,857	12621	103,478	111,932
Extraordinary income: for purchase of a new bus		100765	100,765	
TOTAL	90,857	113386	204,243	111,932

3. Department for Transport grant

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
			2025	2024
	£	£	£	£
Bus Service Operators' Grant	11,357	-	11,357	2,692
	11,357	-	11,357	2,692

The increase relates to the additional vans in service and timing of receipts

4. Other Income

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
			2025	2024
	£	£	£	£
Profit on Disposal of Fixed Asset	2,233	-	2,233	-
MIDAS Training	2,295	-	2,295	1,812
	4,528	-	4,528	1,812

5. Charitable activities

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	£	£	**2025** £	2024 £
Transport services:				
Drivers wages	46,091	-	46,091	45,983
Vehicle depreciation	21,048		21,048	7,722
Other costs	36,082		36,082	42,333
Support costs:				
Staff salaries and wages	109,161	-	109,161	101,222
Office establishment costs	34,788		34,788	29,107
Office supplies	2,536	-	2,536	2,840
Equipment depreciation	460	-	460	335
Professional fees	1988		1988	1662
Accountancy fees	1642	-	1642	1,536
	253,796	0	253,796	232,740

6. Net income for the year
This is stated after charging:

	2025	2024
	£	£
Depreciation	21,508	8,057
Reporting Accountants' remuneration	1,642	1,536
Trustees' remuneration	-	-
Reimbursement of trustees' expenses	-	-

7. Staff costs and numbers
The aggregate payroll costs were:

	2025	2024
	£	£
Wages and salaries	144,914	137,711
Social security costs	10,338	9494
	155,252	147,205

No employee received emoluments of more than £60,000.
No member of the management committee received any expenses during the year.
The average weekly number of employees during the year, calculated on the basis of full- time equivalents, was as follows:

	2025	2024
	No.	No.
Management	0.00	0.00
Drivers	2.03	1.90
Administration	4.20	3.40
	6.23	5.30

8. Taxation
The Society is exempt from corporation tax on its activities.

9. Tangible fixed assets

	Equipment	Motor Vehicles	Total
	£	£	£
Cost			
At 1 April 2024	6,925	245,421	252,346
Additions	1000	106606	107606
Disposals	0	-31215	-31215
At 31 March 2025	7,925	320,812	328,737
Depreciation			
At 1 April 2024	3,212	223,610	226,822
Charge for the year	460	21,048	21,508
Depreciation on disposals	0	-30798	-30798
At 31 March 2025	3,672	213,860	217,532
Net book value			
At 1 April 2024	3713	21,811	25,524
At 31 March 2025	**4,253**	**106,952**	**111,205**

10. Debtors

	2025 £	2024 £
Trade debtors	3,623	3,690
Other debtors	4,800	9,386
Prepayments	4,013	5,954
	12,436	19,030

11. Creditors: amounts falling due within one year

	2025 £	2024 £
Trade creditors	2137	2293
Accruals	1,628	1,536
Deferred income	12,109	16,769
Other tax and social security	2261	1,981
	18,135	22,579

12. Commitments under operating leases

At 31 March 2025 the organisation had total commitments under non-cancellable operating leases as set out below. The lease for land and buildings is renewed on a 3 year basis with the current lease expiring in September 2027. As a minimum the liability would be six months rent, currently £1378 per month.

	2025 Land and Buildings	Other Items	2024 Land and Buildings	Other Items
	£	£	£	£
Expiry date				
Under one year	16,536	150	6,215	474
Within 2 to 5 years	8,268	0	0	162

13. Movement in funds

	At 1 Apr 2024	Income	Expenditure	Transfers	At 31 Mar 2025
	£	£	£	£	£
Designated funds					
Replacement Bus Fund	72,685				72,685
National Lottery Project	0				0
Leasehold Fund	6,851		(14,645)	33072	25,278
Property Reserve	30,000				30,000
Fixed Asset Fund	25,524	0	(21,924)	107606	111,206
Total designated funds	135,060	0	(36,569)	140678	239,169
General Funds	143,115	239,221	(217,240)	(27,292)	137,804
Restricted Funds	0	113,386	0	(113,386)	0
Total funds	278,175	352,607	(253,809)	-	376,973

The Replacement Bus Fund is a designated fund representing amounts set aside for the future purchase of a bus. Additional funds will be transferred to the fund from general funds from time to time.
The Fixed Asset Fund is a designated fund representing the tangible fixed assets held and is not part of the free reserves of the society.

14. Analysis of net assets between funds

	Tangible Fixed Assets	Other Net Assets	Total
	£	£	£
Unrestricted funds			
Replacement Bus Fund	-	72,685	72,685
Property Fund		30,000	30,000
Leasehold Fund		25,278	25,278
Fixed Asset Fund	111,206	-	111,206
General Funds	-	137,804	137,804
	111,206	265,767	376,973
Restricted Funds		0	0
Members Funds		514	514
	111,206	266,281	377,487

NAILSEA AND DISTRICT COMMUNITY TRANSPORT LIMITED

Units 11 & 12, Coates Industrial Estate, Southfield Road,
Nailsea, Bristol, BS48 1JN

Backwell Parish Council: Report April – June 2025

As per the Service Level Agreement signed and dated on the 18th of April 2024, NDCT are required to report to Backwell Parish Council the services provided and offered to Backwell members.

April 1st - June 31st 2025

- During 13 weeks between 01/04/2025 and 31/06/2025, there were 26 instances (on a Tuesday/ Wednesday) where a weekly shopping service was offered to Backwell members. This is regularly used by 5 people on a Tuesday and 8 on a Wednesday. Tuesdays bus also has members from Felton so is at capacity but as capacity is 12 on a Wednesday we would like to increase usage.

- There were 26 day trips offered to Backwell members, two trips a week during the 13 week period.

office@ndct.co.uk 01275855552 www.ndct.co.uk

A registered Society under the Co-operative and Community benefit Societies Act 2014, No. 28008R

NAILSEA & DISTRICT COMMUNITY TRANSPORT

EQUALITY, DIVERSITY AND INCLUSION POLICY

Version 3

VERSION HISTORY

File Name	OneDrive:\09) Policies, Procedures and Handbooks\ Policy Documents\Equality, Diversity and Inclusion Policy 2024.docx
Original	January 2024
Reviewed	December 2025

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1.0 POLICY STATEMENT

1.1 Nailsea and District Community Transport (**NDCT**) is committed to encouraging equality, diversity and inclusion among our workforce and eliminating unlawful discrimination.

The organisation – in providing services, is also committed to ensuring that there is no unlawful discrimination of customers or the public

1.2 We will take positive steps to ensure our services are accessible and reach all sections of the local community and we aim to have an atmosphere of friendship, respect and care for each other and to organise a range of events and activities to suit the interests and meet the needs of a wide variety of people.

We aim to design our activities, services and decision-making processes specifically to encourage and support participation from people who face disadvantages in society.

1.3 The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations.

NDCT aims to ensure that no job applicant, employee, member or any other person encountering the services is discriminated against, either directly or indirectly on grounds of:-

- Age
- Colour
- Current employment status.
- Disability
- Ethnic, cultural or national origins
- Class or caste
- Gender
- Gender reassignment
- Sexual preference
- HIV status
- Marital status or civil partnership
- Pregnancy or maternity
- Caring responsibilities
- Nationality
- Race
- Geographical location
- Religion (or lack of)
- Philosophical views or beliefs (or lack of)
- Political persuasion
- Trade Union activity
- Unrelated criminal convictions

1.4 DEFINITION OF TERMS AS USED IN THIS POLICY

a) Direct discrimination means treating a person, on the above grounds, less favourably than others are or would be treated in the same circumstances.

b) Indirect discrimination means applying a requirement or condition which, whether intentional or not, has an adverse effect on one particular group

c) Harassment is any behaviour, deliberate or otherwise, which is unwanted, unwelcome, found to be offensive, objectionable, upsetting or embarrassing to the recipient, and which might threaten an employee's job security or create a stressful or intimidating work environment.

d) Perceptive discrimination is direct discrimination against an individual because others think they possess a particular protected characteristic; it applies even if the person does not actually possess that characteristic

e) Victimisation is treating a person less favourably than others because she/he has exercised her/his right or is suspected of under this policy or the Equality Act 2010.

1.5 This policy applies to all aspects of employment and service delivery, including pay, hours of work, holiday entitlement, work allocation, sick pay, pensions, recruitment, training, promotion and redundancy. The only exception would be where legal or contractual restrictions on employment prevent the service from adhering to the Policy, e.g. DBS checks.

1.6 NDCT will not tolerate bullying, harassment or intimidation of any individual or group and will act promptly to investigate any complaints and take the relevant actions considering the findings.

We will monitor the extent to which our services are used by the various sections of the community we serve and when necessary will make adjustments in the provision of our services to meet the need of groups that previously have not been reached.

1.7 Any reference to staff or employees includes volunteers (and Trustees) but does not confer any employment rights to volunteers.

2.0 EQUALITY PROCEDURES

2.1 NDCT has an expectation that all employees will abide by the Equality policy and help create a working environment that embraces diversity and equality. NDCT is committed to an active Equality policy from recruitment and selection, through training and development, appraisal and promotion to retirement. NDCT as a whole will not tolerate discrimination whether it is an employee, customer, visitor or third-party supplier.

2.2 NDCT will not tolerate discrimination on any of the following grounds:

- Direct or Indirect discrimination because of a protected characteristic an individual has, or is thought to have (perceptive discrimination) or because an individual associates with someone who has a protected characteristic (associative discrimination).

- By expecting an individual solely on the grounds of a protected characteristic to comply with a requirement (s) for any reason whatsoever related to their employment, which is different to the requirements of others.
- By imposing on an individual requirement which are in effect more onerous on that individual, than they are on others (e.g. applying an unjustifiable condition which makes it more difficult for members of a particular race or sex to comply, than others not of that race or sex).
- By victimisation of an employee, customer, visitor or third-party supplier where an individual has made or sponsored a complaint or raised a grievance under the Equality Act, or because they are suspected of so doing.
- By harassment relating to all the protected characteristics of an employee, customer, visitor or third-party supplier (which for purposes of this policy is regarded as discrimination and which is now a criminal offence) .
- By any other act or omission of an act which has the effect of disadvantaging an employee, applicant, customer, visitor or third-party supplier against another, or others, purely on the grounds of a protected characteristic.
- By any bullying or violence, whether physical, verbal, aural or visual and whether by actual or by innuendo or any other means.

2.3 and and NDCT believes that it is in the best interests of the organisation all who work in it to ensure that all the human resources, talents skills available are considered when employment opportunities

arise. To this end within the framework of the law N&DCT is committed, wherever practicable, to achieving and maintaining a workforce that exemplifies best practice in the community.

2.4 NDCT is opposed to all forms of unlawful and unfair discrimination. We recognise that the cultivation of a diverse workforce and the provision of equality in the workplace is not only good management practice; it also makes sound business sense. Our intention is that all employees and those that deliver a service to NDCT, without exception, are treated with dignity and respect.

