

COMPTON DANDO PARISH COUNCIL

(SERVING BURNETT, CHEWTON KEYNSHAM, COMPTON DANDO, QUEEN CHARLTON, & WOOLLARD (EAST))

PARISH COUNCIL AGENDA

TO BE HELD ON 16th JANUARY 2018 IN COMPTON DANDO PARISH HALL

To all Parish Councillors

You are summoned to attend a meeting of the Parish Council on Tuesday 16th January 2018
At 8.00pm in the Parish Hall in Compton Dando
This will be preceded by a Sole Trustees Meeting at 7.30 pm

Susan Smith – Clerk to the Parish Council

Date: 9th January 2018

The public are welcome to attend.

PUBLIC PARTICIPATION:

Please note that prior to the official business of the meeting; members of the Parish are welcome to raise any Parish issues. Additionally, planning applications may be verbally presented by the applicant or their agent.

Please inform the Parish Clerk prior to the meeting if you wish to arrange a speaking slot. Please keep your speech to a maximum of 3 minutes.

This meeting may be filmed or recorded (please refer to the Parish Council protocol on the filming and recording of meetings, adopted 16th September 2014, available at http://www.comptondando-parishcouncil.org.uk/docs_publications/).

Before the commencement of the meeting there will be one minute's silence in memory of a previous Chairman John Lee who has recently died.

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE NOTIFICATION OF ANY MEMBER'S PERSONAL OR PREJUDICIAL INTEREST IN ANY ITEM ON THE AGENDA**
3. **QUESTIONS ON NOTICE BY MEMBERS**
Members may ask the Chairman any question concerning the business of the Council, provided that notice of the question has been given to the Parish Clerk in writing at least 4 clear days before the meeting where possible, and in any case to the Chairman, in writing, before the meeting.
4. **TO CONFIRM MINUTES OF THE PREVIOUS MEETING HELD ON 19th DECEMBER 2017**
5. **FINANCE**
 - 5.1 **TO RECEIVE A REPORT OF PARISH COUNCIL FINANCE**
 - 5.2 **TO APPROVE AND SIGN CHEQUES FOR PAYMENT FOR THE PARISH COUNCIL**
 - 5.3 **TO APPROVE AND SIGN CHEQUES FOR PAYMENT FOR THE PARISH HALL**
 - 5.4 **CONFIRMATION OF COST FOR RESTORATION OF THE FINGER POST ON THE JUNCTION OF REDLYNCH LANE AND CHEWTON ROAD WHICH IS BEING PAID FOR FROM CIL FUNDING**

Mark Prior (recommended on a list of recognised and approved suppliers to the Council), and who is currently finishing the commission of the post finial for Wellsway sign has quoted £950 +VAT.

A template would need to be commissioned. This would cost £450.00. It would match size and form on Chewton Road fingerpost. The cost of castings for all three fingers would be £525.00 + VAT. Total cost for the work is £975.00 + VAT. This excludes installation and any decorating, which can be done by volunteers from Chewton Keynsham village providing B&NES Council and the Parish Council are happy that this can be done safely.

6. TO RECEIVE UPDATES ON PROGRESS OF RESOLUTIONS FROM THE CDPC MEETING HELD ON 21ST NOVEMBER 2017 AND 19TH DECEMBER 2017:

6.1 THE BY-WAY KNOWN AS ENGINEHOUSE LANE (MENTIONED AS COALPIT LANE AT THE DECEMBER MEETING) IN QUEEN CHARLTON (7.7 December 2017)

The byway is open to all traffic so it would not be possible to prevent 4 X 4 vehicles from using it. However, if the quad bikes are not licenced vehicles then they should not be on the roads and this should be reported to the police to deal with.

The Highways Inspector for the area, Kevin Penny, has been informed about the condition of the Coronation Tree triangle and the 4 x 4 vehicles driving around the chicane, the latter information being passed on to the Clerk by a resident.