2.5 NDCT commits itself to the employment of people with disabilities whenever possible and will treat such employees in aspects of their recruitment and employment in the same manner as other employees, the difficulties of their disability permitting. Assistance will be given, wherever possible, to ensure that disabled employees are helped in their journeys to and from their place of work, in access to their workplace, in gaining access to the facilities on NDCT's premises and in career progression, subject only to the opportunity existing, the applicant's suitability, talent and wish for it. Appropriate training will be made available to disabled employees in the same way as all other employees. NDCT is keen to hear ideas whereby its facilities can be made more user-friendly for the benefit of people with disabilities.

2.6 All decisions relating to employment practices will be objective and based solely on work-related criteria and individual merit. All employees are expected to take every possible action to ensure that

employees support the principles of equality and that these policies extend to their fellow workers, customers, visitors and third-party suppliers.

2.7 Every employee must be sensitive to the effect that their words or actions may have on others. For example, sexual harassment (whether involving unwelcome sexual comment, innuendo, gestures or physical contact) is a form of discrimination.

2.8 Equal opportunities monitoring forms will be given out as part of the recruitment process for both paid staff and volunteers and as part of the membership application process. The NDCT Team Leader and Management Committee will review the equal opportunities monitoring forms annually.

2.9 NDCT will offer all member communications in a variety of formats to meet the accessibility needs of members. A statement indicating this will be added to all written and electronic communications.

2.10 Steps will be taken to actively promote the service to more difficult to reach groups in the catchment area by working collaboratively with other local organisations and groups.

3.0 ACCESSIBILITY

3.1 NDCT is committed to providing more accessible transport for all to meet both national and local government's integrated transport

policies wherever practicable.

3.2 NDCT provides specially equipped buses fitted with power tail lifts for disabled people, including wheelchair users and those with guide dogs. All the buses are fitted with steps for easy access for all its other passengers. The N&DCT office is also wheel chair accessible for all passengers and staff.

3.3 NDCT's policy is to offer a service whereby all passengers are picked up as close as practicable to where they are located and take them as close as practicable to their destination. N&DCT operates the Blue Badge scheme for helping those with severe mobility problems to get them as close as possible to where they need to go.

3.4 NDCT will endeavour to occupy office premises which are fully accessible to people with disabilities and are in a location which is accessible by public. It will provide information about access on request at all times as part of any document asking people to come to our offices.

3.5 Contractors will be expected to abide by this policy and to show that they have a similar level of commitment to reducing discrimination in employment and service delivery. This will form part of any contractual agreement and a breach could lead to termination of any contract.

4.0 DISCIPLINARY PROCEDURES

4.1 NDCT will not tolerate discrimination, harassment or victimisation of any kind and will deal with such behaviour through disciplinary procedure whether the complaint is from another employee, customer, visitor or third-party supplier.

4.2 Employees must not victimise or retaliate against an employee who has made allegations or complaints about any form of discrimination or provided information or undertaken any other protected actions such as trade union membership.

4.3 Any employee found guilty of discrimination or unacceptable behaviour will be instructed to stop it immediately. Formal disciplinary procedures will be invoked against any employee acting contrary to this policy. Depending on the severity of the discrimination, this may lead to summary dismissal for Gross Misconduct. Employees should support colleagues who suffer such treatment and are making a complaint.

4.4 Any complaint by an employee, customer, visitor or third-party supplier that he/she has been unfairly treated or discriminated against should be dealt with under NDCT's Grievance Procedure for employees and NDCT's Complaints Procedure for customers, visitors and third-party suppliers

4.5 All allegations of harassment, victimisation and discrimination will be dealt with seriously, confidentially and as speedily as possible.

NDCT will not ignore or treat lightly any grievances or complaints. The Trustees reserve the right to appoint a third-party independent investigator to ensure an unbiased review of any complaint.

5.0 REVIEW AND MONITORING

5.1 The Management Committee will review the Equality policy annually.

5.2 All employment contracts are reviewed and if necessary legal advice sought before issue. These will also be reviewed annually to ensure conformance. All Adverts (Services, Employment etc) will be reviewed by the Management Committee before issue to check Equality content.

5.3 All service contracts will be reviewed annually or before renewal to ensure that the companies that NDCT deals with conform to the Equality Act 2010.

5.4 The Team Leader will continually monitor practices to ensure that they do not include requirements, or conditions, which constitute, or may lead to, unlawful discrimination.

5.5 All aspects of the service delivery will be monitored by the Team Leader who has responsibility for checking the following:

- DBS checks.

- If anyone has been refused membership and if so why?
- That all third-party suppliers have an Equality Policy.
- That all grievances/complaints are logged, independently investigated and brought to the attention of the committee.

5.6 The Team Leader will produce a statement of conformance to NDCT's Policy and the Equality Act 2010 for the Chairman of the Trustees to be presented to the members at the AGM.

NAILSEA DISTRICT and COMMUNITY TRANSPORT LTD

HEALTH AND SAFETY POLICY
Version 7

VERSION HISTORY

Filename	OneDrive:\ 09) POLICIES, PROCEDURES & HANDBOOKS\Health and Safety Policy.docx
Version 1	May 2017
2017-07-07	Converted to LibreOffice
Version 2	Approved by Management Committee 2017-07-28
2018-07-16	Formatting updated to new “letterhead” style
Version 3	Approved by Management Committee 2018-08-24
2019 -03-01	Reviewed and amended
2019 -05-20	Reviewed and amended. Converted to Word document
Version 4	Approved by Management Committee 2019-05-24
Version 5	Approved by Management Committee 2021-11-11
Version 6	Approved by Management Committee 2023 -09
Version 7	Reviewed November 25 by the Chair. Approved by Management Committee 18 Nov 25

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1.0 INTRODUCTION

1.1 NDCT has a legal responsibility to ensure that its activities do not have a detrimental effect on the health and safety of its employees (throughout this document to mean both paid and volunteer staff), passengers and other individuals such as visitors. NDCT's commitment to health and safety should go beyond the legal minimum compliance to the regulations. Poor health and safety leads to illness and accidents which can result in significant costs to the organisation.

1.2 NDCT has a legal responsibility to meet the Health and Safety at Work Act 1974 for everyone affected by its activities. Its responsibilities include:

- Carrying out a thorough health and safety risk assessment across NDCT.
- Drawing up a Health and Safety Policy.
- Ensuring that the workplace (including vehicles) meet minimum standards of comfort and cleanliness.
- Recording serious injuries, diseases or dangerous accidents in an accident logbook and where appropriate, reporting them to the relevant authority.

1.3 To achieve legal compliance, NDCT will:

- Ensure statutory requirements are met for insurances, passenger lift inspections, fire alarm systems, fire extinguishers, vehicle maintenance, permits etc.
- Ensure that risk assessments and safe systems of work are written down, communicated to employees and a record kept of the training.
- Carry out occasional checks to ensure that employees are working safely and following NDCT's rules.
- Ensure that an inclement weather policy is in place.
- Ensure that a system is in place to review this policy and other documentation.

2.0 POLICY

Within NDCT, the Chair of the Trustees is responsible for Health and Safety, setting the policy and conducting audits on Health and Safety Risk Assessments, supported by the office staff and Trustees' Representative.

3.0 STATEMENT OF INTENT

NDCT recognises that the health, safety and welfare at work of all employees whether on their premises or carrying out their business elsewhere is the responsibility of NDCT. In addition, its duty of care extends to other persons while they are on NDCT premises or affected by its activities. To achieve this effectively, NDCT will implement a risk assessment, by:

- Identifying hazards of its work activities and assessing the risks to the health and safety of employees and other persons.
- Recording the management action required to effectively reduce the risks of injury and ill health.
- Providing and maintaining safe premises of work.
- Ensuring safe methods of using, handling, storing and transporting harmful substances.
- Providing suitable and sufficient information, instruction, training and supervision.
- Providing and maintaining a safe working environment with adequate welfare facilities.
- Providing and maintaining the workplace to provide safe conditions with safe access to and egress from a place of work and procedures for evacuation in an emergency.
- Providing adequate and suitable personal protective equipment when required.
- Identifying individuals with responsibility for health and safety management and advice.
- Providing policies and systems to cover all aspects on health, safety and welfare matters.
- Arranging for the provision of competent technical advice on health, safety and welfare matters as and when required.

4.0 HEALTH AND SAFETY ORGANISATION

NDCT reminds all its employees of their duties under the Health and Safety at Work Act 1974 to take care of their own safety and that of others. They should also cooperate with management to enable them to carry out their responsibilities successfully. All health and safety documents will be added to or modified as legislation or the local situation changes.

Failing to follow health and safety rules can have severe consequences. An organisation can be fined or its senior management could face a prison sentence. In some circumstances, the business could be closed down to stop it from acting illegally.

NDCT as the employer is ultimately responsible in law for:

- The health, safety and welfare of NDCT employees at work.
- The conduct of NDCT to ensure the health, safety and welfare of the public and other persons not employed by NDCT

To meet these responsibilities NDCT will ensure that:

- There is an effective overall policy for the health, safety and welfare.

- Adequate funds are available to meet any requirements.
- Any necessary changes are made to the policy.
- The general public are made aware of any situation that arises which may affect their health, safety and welfare and where necessary take steps to eliminate such situations.
- Their activities do not have a detrimental effect on the health, safety and welfare of the general public.
- They will protect the health and safety of all visitors to their premises, including contractors and temporary workers who might be affected by NDCT's work operations.
- They are organised and have sufficient numbers of competent staff to meet their responsibilities for health, safety and welfare.

5.0 HEALTH AND SAFETY RESPONSIBILITY

The responsibilities for health and safety matters at NDCT are set out below.

5.1 The Chair of Trustees

The person with overall responsibility for health and safety within NDCT is the Chair of the Trustees. He / she has responsibility for:

- Setting and reviewing the Health and Safety Policy.
- Monitoring health and safety activities.
- Conducting a health and safety audit at least once a year.
- Reporting health and safety issues when required to the appropriate authority.
- Providing a statement to the members at the AGM

5.2 The Trustees

The Trustees will nominate a representative responsible for reviewing the policy and conducting an independent check on risks and all issues affecting health and safety.

5.3 The Office Staff

The nominated lead for day-to-day activities is the Business and Community Manager and his/her responsibilities are: -

- All matters relating to health, safety. He / she will ensure that guidance and instructions relating to health and safety are followed and information relating to health and safety policy are disseminated to all employees.

- Ensuring that safe working practices are used at all times (and any necessary controls maintained).
- Ensuring that NDCT has in place the appropriate arrangements to maintain compliance with legislation and local policies on health, safety and welfare.
- Ensuring NDCT employs a competent person to provide advice and assistance on health and safety matters as required by the Management of Health and Safety at Work Regulations 1999 who will in turn have full access to the Trustees. Ensure that the Trustees discuss health and safety matters as and when necessary or as requested by any employee.
- Ensuring arrangements are made for joint consultation with all employees.
- Receiving all reports of incidents, near misses or accidents.
- Recording incidents in the incident book and reporting at each Management Committee meeting on such incidents.
- Reviewing the risk assessments annually.

5.4 All Employees and 3rd Parties Working on the Premises

While NDCT will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees. Employees have a duty to co-operate with their employer as far as is necessary to enable the employer to comply with their legal obligations. All safety rules and arrangements relating to NDCT activities will fall within the framework of legal obligation and all employees will be required to:

- Take reasonable care for their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at work.
- Report any situation which may pose a threat to the well-being of themselves or of any other person.
- Comply with any procedures, safe working practices or instructions that have been initiated by management for their health, safety and welfare.
- Not interfere with anything provided to safeguard their health and safety and not miss-use or damage any article provided in the interests of health and safety.
- Report to the Office staff all injuries and hazards, near misses, defects or potential issues without delay.
- Report to the Office staff if they are unsure how to perform a certain task or feels it would be dangerous to perform a specific job.

Failure to comply with these responsibilities may lead to appropriate action being undertaken in accordance with NDCT's disciplinary procedure.

6.0 RECORDING ACCIDENTS, INCIDENTS, NEAR MISSES AND POTENTIAL ISSUES

The current regulations governing the notification and recording of accidents are the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. These

Regulations require that certain prescribed events, injuries and diseases be formally reported. Notwithstanding our legal obligations, NDCT views accident investigation important to prevent future incidents. If an accident results in injury, a report will be drawn up by the Office staff detailing:

- The circumstances of the accident including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eye witnesses.
- The time, date and location of the incident.
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will then be submitted to the Trustees by the Office staff who will identify recommended action to be taken to avoid a recurrence of the problem. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted. The Office staff is responsible for investigating accidents, work-related causes of sickness absences and findings to prevent a recurrence.

Staff are responsible for reporting all cases of accident and disease to the Office staff. The Office staff is responsible for reporting applicable cases of accident and disease to the relevant enforcing authority.

NDCT will provide a system for recording all:

- accidents
- dangerous occurrences
- injuries, illness and diseases
- near misses
- reports of violence and other incidents that occur in premises, work areas and through activities controlled by NDCT involving employees, appointed contractors, visitors, member of the public and others.

Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive. An accident book is to be kept by the Office staff. A review of the accident books will be undertaken every month.

7.0 PASSENGER SAFETY

NDCT will follow good practice and:

- Find out if the passenger has any special needs or disability before accepting them as a passenger, record it and let the drivers know what they have to do.
- Have a set of written rules to ensure drivers and passenger assistants know what to do.
- Train employees in working with passengers – this can be on the job but needs to be recorded.
- DBS check employees.
- Have procedures for wheelchair safety.
- Have a policy on vulnerable or disabled people.

8.0 EMPLOYEE DRIVER AND VOLUNTEER DRIVER SAFETY

NDCT will set standards to define employee and volunteer safety requirements including:

- All drivers need to be MiDAS trained prior to driving, periodically thereafter, and if there are any issues, e.g. age or health changes.
- Producing and maintaining a driver's handbook with general and driving rules, instructions and emergency procedures. A guide to driving NDCT vehicles for Drivers forms part of sections 7 & 8 of NDCT H&S policy.
- Checking driving license's annually and keeping a record of the checks.
- Providing PPE when required.

9.0 FIRST AID AT WORK

NDCT will provide suitable first aid facilities and equipment should employees or other persons become ill or injured whilst at work, or due to any work activities carried out by NDCT.

10.0 FIRE SAFETY PRECAUTIONS

Fire is a significant risk in the workplace. NDCT's fire safety policy and procedures take account of special fire hazards in specific areas of the workplace and, where appropriate, have been compiled with the assistance of the local fire service. All employees are under a duty to report immediately any fire, smoke or potential fire hazards to the Office staff.

The person with responsibility for the maintenance and testing of firefighting

equipment, prevention and detection equipment is the Office staff. The Office staff is also responsible for ensuring the fire risk assessment is undertaken and implemented, escape routes are checked regularly and that fire extinguishers are maintained and checked by an external contractor every year.

All employees have a duty to conduct their work in a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. Employees must use electric fires and other heaters with caution and keep flammable materials away from sources of heat.

Portable equipment in offices should be PAT inspected as appropriate. Employees must report any faulty electric cable or flex or loose connection immediately.

All electrical equipment which does not require continuous operation should be switched off when not in use and plugs removed from socket outlets. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves.

Smoke detectors are located at strategic points throughout the workplace. If a smoke detector sounds, it is the responsibility of any employee present to raise the alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the workplace. Employees are only expected to tackle a fire themselves if it would pose no threat to their personal safety. If the situation is dangerous or potentially dangerous, the employee should evacuate the building immediately.

In the event of a fire, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit in an orderly fashion and assemble at the designated assembly point.

The designated assembly point is the bus yard.

11.0 COMMUNICATION AND CO-OPERATION

NDCT will endeavor to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of this policy. If NDCT is to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential. All employees are expected to co-operate with the Office staff and to accept their duties under this policy. Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and of all other people affected by the operations of NDCT. Disciplinary action under the NDCT's disciplinary procedure may be taken against any employee who violates safety rules and procedures or who fails to perform his or her duties under this policy.

12.0 INFORMATION, SUPERVISION & TRAINING

Safety training is an indispensable part of an effective health and safety

programme. It is essential that every employee is trained to perform his or her job effectively and safely. All employees will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task to be performed and the formulation of emergency contingency plans.

Training sessions will be held every year or as often as is deemed necessary and will provide another opportunity for employees to express any fears or concerns they might have about their jobs.

The "Health and Safety Information for Employees Regulations 1989 Poster" is displayed at NDCT. Health and safety advice is also available from Health and Safety Executive.

Induction and job specific training will be arranged for all employees by the Office staff. Specific jobs requiring special training are safe wheelchair clamping with or without passengers and stowing of baggage. Training will be identified, arranged and monitored by the Office staff who will also keep all training records.

13.0 INSPECTIONS / REVIEWS

NDCT believes that regular systematic inspections of the workplace are important to ensure that it demonstrates compliance with the Workplace (Health, Safety and Welfare) regulations 1992 and other relevant statutory provisions. Regular inspections of the workplace will be conducted by the Office staff. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of the NDCT's operations. Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

14.0 WORK EQUIPMENT

NDCT will take all reasonable steps to ensure the safety of all employees using work equipment provided by NDCT, as well as the safety of others who may be affected by the equipment. NDCT will seek to liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner and will seek to inform and train employees to use the equipment in a safe and efficient manner.

Should employees have any problems relating to the operation of equipment or the safety of that equipment, they should inform the Office staff immediately or a Trustee so that steps can be taken to remedy the situation promptly.

All work equipment procured, hired or used by the Organisation will comply with the Provision and Use of Work Equipment Regulations 1998 and is to be maintained in good working order and repair. NDCT will endeavor to ensure in liaison with the equipment suppliers and manufacturers that all equipment used

in the workplace is safe and suitable for the purpose for which it is used.

All employees will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate. The use of any work equipment which could pose a risk to the well-being of persons in or around the workplace will be restricted to authorised persons. Equipment should only be used by personnel properly trained and authorised. Disciplinary action under NDCT's disciplinary procedure may result from improper or unauthorised use of work equipment.

15.0 SAFE VEHICLES AND EQUIPMENT – Reporting to Operations Manager

- All Staff will be responsible for identifying and reporting equipment / vehicles needing maintenance.
- The Operations Manager will be responsible for ensuring effective maintenance procedures are drawn up.
- The Operations Manager will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with vehicles / yard / storage unit should be reported to Operations Manager.
- The Operations Manager will check that new vehicles and equipment meet health and safety standards before they are purchased.

16.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

NDCT recognises the duties and obligations established by the Personal Protective Equipment at Work Regulations 1992. NDCT will provide Personal Protective Equipment (PPE) where a risk assessment identifies the requirement for worker protection and where the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken to secure the health and safety of employees who work with PPE.

Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use. Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their Supervisor or to the Office staff.

17.0 MANUAL HANDLING OPERATIONS

NDCT's objective is to minimise any risk to employees and passengers of accident or injury resulting from manual handling operations. The organisation complies with the Manual Handling Operations Regulations 1992. The organisation will

endeavor to avoid the need for manual handling activities, so far as is reasonably practicable. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the work place and the capability of the individual concerned. The organisation will then introduce controls to reduce the risk of accident or injury to the lowest extent reasonably practicable.

18.0 DISPLAY SCREEN EQUIPMENT

Many employees are required to routinely use Display Screen Equipment (DSE) as part of their daily work. The Health and Safety (Display Screen Equipment) Regulations 1992 establish criteria for the selection, location and use of DSE in the workplace. All reasonable steps will be taken by NDCT to secure the health and safety of employees using DSE.

NDCT will conduct health and safety assessments of all workstations of employees who use DSE as part of their usual work. NDCT will ensure that all workstations comply with the requirements established in the regulations to reduce risks to DSE users to the lowest reasonably practicable level.

DSE users will be allowed periodic breaks in their work. Breaks in work may take the form of other work activities or tea breaks. All DSE users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the arrangement of the workstation is substantially modified.

Employees who are regular users of DSE are entitled to eye tests to ensure their sight is compatible with the requirements of DSE work. If the examination reveals the need for corrective lenses, then the cost of providing lenses and frames, for display screen activity only, will be the responsibility of NDCT. NDCT will also pay for an annual eye test of employees using DSE. NDCT is entitled to see the results of these eye tests. Where the test was arranged through NDCT, they will also show these results to the individual employee who undertook the test.

19.0 EMPLOYEES AT SPECIAL RISK

NDCT recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. NDCT therefore requires that all employees advise the office staff if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy. Where personnel at special risk are identified, a further assessment of risk in addition to the general risk assessment will be undertaken.

20.0 SMOKING

Smoking (including E-cigarettes) is prohibited in all areas of the workplace and within the vicinity of the workplace and within vehicles at all times. NDCT does not have any designated smoking areas. It is the employee's responsibility to ensure no customer smokes or vapes in any of our vehicles. If a customer attempts to smoke or vape, politely make them aware of the no smoking policy. If you are found smoking in these areas this will lead to disciplinary action.

21.0 EMERGENCY PROCEDURES

21.1 Vehicle Breakdown

All NDCT minibuses are covered by a recovery policy which requires a quick response as the passengers are elderly and vulnerable. The recovery service and office should be contacted and an assessment made as to whether to send an alternative bus out or wait for the recovery service. The vulnerability of the passengers the climatic conditions and other significant factors should all be assessed to ensure safety of the passengers and driver. All vehicles have an emergency contact card with telephone contact details.

21.2 Road Traffic Accidents

Ensure passenger safety first, then attend to anyone else involved in the accident. If there is any concern then an ambulance should be called. If the minibus is damaged and there is any uncertainty as to its safety to drive then the office should be notified and a replacement sought. The minibuses are covered by a recovery service and will be recovered or fixed. The accident should be detailed for the purposes of Insurance and the police notified of the accident within the specified timeframe.