6.2 TO RECEIVE UPDATES ON THE WAR MEMORIAL IN COMPTON DANDO (6.4 November 2017)

7. MATTERS FOR DISCUSSION/DECISION

7.1 CHAIR TO SIGN THE COMMUNITY EMPOWERMENT FUNDING APPLICATION

7.2 TO DECIDE IF THE TELEPHONE KIOSK IN BURNETT CAN BE USED FOR THE INSTALLATION OF THE DEFIBRILLATOR AND THAT IT WOULD BE COVERED BY THE PARISH COUNCIL'S INSURANCE

7.3 TO DECIDE IF THE CHARLTON ROAD DEVELOPERS SHOULD BE CONTACTED WITH REGARD TO THE SUITABILITY OF THE FLOWERS ON THE CHARLTON ROAD ROUNDABOUT CONSIDERING ITS LOCATION CLOSE TO THE GREEN BELT

7.4 TO DECIDE IF A TRAFFIC SURVEY FOR QUEEN CHARLTON SHOULD BE FUNDED

7.5 TO DECIDE IF THE PARISH HALL RAMP NEEDS MODIFICATION TO FACILITATE EASIER ACCESS BY WHEELCHAIR USERS

7.6 TO DECIDE ON A NOMINATION FOR THE ALCA DRAW FOR AN ATTENDEE TO THE ROYAL GARDEN PARTY ON 5TH JUNE 2018

The nominations deadline is 31st January 2018.

7.7 TO DECIDE ON THE BEST COURSE OF ACTION TO REPAIR THE WOODEN BENCH ON WOOLLARD BRIDGE

8. PLANNING APPLICATIONS RECEIVED

- 8.1 17/06252/TCA : Brook Cottage Hunstrete Lane Woollard Bristol BS39 4HU**
T1.Norway Spruce-Fell.
T2.Goat Willow-Fell.

8.2 17/05899/FUL Priory Barn Vicarage Lane Compton Dando Bristol Bath And North East Somerset BS39 4LA
Erection of orangery garden room following demolition of existing conservatory.

8.3 17/05900/LBA FUL Priory Barn Vicarage Lane Compton Dando Bristol Bath And North East Somerset BS39 4LA
Internal and external alterations for the erection of orangery garden room following demolition of existing conservatory.

9. APPEALS

9.1 None

10. DECISIONS

10.1 17/05890/TCA St Margaret's Church Queen Charlton Lane Queen Charlton Bristol Bath And North East Somerset

T1. Yew - Cut branches 15 to 60cm, light prune to upper crown 15-30cm cuts.

T2. Yew - Crown lift height to 3m. Light pruning of tree. (CDPC supported the application in Dec 2017)

NO OBJECTION

10.2 17/04279/CLPU (FOR INFORMATION ONLY AS COMMENTS ARE NOT INVITED FOR THIS TYPE OF APPLICATION)

Middle Field Queen Charlton Lane.

Reinstatement of Queen Charlton Quarry involving the restoration of the land to agricultural use (Certificate of Lawfulness of Proposed Use)

REFUSED

10.3 17/05313/LBA Chewton Place House Chewton Road Chewton Keynsham Keynsham BS31 2
Internal and external alterations to the window and door positions of the permitted Coach House and to include first floor accommodation. (CDPC support Dec 2017)

LISTED BUILDING CONSENT NOT REQUIRED

10.4 17/05312/FUL Chewton Place House Chewton Road Chewton Keynsham Keynsham BS31 2SX
Internal and external alterations to the window and door positions of the permitted Coach House and to include first floor accommodation. (CDPC supported Dec 2017)

PERMIT

11. ENFORCEMENTS

Members of the Parish that may have a concern regarding suspected unauthorised building works, retrospective planning or non-permitted change of use to a building may report this directly to the Enforcement Department of Bath and North East Somerset Council by emailing development_management@bathnes.gov.uk or telephoning 01225 394041 (planning department extension) OR alternatively you may report the same in confidence to the Parish Clerk (details below). The matter of enforcement will be held in strict confidence and will not be discussed by the Parish Council until an Enforcement Notice is issued at which stage the matter will be brought to the attention of the Parish Council by the Local Authority.