If the accident occurs out of office hours and the passengers need to be transferred onto another vehicle then the emergency contact number should be used to notify the office staff to provide a replacement bus.

An out of hours contact telephone number is to be provided on all job sheets where jobs may extend beyond 16:30 weekdays, or for weekend jobs.

21.3 Passenger and Driver Illness

The first thing is to assess the severity of the situation and if in doubt contact and seek advice from the emergency services, then decide on a course of action. The office should also be contacted to keep them informed as they are able to provide advice and assistance in most situations.

21.4 Office Staff Illness

The Office staff are responsible for the smooth running of the office. If any of the office staff is ill then there are other staff (office/drivers) on hand to assist. The same procedures should be taken as Passenger/ Driver illness above.

22.0 INCIDENTS OUT OF HOURS

For any incident happens out of hours, then the Office staff should be contacted and he/she will provide aid and advice. There is also the ability to provide drivers and minibuses at very short notice and to send someone to the incident to assistance if required.

An out of hours contact telephone number is to be provided on all job sheets where jobs may extend beyond 16:30 weekdays, or for weekend jobs.

23.0 FIRST AID

All accidents and cases of work-related ill health are to be recorded in the office accident book.

Each location where employees work should have:

- A first aid kit.
- A list of emergency telephone numbers of local doctors and hospitals.

In an emergency, if speed is considered essential, an ambulance should be called.

24.0 GENERAL SAFETY RULES

- All employees should be aware of, respect and adhere to the rules and procedures contained in this policy.
- All employees must report immediately any unsafe practices or conditions to the Office staff.
- Horseplay, practical joking, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden.
- Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of that person or any other person.
- Employees must not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by their Office staff.
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
- No employee should undertake a job which appears to be unsafe.

- No employee should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
- All injuries must be reported to the Office staff.
- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their Office staff.
- Work shall be well-planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
- No employees should use chemicals without the knowledge required to work with those chemicals safely.
- Suitable clothing and footwear will be worn at all times. Personal protective equipment must be worn wherever appropriate.

25.0 HOUSEKEEPING

- Work sites must be kept clean and tidy.
- Any spillage must be cleaned up immediately.
- All materials must be properly and safely used and properly and safely secured when not in use.

26.0 ACCESS AND EXITS

- Walkways and passageways must always be kept clear from obstructions.
- If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material. Any liquid spilt on the floor should be wiped up immediately.
- Trailing cables are a trip hazard and should not be left in any passageway.
- Any change in the floor elevation of any walkway or passageway must be clearly marked.
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
- Where a passageway is being used by any vehicles or other moving machinery, an alternative route should be used by pedestrians wherever possible. If no alternative route is possible, the area should be clearly marked with warning signs.

27.0 EQUIPMENT

- NDCT's equipment is only to be used by qualified and authorised personnel. It is the responsibility of the Office staff to determine who is authorised to use specific equipment.

- It is the responsibility of all employees to ensure that any equipment they use is in a good and safe condition. Any equipment which is in any way defective must be reported to the Office staff so that they can be repaired or replaced.
- All equipment must be properly and safely stored when not in use.
- No equipment should be used without the manufacture's recommended shields, guards or attachments.
- Approved personal protective equipment must be properly used where appropriate.
- Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

28.0 MANUAL HANDLING

- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used must be appropriate for the task at hand.
- The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.
- When lifting or moving a load with sharp or splintered edges, gloves must be worn. Gloves should be free from oil, grease or other agents, which might impair grip.
- The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage, which could cause tripping.
- Employees should not attempt to lift or move a load, which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain.
- Where team lifting or moving is necessary one person should act as coordinator, giving commands to lift, lower, etc.
- When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

29.0 SAFE HANDLING AND USE OF SUBSTANCES

The Office staff will be responsible for:

- identifying all substances which need a COSHH assessment.
- undertaking COSHH assessments.
- ensuring that all actions identified in the assessments are implemented.

- ensuring that all relevant employees are informed about the COSHH assessments.
- checking that new substances can be used safely before they are purchased.

30.0 ELECTRICAL SAFETY

NDCT will ensure that arrangements are in place to cover electrical safety for portable equipment and PAT checks performed as appropriate.

Fixed installation of electrical equipment and installation of sockets should be undertaken and thereafter maintained by a competent electrician in accordance with the Electricity at Work Regulations 1989.

The buildings electrics will be checked every 5 years as a minimum.

31.0 RISK ASSESSMENTS

NDCT will ensure that a systematic approach towards risk assessments is adopted to control and identify hazards and those at risk from those hazards. It will include the identification of all activities, the hazards and risks associated with them and a review of the method by which they are controlled.

Assessments will be reviewed when there is a significant change in:

- The activity or process.
- The working environment.
- The number or abilities of personnel.
- The nature of the loads to be handled.

Re-assessment may also be required where accident/absence statistics show that the original measures were not sufficiently effective. Assessments will be reviewed every 12 months at the beginning of the financial year or when the work activity changes, whichever is the soonest.

32.0 ACTION PLAN

The action plan is a continuous quality process as below.

32.1 Plan / Do

- Incident books are updated as and when incidents occur.
- If there is any change in operations then risk assessments will be conducted.
- The Office staff will present incidents, non-compliances and near misses

at each Management Committee meeting.

32.2 Check

- The policy is reviewed annually by the Chair.
- The Business and Community Manager conducts an annual review of the Risk Assessment.
- The incident book is reviewed at the Management Committee meetings.
- An audit of the Risk Assessment is conducted by the Trustees' Representative annually.
- The health and safety report is audited by the Chair.
- Independent checks can be made at any time by the Chair or the Trustees' representative.

32.3 Act

- Any incident will be investigated and any necessary actions proposed at the next Management Committee meeting. It will only be closed when the appropriate actions have been completed to the satisfaction of the Chair.

33.0 REVIEW

The Health & Safety Policy will be reviewed annually.

NAILSEA AND DISTRICT COMMUNITY TRANSPORT LIMITED

Units 11 & 12, Coates Industrial Estate, Southfield Road,
Nailsea, Bristol, BS48 1JN

Backwell Parish Council: Report January – March 2026

As per the Service Level Agreement NDCT are required to report to Backwell Parish Council the services provided and offered to Backwell members.

January 1st – March 31st 2026

- During 12 weeks between 01/01/2026 and 31/03/2026, there were 24 instances (on a Tuesday/ Wednesday) where a weekly shopping service was offered to Backwell members. This continues to be used regularly by 6 people on a Tuesday and 8 on a Wednesday. Capacity is available for more members on a Wednesday and this could be more if run as a shuttle. We continue to market this service to Backwell members and potential members to grow the shop allowing us to support more people.

- There were 24 day trips offered to Backwell members, two trips a week during the 12 week period.

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A registered Society under the Co-operative and Community benefit Societies Act 2014, No. 28008R

NAILSEA AND DISTRICT COMMUNITY TRANSPORT LIMITED

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Backwell Parish Council: Report July – September 2025

As per the Service Level Agreement signed and dated on the 18th of April 2024, NDCT are required to report to Backwell Parish Council the services provided and offered to Backwell members.

July 1st - September 30th 2025

- During 13 weeks between 01/07/2025 and 30/09/2025, there were 27 instances (on a Tuesday/ Wednesday) where a weekly shopping service was offered to Backwell members. This continues to be used regularly by 5 people on a Tuesday and 8 on a Wednesday. Capacity is available for 3 more members on a Wednesday and this could be more if run as a shuttle. We plan to market this service to Backwell members and potential members to grow the shop allowing us to support more people.

- There were 26 day trips offered to Backwell members, two trips a week during the 13 week period.

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Backwell Parish Council: Report October – December 2025

As per the Service Level Agreement NDCT are required to report to Backwell Parish Council the services provided and offered to Backwell members.

October 1st – December 31st 2025

- During 13 weeks between 01/10/2025 and 31/12/2025, there were 25 instances (on a Tuesday/ Wednesday) where a weekly shopping service was offered to Backwell members. This continues to be used regularly by 6 people on a Tuesday and 8 on a Wednesday. Capacity is available for 3 more members on a Wednesday and this could be more if run as a shuttle. We continue to market this service to Backwell members and potential members to grow the shop allowing us to support more people.

- There were 24 day trips offered to Backwell members, two trips a week during the 13 week period taking into account the Christmas period.

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Nailsea and District Community Transport

We aim to ensure that everyone has access to safe, reliable, and affordable transportation. We are dedicated to reducing social isolation, promoting independence and enhancing the quality of life for all community members. By offering inclusive and accessible transport services, we help people stay connected, access essential services, and fully participate in their community.

From the 'The State of Ageing in North Somerset' report carried out by VANS (October 2024) it was clear that transport was a vital resource for the people we support:

'North Somerset Council's Social Isolation and Loneliness Needs Assessment and Strategy (2019) estimates that 31% of people over 65 in North Somerset are lonely 'sometimes' and a further 7% feel lonely 'often', or 'always' - put another way, almost one in four residents over 65 experience some level of loneliness.'

'Inadequate public transport limits residents' ability to access healthcare, maintain independence, participate in leisure activities, and avoid social isolation.'

'Access to transportation influences nearly every aspect of later life, including healthcare access, independence, and participation in health-promoting activities like exercise and social interaction. Reconsider how transport infrastructure is managed, connected, and integrated into a broader system of health, wellbeing, and social connection across places and services.'

'Social isolation and loneliness are increasingly recognised as a Public Health priority, due to the impact on health outcomes, and rising prevalence. The World Health Organisation highlights that there is now a large body of evidence showing the impact on physical and mental health, quality of life, and lifespan, comparable to well established risks like smoking and physical inactivity.[1] [1] Social Isolation and Loneliness (who.int)'

We are helping to combat isolation and loneliness through all our services, and it is likely that the demand for our services will only grow in the future. This means it's vital for us to ensure we have a sustainable plan in place that will allow us to grow and do even more to support our community.

Over the last 12 months we:

- Ran over **100 trips** for people to spend a day away from home, enjoying the sights and the company of their 'neighbours'.
- Transported **1,068 passengers in collaboration with community groups** to ensure people could access their groups and activities.
- Ran **572 shopping trips** for people to shop independently with our door-to-door service.
- Took **701 Dial a Ride bookings** for medical appointments, lunch clubs, work, sports venues and community facilities.

Using the Community Transport Associations model, during the last year we have delivered a social value of over £750,000 - this shows the significant positive impact these services have had on the community, beyond just financial metrics.

Don’t take our word for it!






Our members give us lots of feedback and are helping to shape our future. The benefits for our members are clear form this- we are a vital service for hundreds of people in our community - allowing them to access services, social events, reducing social isolation and helping foster a fully inclusive society. This not only impacts the members themselves but their wider networks and families who are assured they are being cared for.

‘My mental health would go down to minus ten…I enjoy going out to keep in touch and make friends and I wouldn’t want to think about not having the service.’

‘I would feel very sad and completely stuck if I wasn’t able use your transport and get out. The drivers are lovely, they make me feel safe.’

’I don’t know what we would all do without you’

‘You are a marvellous service, I feel more human now’

‘Your service is a lifesaver.’

‘Attending his regular club gives dad some independence and social wellbeing. It lifts his spirits meeting other people and the people running the club can monitor his dementia. He doesn’t use public transport and felt isolated as he can no longer drive.’

Partnerships

We are very keen to strengthen connections with more local groups and organisations to improve referral pathways and find collaborate ways of working to play the best part we can in improving the lives of people.

Our community is full of amazing organisations and people who can support our members and improve their health and wellbeing- they are a strong force for good and with our help to ensure transport is not a barrier, people can access these vital services and reap the benefits. We would also like to explore the possibility of some collaborative bids to fund some innovative projects.

Funding

We ended our last financial year with a £1,967 deficit and project that we will end this financial year breaking even and not needing to use reserves. Based on where we could have been following the loss of NSC support this is a huge step forward, but the work is not done and with ever increasing costs, demands for our services and the need to keep our cost to members down, we still have huge challenges to face before we can become sustainable in the long term.

For our 2026/27 year we will be heavily reliant on fundraising, so this is in no way guaranteed income. Funding through grants and trusts is competitive and we need time to build successful partnerships, launch fundraising activities and develop relationships with corporate partners. We will need continued parish and town council support as well as some successful bids to foundations.

Our anticipated expenditure for 2026/2027 is £345,000 income projections include:

- Membership and Fares: £112,000
- Local town and parish council support: £54,000 (Nailsea Town Council, Backwell Parish Council, Clevedon Town Council, Portishead Town Council, Pill and Easton in Gordano Parish Council, Long Ashton Parish Council, Wraxall and Failand Parish Council)
- Grants and Trusts: £47,000
- Corporate Support: £4,500
- Fundraising: £600 (Events, local lottery, individual giving)
- Contracted services: £113,000 (Home to School transport)

We are increasing our fundraising efforts to cover all our projected expenditure. This includes diversifying our income streams and building collaborative partnerships to increase our financial stability.

Town and Parish Council support is vital to NDCT and allows us to keep our services running supporting our community and the people who need access to transport to support their independence, health and wellbeing.

Requested SLA support

This year we are looking for increased support for the next 12-month period to help our organisation meet increasing costs and demand on our services. There are currently 56 members in Backwell so the annual support we are looking for is £5,000.

This would support the delivery of two weekly shops available to Backwell residents and an opportunity for them to join two day trips per week. It also ensures they have access to a Dial-a-Ride service to attend medical appointments and activities.

We would also like to increase our services available to groups and organisations who support the community and ensure that transport is not a barrier to participation, especially for residents at risk of social isolation and hope to work closely with the council as we identify those who may need further financial help.

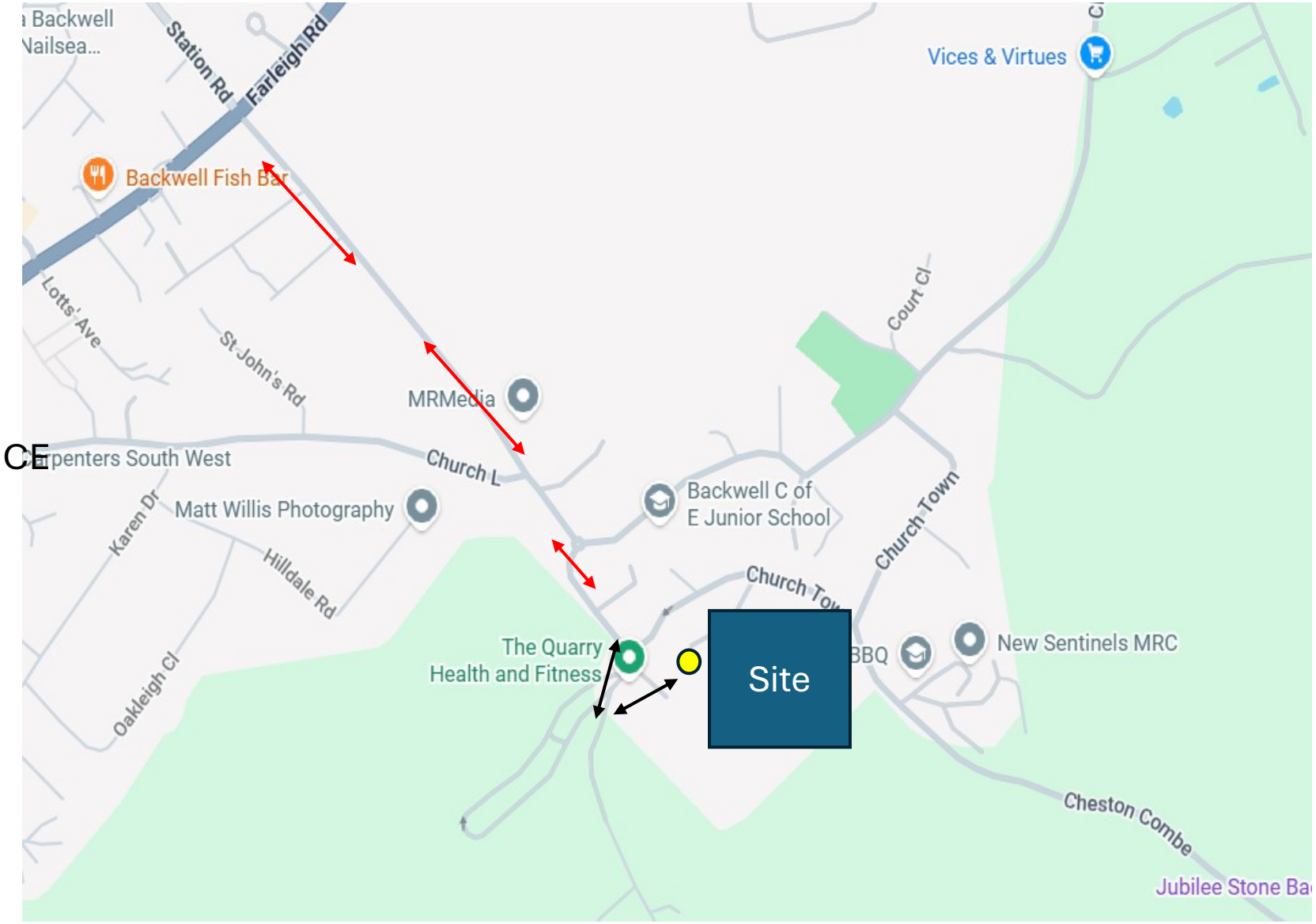
Coles Quarry Traffic Management

Key

10 MPH SPEED LIMIT ONSITE

20 MPH SPEED LIMIT ON STATION ROAD

SITE OFFICE All DELIVERIES TO REPORT TO THE SITE OFFICE



Coles Quarry Traffic Management Plan

-All deliveries to use station road as ingress and access to the site.

-Station road is always strictly 20 MPH

-No deliveries between the hours of 8.15 am -9.15 am or 2.45 pm -3-45 pm Monday -Friday. This is to help reduce the traffic during the school runs

-10 MPH speed limit once onto Coles Quarry site

-All deliveries to report to the site office which is shown on the Traffic management plan.

- All reversing of deliveries to be banked

Lucy White
Planning Limited

Monthly Planning Update for Backwell Parish Council

April 2026 Issued 27.04.26

North Somerset Cabinet and Council Meetings

The updated North Somerset and Mendip SAC Bat Supplementary Planning Document was reported to the Council meeting on 21 April 2026 for adoption. The SPD provides updated guidance for developers bringing forward planning applications within the consultation zones for the Greater and Lesser Horseshoe bat Special Conservation Area. Backwell lies within the inner consultation zone due to its proximity to the Brockley Hall Stables Site of Special Scientific Interest.

NSC Local Plan 2040

I understand the Council is aiming to submit the Local Plan for examination in early May. The examination hearings are unlikely to commence until late 2026.

Emerging Planning Policies

A consultation has been launched by NSC regarding public space protection orders (PSPOs) and whether changes should be made to the rules contained with these PSPOs. The consultation is open until 27 April 2026.

NSC Stakeholder Workshops

No workshop this month.

Government planning policy updates

The Government has published its response to a consultation on improving implementation of Biodiversity Net Gain for minor, medium and brownfield development. It sets out a package of reforms which are expected to come into force before 31 July 2026.

A key change will be the introduction of a new area-based exemption for sites of 0.2 hectares or below (except where priority habitat is present). The current exemptions for self-build/custom build homes will be removed, a new exemption will apply for temporary developments of up to five years and for developments which are primarily focussed on conserving or enhancing biodiversity. Further changes are expected to be brought into effect later this year.

Other Relevant Matters

None.

Planning Applications Report – Backwell Parish Council Full Council Meeting 7th May 2026

Agenda item 4.8

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.

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. Changes to include: occupation of 2 bed flats from 4 people to 3 people; regularise definitions of 'Transfer Price'; update the release and mortgagee in possession clauses to the industry standard wording and make it explicit that the registered provider can be a member of the management company in its capacity as owner of the affordable housing units

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.

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

e) **226/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.

Full application elements comprising: extension of western apron for additional aircraft stands; reconfiguration of central and eastern aprons; construction of a passenger surface level car park for approximately 2,000 vehicles; eastern extension of existing runway by approximately 170m, with repositioned and additional aircraft approach lighting within Felton Common; taxiway and fillet widening to Taxiway GOLF with a realignment at the western runway end; construction of two new taxiways; extension of surface level car rental parking area; expansion of existing Silver Zone car park to provide an additional circa 1,960 block parked vehicle spaces; construction of new surface level staff car park for approximately 1,720 vehicles; highway improvements to the A38, including upgrades to northern access

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roundabout, construction of a new southern roundabout and widening of the road to accommodate an additional bus lane with dedicated access onto the A38.

Outline application elements comprising of 3no. extensions to terminal building on west, north and east sides; construction of new piers to the west and east of the terminal including an underground walkway; construction of ancillary support buildings; relocated and expanded aviation fuel farm; a pedestrian bridge link; erection of a new baggage building; erection of a maintenance repair and overhaul hangar and ground run up pen; construction of parking decks within Silver Zone car park and car rental facility; minor works within Silver Zone car park; construction of a bus maintenance and washing facility; site wide landscaping, drainage, lighting and other associated infrastructure.

f) **Planning appeal 6007743, Application reference 25/P/1297/FUL – Former BT Radio Research Laboratory, Long Lane, Backwell**
Erection of 1no. dwelling

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Backwell Parish Clerk <clerk@backwell-pc.gov.uk>

Clearing of vegetation A370

clerk@flaxbourtonparishcouncil.co.uk <clerk@flaxbourtonparishcouncil.co.uk> 19 April 2026 at 14:07
To: "Clare (Backwell)" <clerk@backwell-pc.gov.uk>

Hi Clare

I am getting recommendations for contractors together regarding the above. Please can you find out if your PC would be happy to share the cost?