UPDATES REQUESTED ON

11.1 None

12. ITEMS FOR ACTION

12.1 None

13. CORRESPONDENCE FOR ACTION

13.1 None

14. CORRESPONDENCE FOR INFORMATION

14.1 EMAIL RECEIVED FROM B&NES COUNCIL FOLLOWING THE REPORT OF VEHICLES DRIVING AROUND THE CHICANE ON THE APPROACH TO QUEEN CHARLTON VILLAGE FROM THE WHITCHURCH DIRECTION

Case Reference Number	263066
Enquiry Type	Traffic Calming

15. REPORTS

15.1 PARISH HALL REPORT (APPENDED)

15.2 VILLAGE UPDATES

15.3 CHARITIES ACCOUNTING: WHAT YOU NEED TO KNOW TRAINING ON 10TH JANUARY 2018 (APPENDED)

16. ITEMS OF REPORT TO BE CARRIED FORWARD TO THE NEXT MEETING

DATE OF NEXT MEETING IS 20TH FEBRUARY 2018 AT 8.00PM IN COMPTON DANDO PARISH HALL

Parish Hall Report

January 2018

I cannot let this report begin without paying tribute to my predecessor John Lee. John worked quietly and effectively for the village, both as chairman of the Parish Council and the Hall committee and he is sadly missed.

As for the last month: the flood panels were put up on Christmas night and stayed there until into the New Year, preventing what, judging from high water marks, would have been a flooded hall on the day after Boxing Day. That apart, the new grating by the front door of the Hall works well and is easier to keep clear than the old one. Meanwhile, a couple of committee members and Ben Wall, in particular, have been keeping the large upstream grating clear enough to function.

As I write this report, it is my understanding that B&NES will be sending in a team to properly clear the large grating and I hope that they will work at removing the silt bank that has built up to one side of that grating.

Finally, I can report that I have had confirmation that the limited use of the Hall's kitchen for cooking and food preparation means that the Food Standards Agency does not intend to inspect the premises. I must say, that had they done so, I very much doubt that they would have had cause to complain as Lorraine Fox does such a thorough job of maintaining kitchen hygiene for which we are very grateful.

John Dottridge

TRUSTEE ACCOUNTS: WHAT YOU NEED TO KNOW – TRAINING 10TH JANUARY 2018

- You need to show effective governance and accountability.

- Need to develop a strategy to raise the funds required and diversify the sources of income.
- Need a good understanding of the core income streams.
- Need to develop a reserve policy.

Types of fund:

1. **Unrestricted** – the fund can be spent on anything.
2. **Restricted** – the fund must be spent on whatever the donor stated. Try to avoid this type of fund but if accept make sure the donor’s requirements are clear and well documented as they will be carefully audited. It is best to try and avoid creating restricted funds.

Endowment funds are considered to be restricted funds. In the case of a permanent endowment the charity is expected to protect the funds. Any gains or losses on an endowment would affect the ring fencing. Any income is considered to be unrestricted unless a restriction is added by the donor. If an endowment is used to set up a charity then it is controlled by the charity’s rules.

If the situation for the donation no longer exists then the donor should be contacted and if they do not agree to the fund being transferred to another use, then the remaining fund must be returned to the donor.

Should the donor have died then the Charities Commission should be contacted.

3. **Designated** – this is an earmarked unrestricted general fund and any decisions on it are made by the charity and not the donor. Designated funds can be undesignated.

Fund Raising

If fund raising is done for a particular project and not enough money is raised to do the project, then the money must be returned to the donors as the appeal is considered to have failed. Also if too much money is raised the appeal is considered to have failed. It is recommended that the publicity for the appeal states that the money will go into general funding should the appeal fail.

Cash Accounting -Do not show an expected amount of money in the accounts until it is actually received.

Accrual Accounting -Can show a promise of funds as a debt.

Internet Banking – dual ID

Barclays and CAF banks (Charities Aid Foundation) definitely use dual IDs.

Good Practise

Produce management accounts on a timely basis with documentation to explain variances and aid understanding.

The internal audit is used to detect fraud not the external audit.

Charities commission

Their website has a self-audit exercise to help you check your accounts and governance – form CC8.