It would involve strimming of the soft growth weeds on the banks along the hedges which fall out and block the pathway. We need the whole length of path clear so it would be good if you would be happy to share cost.

Kind regards

Helen Nelson

Flax Bourton Parish Clerk & Responsible Financial Officer

clerk@flaxbourtonparishcouncil.co.uk

07763 031435

https://flaxbourtonparishcouncil.co.uk/

NEXT LEAVE: 25th to 29th May (incl.)

The Parish Clerk works Thursdays and Fridays term time. Working hours vary in school holidays. All correspondence will be responded to as soon as possible.



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INFORMATION TECHNOLOGY POLICY

Adopted by Backwell Parish Council

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1. Purpose

This policy sets out how Backwell Parish Council ("the Council") manages and uses information technology systems, data, and communications to ensure security, legal compliance, and effective operation.

This policy is designed to ensure full compliance with:

- The Practitioners' Guide 2025 – Governance and Accountability for Smaller Authorities in England (Smaller Authorities Proper Practices Panel (SAPPP)) – Assertion 10 (Digital and Data Compliance)
- Data Protection Act 2018
- UK General Data Protection Regulation 2018 (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018
- The Transparency Code for Smaller Authorities

2. Scope

This policy applies to:

- Councillors
- Employees
- Contractors
- Volunteers
- Work experience students
- Any authorised user of Council IT systems

It applies to all:

- Council-owned devices
- Personal devices used for Council business

- Systems, networks, software, and data

3. Legal and Governance Requirements
The Council will ensure that:

- All personal data is processed lawfully, fairly, and transparently
- Data is only used for legitimate Council purposes
- Appropriate technical and organisational measures are in place to protect data
- All users understand their responsibilities under data protection law

This policy operates in conjunction with the Council's Data Protection Policy and Data Breach Policy, which together form the Council's framework for compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Failure to comply with this policy may result in disciplinary action and/or withdrawal of access to Council systems.

4. Email and Communication Requirements (MANDATORY)
Official Email Accounts
All Council business **must** be conducted using Council-managed email accounts hosted on a Council-owned domain (e.g. @backwell-pc.gov.uk).

Use of personal email accounts (e.g. Gmail, Outlook) for Council business is not permitted except in exceptional circumstances and with Clerk approval.

Security and Use
Users must:

- Ensure emails are professional and appropriate
- Verify recipients before sending sensitive information
- Exercise caution with links and attachments
- Report suspected phishing or malicious emails immediately

Access and FOI
Council email accounts may be accessed where necessary to:

- Respond to Freedom of Information requests
- Respond to Subject Access Requests
- Ensure business continuity

5. Website Compliance (MANDATORY)
The Council will maintain a website that complies with legal requirements, including:

Accessibility
- Website must meet WCAG 2.2 AA standards
- Accessibility statement must be published and maintained

Publication Requirements
The website must publish, where applicable:

- Annual Governance and Accountability Return (AGAR)
- Financial information

- Policies and procedures
- Councillor information
- Transparency Code data
- FOI Publication Scheme

Responsibility
The Clerk (or delegated officer) is responsible for ensuring:

- Website compliance
- Regular updates
- Accessibility monitoring

6. Acceptable Use of IT Systems
Users must:

- Use IT systems for Council purposes
- Not access, store, or distribute inappropriate or unlawful material
- Not install unauthorised software
- Respect copyright and intellectual property

Limited personal use may be permitted where it does not interfere with Council business.

7. Use of Personal Devices (BYOD)
Where personal devices are used for Council business, users must:

- Use Council email accounts only
- Keep devices updated with latest security patches
- Use strong passwords or biometric security
- Ensure devices are protected with antivirus software
- Prevent access by unauthorised individuals

Sensitive data should not be stored on personal devices unless authorised and secured.

8. Passwords and Authentication
Users must:

- Use strong passwords (three random words recommended)
- Change passwords if compromise is suspected

Multi-Factor Authentication (MFA) must be used where available.

Administrative credentials must be securely stored and accessible only to authorised personnel.

9. Network and Internet Use
Users must:

- Use secure and trusted networks
- Avoid public Wi-Fi for sensitive work unless using secure access methods
- Not bypass Council security systems

10. Data Management and Security

Data Protection

Backwell Parish Council is the Data Controller for all personal data it processes.

All users must:

- Handle personal data in accordance with UK GDPR principles
- Only access data necessary for their role
- Ensure data accuracy and confidentiality

Storage and Retention

- Data must be stored securely
- Backups must be maintained where appropriate
- Data must be retained and deleted in line with Council policies

Data Breaches

All suspected breaches must be reported immediately to the Clerk in accordance with the Council's Data Breach Policy.

11. Equipment Security

Users must:

- Lock devices when unattended
- Store equipment securely
- Report loss or theft immediately

Portable devices must be encrypted where possible.

12. Monitoring and Compliance

The Council reserves the right to monitor:

- Email use
- Internet activity
- System access

Monitoring will:

- Be proportionate
- Comply with data protection laws
- Be used for security, compliance, and operational purposes

13. Training and Awareness

The Council will:

- Provide regular IT and cyber security training
- Encourage use of National Cyber Security Centre (NCSC) resources

Users are required to participate in relevant training.

14. Reporting Incidents

All users must report:

- Security incidents
- Data breaches
- Suspicious activity

Reports should be made immediately to the Clerk.

15. Policy Review
This policy will be reviewed annually or when:

- Legislation changes
- Technology risks evolve

The Council will continue to review and enhance its digital and data management arrangements to ensure ongoing compliance with statutory requirements and best practice.

Date of policy: May 2026
Date for next review: May 2027

— policy ends here —

This document is based on the example template in the Practitioners' Guide 2025 – Governance and Accountability for Smaller Authorities in England (Smaller Authorities Proper Practices Panel (SAPPP) which sets out proper practices for local councils.

The policy ensures that Backwell Parish Council meets the requirements of Assertion 10 (Digital and Data Compliance) within SAPP.

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Data Protection Policy

The Data Protection Policy
Backwell Parish Council recognises its responsibility to comply with the Data Protection Act 2018 and the UK General Data Protection Regulation 2018 (UK GDPR) which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

General Data Protection Regulations (GDPR)
The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper.

Backwell Parish Council has notified the Information Commissioner's Office (ICO) that it holds personal data about individuals.

Backwell Parish Council, as a corporate body, has ultimate responsibility for ensuring compliance with data protection legislation.

Backwell Parish Council is the Data Controller for all personal data it processes in the course of its functions and is responsible for ensuring compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Parish Clerk is the Data Protection Lead and is responsible for the day-to-day management of data protection compliance, including handling data requests and data breaches.

When dealing with personal data, Backwell Parish Council staff and members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**
  This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.
- **Data is processed for specified purposes only**
  This means that data is collected for specific, explicit and legitimate purposes only.
- **Data is relevant to what it is needed for**
  Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- **Data is accurate and kept up to date and is not kept longer than it is needed**
  Personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed of.
- **Data is processed in accordance with the rights of individuals**
  Individuals must be informed, upon request, of all the personal information held about them.
- **Data is kept securely**

There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage
Backwell Parish Council implements appropriate technical and organisational measures to protect personal data, including secure IT systems, password controls, restricted access, encryption where appropriate, and other safeguards as set out in the Council's IT Policy.

Storing and accessing data
Backwell Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

Backwell Parish Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept at the Backwell Parish Council Office and are not available for public access. The information provided will be processed and stored to enable the Council to meet its legal and statutory obligations, to fulfil its duties as an employer, to contact people and respond to their correspondence, to provide information and/or for people to access the Council's facilities and services.

All data stored on the Backwell Parish Council Office computers are password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of the Council's document retention policy, it will be shredded or securely deleted from the computer.

Backwell Parish Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy, email or social media). If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed
- The period Backwell Parish Council tend to process it for
- Anyone who has access to the personal data

The response must be sent within 30 days and should be free of charge.

If a SAR includes personal data of other individuals, Backwell Parish Council must not disclose the personal information of the other individual. That individual's personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Please see "Subject Access Request Procedure" for more details.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests. Requests can be made by contacting the Clerk at the Parish Office.

Individuals have the right to complain regarding the way that their personal date has been processed to Backwell Parish Council and to the Information Commissioner directly via their website www.ico.org.uk

Backwell Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Confidentiality
Backwell Parish Council members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Date of policy: July 2025
Date for next review: July 2027
Updated: May 2026

— policy ends here —

			Quote A		Quote B		Quote C		Quote D	
Ref	**Schedule of Works (see below for Standards required)**	**Frequency**	**£ Each**	**£ Total**	**£ Each**	**£ Total**	**£ Each**	**£ Total**	**£ Each**	**£ Total**
A	**Site A - Parish Hall & Allotments** (marked in green)									
A1	Strimmed - May, August & October. All adjacent pathways to be swept free of arising. Site to be left in clean and tidy condition.	3x per annum	£122.74	£368.22	£68.83	£206.48	£90.00	£270.00	£67.50	£202.50
B	**Site B - Spar Shop greens, Village Club classified Conservation Area including bridal path up to Uncombe Close** (marked in orange)									
B1	Grass cut, edges trimmed and strimmed. borders & hardstanding kept weed free. Litter collected and removed from all areas. Shrubs pruned/trimmed as and when required or requested to maintain neat and tidy (where possible in line with good horticultural practice). All debris from works to be removed from site.	Fortnightly mid March to mid-October	£39.39	£630.24	£5.54	£94.13	£90.00	£1,260.00	£22.50	£360.00
B2	Grass cut, edges trimmed and strimmed. borders & hardstanding kept weed free. Litter collected and removed from all areas. Shrubs pruned/trimmed as and when required or requested to maintain neat and tidy (where possible in line with good horticultural practice). All debris from works to be removed from site.	Once in Autumn/Winter	£41.89	£41.89	£29.82	£29.82		£150.00	Inc in above	
C	**Site C - Oatfield Play area** (marked in yellow)									
C1	Grass cut, edges trimmed and strimmed. borders & hardstanding kept weed free. Litter collected and removed from all areas. Shrubs pruned/trimmed as and when required or requested to maintain neat and tidy (where possible in line with good horticultural practice). All debris to be removed from site.	Fortnightly mid March to mid-October	£102.69	£1,643.04	£39.44	£670.52	£100.00	£1,400.00	£78.00	£1,248.00

C2	Grass cut, edges trimmed and strimmed. borders & hardstanding kept weed free. Litter collected and removed from all areas. Shrubs pruned/trimmed as and when required or requested to maintain neat and tidy (where possible in line with good horticultural practice). All debris to be removed from site.	Once in Autumn/Winter	£69.81	£69.81	£46.02	£46.02		£360.00	Inc above	
C3	Perimeter hedge cut by means of tractor flail	Once per annum	£334.21	£334.21	£690.00	£690.00	Inc in £360		£130.00	£130.00
D	**Site D - Moor Lane** (marked in red on the map)									
D1	Grass cut, edges trimmed and strimmed. borders & hardstanding kept weed free. Litter collected and removed from all areas. Shrubs pruned/trimmed as and when required or requested to maintain neat and tidy (where possible in line with good horticultural practice). All debris to be removed from site.	Fortnightly mid March to mid-October	£181.22	£2,899.52	£138.32	£2,359.89	£140.00	£1,960.00	£78.00	£1,248.00
D2	Grass cut, edges trimmed and strimmed. borders & hardstanding kept weed free. Litter collected and removed from all areas. Shrubs pruned/trimmed as and when required or requested to maintain neat and tidy (where possible in line with good horticultural practice). All debris to be removed from site.	Once in Autumn/Winter	£69.81	£69.81	£138.82	£138.82		£900.00	Inc above	
D3	Pruning of large borders/shrubberies within the parkland	Once per annum	£698.16	£698.16	£39.35	£39.35	Inc in £900		£80.00	£80.00
D4	High level tractor flailing	Once per annum	£557.01	£557.01	£966.00	£966.00	Inc in £900		£130.00	£130.00
E	**Site E - Station Road** (marked in blue on the map)									
E1	Grass cut - May, July & September. Areas either side of The Crescent x2 , corner of Waverley Road (grass and laurel hedge) & Station Road post box to garages	3x per annum	£78.18	£234.54	£2.68	£8.04	£90.00	£270.00	£15.00	£45.00
							Add 5% fuel increase			
		Total for year		£7,546.45		£5,249.07		£6,898.50		£3,443.50

*exc VAT

Insurance Quote Comparison Table : Policy cover for 1st June 2026 to 31st May 2027

Quote **A** **£1,715.22** (includes £55.00 arrangement fee)
Quote **B** **£1,396.71** (no arrangement fee)

[redacted]

Backwell Parish Council

Date: 8-4-2026

Ref: Wooden Gates at Backwell Hill Playing Fields

Take down & clear existing gates £95.00 + vat

Supply & erect 1no 10ft Universal gate, 1pair adjustable hinges, 1no heavy duty auto catch. 1no 4ft Universal gate, 1 pair adjustable hinges.

Materials/Labour £715.00 + vat

The hanging post (10ft gate), is very rotten. If you want to replace with 1no 2.1m 200mm x 200mm post.

Materials/Labour £185.00 + vat

Regards; [redacted]

We Look Forward To Hearing From You

[redacted]

-								
RECEIPTS & PAYMENTS FOR PARISH COUNCIL MEETING ON 7th MAY 2026								
	Name	**Invoice no**	**Details**	**Date**	**Payment**	**Net Amount**	**VAT**	**Total**
Receipts								
26:R01	North Somerset Council	900991102	Precept payment 1	10.04.26	IN	£134,633.43	£0.00	£134,633.43
26:R02	HMRC	N/A	VAT Refund	22.04.26	IN	£7,566.43	£0.00	£7,566.43
26:R03	HSBC Savings	N/A	Bank interest	23.04.26	IN	£71.37	£0.00	£71.37
						£142,271.23	**£0.00**	**£142,271.23**
Payments								
PO19/26:87	Jet Property Management	N/A	Office monthly rent May 2026	01.05.26	SO	£750.00	£0.00	£750.00
26:66	PC Dial	PCD-INV-19252	Monthly IT contract charge- Mar 26 (work stations) & business emails	28.04.26	SO	£202.00	£40.00	£242.00
26:43	Unity Trust Bank	N/A	Unity T2 - bank charge 01 Mar to 31 March 26	30.04.26	BACS	£11.95	£0.00	£11.95
26:40	North Somerset Council	800493044	Office fortnightly waste disposal	01.06.26	DD	£46.71	£0.00	£46.71
26:75	British Gas	726617339	Parish Office gas 18 Mar to 21 April 26	06.05.26	DD	£63.79	£3.18	£66.97
26:67	Virgin Business	747067601/001/0426	Office internet and phoneline	18.05.26	DD	£43.00	£8.60	£51.60
26:42	EDF	KI0C1375BA-0025	Christmas Lights Feeder Pillar	05.05.26	BACS	£18.60	£0.93	£19.53
26:76	EDF	27526485	Parish Lighting 01 Mar to 31 Mar 26	07.05.26	BACS	£173.00	£8.65	£181.65
26:37	Landscape Services LTD	INV-67540	Grounds maintenance - Mar 2026 Station Road	07.05.26	BACS	£18.89	£3.78	£22.67
26:38	Landscape Services LTD	INV-67539	Grounds maintenance - Sites A, B&C Mar 2026	07.05.26	BACS	£248.59	£49.72	£298.31
26:39	Landscape Services LTD	INV-67541	Grounds maintenance - Mar 2026 **MOOR LANE**	07.05.26	BACS	£340.14	£68.03	£408.17
26:68	GB Sport & Leisure	19966	Monthly Play equipment inspection - Oatfield & Moor Lane Apr '26	07.05.26	BACS	£50.00	£10.00	£60.00
26:33	Sparkle Restore	2890	Office window clean March 2026	10.04.26	BACS	£27.57	£5.51	£33.08
26:41	Rapide	783141	Office stationery	07.05.26	BACS	£80.41	£16.08	£96.49
26:36	The Flower Gift	387	Flowers for recovery	21.04.26	BACS	£30.00	£0.00	£30.00
26:35	NDCT	N/A	SLA payment	08.05.26	BACS	£5,000.00	£0.00	£5,000.00
26:47-26:65	Grants	N/A	Grant payments 2026/27 (see attached schedule)	24.04.26	BACS	£41,519.00	£0.00	£41,519.00
26:69,26:71,26:72 & 26:73	Staff salaries	N/A	Salaries (plus CiLCA overtime) May 2026	31.05.26	BACS	£4,326.56	£0.00	£4,326.56
26:77	Avon Pension Fund	N/A	Pension contributions - April 2026 (mth 1)	07.05.26	BACS	£1,243.13	£0.00	£1,243.13
26:70	HM Revenue & Customs	N/A	PAYE & NI – April 2026 (mth 1)	08.05.26	BACS	£1,084.12	£0.00	£1,084.12
26:74	Cllr Bowerman	N/A	Expenses - Refreshments Annual meeting of Electors	07.05.26	BACS	£12.55	£0.00	£12.55
26:44	H MacCallum-New	N/A	Expenses - office milk	07.05.26	BACS	£0.90	£0.00	£0.90
26:46	H MacCallum-New	N/A	Expenses - litter picking aid	07.05.26	BACS	£21.93	£0.00	£21.93
26:45	L Galpin	N/A	Expenses - office milk & coffee	07.05.26	BACS	£14.90	£0.00	£14.90
						£55,327.74	**£214.48**	**£55,542.22**
					Plus invoices received after Agenda	**£0.00**	**£0.00**	**£0.00**
							GRAND TOTAL	**£55,542.22**
Bank transfers								
N/A	NatWest to Unity T2	N/A	Transfer of CIL funds for 2 x grant payments	28.04.26	IN	£9,616.00	£0.00	£9,616.00
								£0.00
			TOTAL			**£9,616.00**	**£0.00**	**£9,616.00**

Backwell Parish Council

Prepared by: **Clare Melton (Clerk/RFO)** Date: **30th April 2026**

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/04/2026			
	Cash in Hand 01/04/2026			432,332.52
	ADD			
	Receipts 01/04/2026 - 30/04/2026			142,271.23
				574,603.75
	SUBTRACT			
	Payments 01/04/2026 - 30/04/2026			57,680.41
A	**Cash in Hand 30/04/2026** (per Cash Book)			**516,923.34**
	Cash in hand per Bank Statements			
	HSBC Savings Account 2	30/04/2026	65,721.95	
	Unity Bank Savings	30/04/2026	24,276.70	
	Nat West Reserve	30/04/2026	290,409.13	
	Unity Bank T2 account (online payr	30/04/2026	130,790.51	
	Unity T1 account (Planning)	30/04/2026	7,987.00	
				519,185.29
	Less unpresented payments			2,261.95
				516,923.34
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**516,923.34**
	A = B Checks out OK			

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Backwell Parish Council

Transactions for All Banks (From 01/04/2026 to 30/04/2026)

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
					STARTING BALANCE					**432,332.52**	
2	01/04/2026	Unity Bank T2 acc	Staff Pension	Mar 26 (mth 12	Pension	Avon Pension Fund	-1,436.34		-1,436.34	430,896.18	02/04/2026
20	01/04/2026	Unity Bank T2 acc	Office Equipment M	IT Support & bu	IT Support	PCD IT Support	-202.00	-40.40	-242.40	430,653.78	01/04/2026
22	01/04/2026	Unity Bank T2 acc	Office Equipment	Meeting room t	Office Equipment	Office Boffins	-244.95	-48.99	-293.94	430,359.84	02/04/2026
30	01/04/2026	Unity Bank T2 acc	Subscriptions	ALCA & NALC	Annual Subscription	ALCA	-320.95		-320.95	430,038.89	02/04/2026
30	01/04/2026	Unity Bank T2 acc	Subscriptions	ALCA & NALC	Annual Subscription	ALCA	-659.35		-659.35	429,379.54	02/04/2026
34	01/04/2026	Unity Bank T2 acc	Office rent - out	Apr 26	Office Rent - out	Mr & Mrs Tingle	-750.00		-750.00	428,629.54	01/04/2026
1	01/04/2026	Unity Bank T2 acc	Office expenses	Office supplies	Office Stationery	Rapide	-45.13	-9.03	-54.16	428,575.38	02/04/2026
5	01/04/2026	Unity Bank T2 acc	Grass cutting	Station Road	Grass Cutting Station Road	Landscape Services	-18.89	-3.78	-22.67	428,552.71	02/04/2026
6	01/04/2026	Unity Bank T2 acc	Grass cutting	Sites A,B,C	Grass Cutting	Landscape Services	-248.59	-49.72	-298.31	428,254.40	02/04/2026
7	01/04/2026	Unity Bank T2 acc	Grass cutting	Moor Lane	Grass Cutting Moor Lane	Landscape Services	-340.14	-68.03	-408.17	427,846.23	02/04/2026
11	01/04/2026	Unity Bank T2 acc	Councillors Expens	Mileage	Expenses	Mr R Taylor	-105.30		-105.30	427,740.93	02/04/2026
12	01/04/2026	Unity Bank T2 acc	Equipment Mainter	Arch bridge rep	Repairs at Moor Lane	Wicksteed Leisure	-839.20	-167.84	-1,007.04	426,733.89	02/04/2026
13	01/04/2026	Unity Bank T2 acc	Office expenses	office milk	Expenses	Clare Melton	-1.40		-1.40	426,732.49	02/04/2026
18	01/04/2026	Unity Bank T2 acc	Safety Inspections	March 26	Play area inspection	GB Sport & Leisure	-25.00	-5.00	-30.00	426,702.49	02/04/2026
27	01/04/2026	Unity Bank T2 acc	Refuse Collection	March 26	Emptying dog/litter bins Moor Lane	Mr Andrew Savage (C	-220.00	-44.00	-264.00	426,438.49	02/04/2026
4	01/04/2026	Unity Bank T2 acc	Office Maintainenc	Ceiling repair a	Office Maintainence (inc repairs to the building)	Jet Property Managem	-262.33		-262.33	426,176.16	02/04/2026
10	01/04/2026	Unity Bank T2 acc	Office/Village Clear	April Refuse co	NSC fornightly refuse collection	North Somerset Coun	-46.71		-46.71	426,129.45	01/04/2026
18	01/04/2026	Unity Bank T2 acc	Safety Inspections	March 26	Play area inspection	GB Sport & Leisure	-25.00	-5.00	-30.00	426,099.45	02/04/2026
23	01/04/2026	Unity Bank T2 acc	Festive Lighting	01 Feb - 28 Fel	Electricity Feeder Pillar	EDF	-16.22	-0.81	-17.03	426,082.42	02/04/2026
24	01/04/2026	Unity Bank T2 acc	Payroll services	March 26	Payroll	Cobalt Accountants	-27.50	-5.50	-33.00	426,049.42	02/04/2026
25	01/04/2026	Unity Bank T2 acc	Office/Village Clear	March 26	Office/Village cleaning	Mr Andrew Savage (C	-704.00	-140.80	-844.80	425,204.62	02/04/2026
26	01/04/2026	Unity Bank T2 acc	Emptying of Dog bi	March 26	Emptying dog bins	Mr Andrew Savage (C	-315.00	-63.00	-378.00	424,826.62	02/04/2026
28	01/04/2026	Unity Bank T2 acc	Emptying of Dog bi	March 26	Emptying dog bins/litter bins	Mr Andrew Savage (C	-120.00	-24.00	-144.00	424,682.62	02/04/2026
29	01/04/2026	Unity Bank T2 acc	Festive Lighting	Festive lighting	Festive Lighting	Lite Ltd	-1,840.25	-368.05	-2,208.30	422,474.32	02/04/2026
32	01/04/2026	Unity Bank T2 acc	Digital noticeboard	Digital noticebc	Planning application fee	The Planning Portal	-396.00		-396.00	422,078.32	02/04/2026
3	06/04/2026	Unity Bank T2 acc	Staff NI	Mar 26 (mth 12	PAYE & NI	HMRC (HM Revenue	-568.69		-568.69	421,509.63	07/04/2026
3	06/04/2026	Unity Bank T2 acc	PAYE	Mar 26 (mth 12	PAYE & NI	HMRC (HM Revenue	-470.80		-470.80	421,038.83	07/04/2026
1	10/04/2026	Unity Bank T2 acc	Precept NSC	Precept Payme	Precept	North Somerset Coun	134,633.43		134,633.43	555,672.26	10/04/2026
33	10/04/2026	Unity Bank T2 acc	Office/Village Clear	Mar 26	Window cleaning	Sparkle Restore	-27.57	-5.51	-33.08	555,639.18	13/04/2026
2	17/04/2026	Unity Bank T2 acc	VAT Refund	1 Oct 25-31 Ma	VAT Refund	HMRC (HM Revenue		7,566.43	7,566.43	563,205.61	22/04/2026
36	17/04/2026	Unity Bank T2 acc	Chairmans Allowar	For Lisa	Flowers	The Flower Gift (Joanr	-30.00		-30.00	563,175.61	21/04/2026
21	20/04/2026	Unity Bank T2 acc	Telephone/Broadba	18th April-17th	Telephone DD	Virgin Media Business	-46.04	-9.21	-55.25	563,120.36	20/04/2026
3	23/04/2026	HSBC Savings Ac	Bank Interest	Apr 26	Bank Interest	HSBC	71.37		71.37	563,191.73	23/04/2026

Backwell Parish Council

Transactions for All Banks (From 01/04/2026 to 30/04/2026)

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
19	24/04/2026	Unity Bank T2 acc	Photocopier	20th Feb - 23rc	Photocopier charges	Vision Office Technica	-129.99	-25.99	-155.98	563,035.75	24/04/2026
31	26/04/2026	Unity Bank T2 acc	Utilities	Parish Office	Electricity DD	EDF	-17.44	-0.87	-18.31	563,017.44	27/04/2026
47	28/04/2026	Unity Bank T2 acc	Grants	2026-27 Grant	Grant	Memories at the Barn	-450.00		-450.00	562,567.44	29/04/2026
48	28/04/2026	Unity Bank T2 acc	Grants	2026-27 Grant	Grant	Backwell Life	-500.00		-500.00	562,067.44	29/04/2026
49	28/04/2026	Unity Bank T2 acc	Grants	2026-27 Grant	Grant	Backwell Parish Hall	-3,116.00		-3,116.00	558,951.44	29/04/2026
50	28/04/2026	Unity Bank T2 acc	Grants	2026-27 Grant	Grant	Backwell Playing Fielc	-16,000.00		-16,000.00	542,951.44	29/04/2026
51	28/04/2026	Unity Bank T2 acc	Grants	2026-27 Grant	Grant	Backwell Senior Club	-175.00		-175.00	542,776.44	29/04/2026
52	28/04/2026	Unity Bank T2 acc	Grants	2026-27 Grant	Grant	Backwell & Nailsea Su	-400.00		-400.00	542,376.44	
53	28/04/2026	Unity Bank T2 acc	Grants	2026-27 Grant	Grant	Great Western Air Aml	-2,200.00		-2,200.00	540,176.44	29/04/2026
54	28/04/2026	Unity Bank T2 acc	Grants	2026-27 Grant	Grant	Somerset Internationa	-900.00		-900.00	539,276.44	29/04/2026
55	28/04/2026	Unity Bank T2 acc	Grants	2026-27 Grant	Grant	Somerset Storyfest	-1,250.00		-1,250.00	538,026.44	29/04/2026
56	28/04/2026	Unity Bank T2 acc	Grants	2026-27 Grant	Grant	St Andrew's Church	-700.00		-700.00	537,326.44	
57	28/04/2026	Unity Bank T2 acc	Grants	2026-27 Grant	Grant	Backwell Toddler Grou	-1,528.00		-1,528.00	535,798.44	29/04/2026
58	28/04/2026	Unity Bank T2 acc	Grants	2026-27 Grant	Grant	Backwell Climate Actic	-600.00		-600.00	535,198.44	
59	28/04/2026	Unity Bank T2 acc	Grants	2026-27 Grant	Grant	Backwell Foundation	-200.00		-200.00	534,998.44	
60	28/04/2026	Unity Bank T2 acc	Grants	2026-27 Grant	Grant	Wellspring Counsellin	-3,000.00		-3,000.00	531,998.44	29/04/2026
61	28/04/2026	Unity Bank T2 acc	Grants	2026-27 Grant	Grant	West Backwell Bowlin	-650.00		-650.00	531,348.44	29/04/2026
62	28/04/2026	Unity Bank T2 acc	Grants	2026-27 Grant	Grant	Backwell Athletic Junic	-2,500.00		-2,500.00	528,848.44	29/04/2026
63	28/04/2026	Unity Bank T2 acc	Grants	2026-27 Grant	Grant	Backwell Junior Schoc	-6,500.00		-6,500.00	522,348.44	29/04/2026
64	28/04/2026	Unity Bank T2 acc	Grants	2026-27 Grant	Grant	Village Magazine	-500.00		-500.00	521,848.44	29/04/2026
65	28/04/2026	Unity Bank T2 acc	Grants	2026-27 Grant	Grant	Backwell & Nailsea Ma	-350.00		-350.00	521,498.44	
14	30/04/2026	Unity Bank T2 acc	Staff Salaries	Apr 26 (mth 1)	Salary	[redacted]					30/04/2026
15	30/04/2026	Unity Bank T2 acc	Staff Salaries	Apr 26 plus CiL	Salary						30/04/2026
16	30/04/2026	Unity Bank T2 acc	Staff Salaries	Apr 26 (mth 1)	Salary						30/04/2026
17	30/04/2026	Unity Bank T2 acc	Staff Salaries	Apr 26 (mth 1)	Salary						30/04/2026
8	30/04/2026	Unity Bank T2 acc	Photocopier	Office photocop	Photocopier Lease Rental	BNP Paribas Leasing	-129.00	-25.80	-154.80	517,116.94	30/04/2026
76	30/04/2026	Unity Bank T2 acc	Street Lighting (Ro	01 Mar to 31 M	Street lighting	EDF	-173.00	-8.65	-181.65	516,935.29	30/04/2026
43	30/04/2026	Unity Bank T2 acc	Bank Charges	Online	Bank Charges	Unity Trust Bank	-11.95		-11.95	516,923.34	
					CLOSING BALANCE - 30/04/2026					**516,923.34**	
							78,144.37	**6,446.45**	**84,590.82**		

Backwell Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS		PAYMENTS	
Balance at Bank		432,332.52		
Staff Salaries			8,553.26	
Staff Pension			2,670.47	
Staff NI			1,162.01	
Telephone/Broadband			89.04	
Photocopier			258.99	
Stationery			80.41	
Subscriptions			980.30	
Chairmans Allowance			30.00	
Office Equipment			244.95	
Office Equipment Maintenance			404.00	
Office rent - out			750.00	
Grants			41,519.00	
Office expenses			62.33	
Utilities			81.22	
Councillors Expenses			117.85	
Equipment Maintenance/Repair			839.20	
Safety Inspections			50.00	
Refuse Collection			220.00	
Grass cutting			1,215.24	
Street Lighting (Rodney Rd)			173.00	
Emptying of Dog bins/litter bins			435.00	
Festive Lighting			1,875.07	
Safety Inspections			50.00	
Bank Interest	71.37			
PAYE			961.60	
Precept NSC	134,633.43			
Bank Charges			11.95	
Office/Village Cleaning			871.70	
Climate Emergency			21.93	
Nailsea & District Community Transport			5,000.00	
Office Maintainence (inc repairs to the bu			262.33	
Payroll services			27.50	
Digital noticeboard			396.00	
VAT	7,566.43		1,320.71	
		142,271.23		**70,735.06**
Closing Balances:				
Balances in Bank Account				503,868.69
TOTAL		**574,603.75**		**574,603.75**

Backwell Parish Clerk <clerk@backwell-pc.gov.uk>

Monthly litter pick - tools request

[redacted] 5 April 2026 at 14:23

To: clerk@backwell-pc.gov.uk

Dear Council,
I would like to request that the Parish Council purchase some bag hoops for the monthly litter pick organised by Sustainable Backwell?
5 or 6 would be great - I've added a link to a suitable product below.
I'm one of the litter pickers and we were all struggling to get the rubbish into the bags last Saturday due to the breeze and lack of bag hoops. Apparently Sustainable Backwell has no budget to buy them itself, but is providing a needed and useful service to the village.
The contact for this group is [redacted]

Regards,
[redacted]

Everyday Round Litter Picking Bag Hoop (Purple) – The Brush & Broom https://share.google/7zIJPcZBiywT4FDaE