

COMPTON DANDO PARISH COUNCIL

PRESENT: D Drury (DD) (Chair), P Paget (PP) (Vice- Chair), A Dawes (AD), C Willows (CW), J Davis (JD), T Butler (TB), S Smith (Clerk) and 1 member of the public.

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

MINUTES OF A PARISH COUNCIL MEETING

HELD ON 16TH FEBRUARY 2016 IN COMPTON DANDO PARISH HALL

The Chair read out the public address as a member of the public was present.

1. **APOLOGIES FOR ABSENCE:** Councillor H Maggs and Ward Councillor S Davis
2. **NOTIFICATION OF ANY MEMBER'S PERSONAL OR PREJUDICIAL INTEREST IN ANY ITEM ON THE AGENDA:**
None
3. **QUESTIONS ON NOTICE BY MEMBERS**
None
4. **MINUTES OF THE PREVIOUS MEETING HELD ON 19TH JANUARY 2016**
THE MINUTES WERE AGREED BY ALL TO BE A TRUE RECORD AND DULY SIGNED BY THE CHAIR.

Standing orders were dropped whilst David Long spoke in support of the planning application 16/00251/FUL Chewton Place Chewton Road Chewton Keynsham BS31 2SX, an erection of a two storey detached dwelling with garage and associated landscaping.

Councillor TB arrived at 8:07 pm during the presentation by David Long.

5. FINANCE

5.1 Finance Report for Compton Dando Parish Council 16/02/2016 Bank Reconciliation for 26th January 2016

The attached Bank Reconciliation was received and noted.

Notification had been received from Lloyds Bank that as from 6 April 2016, all credit interest will be paid gross and the Parish Council will be responsible for reporting to HMRC of any credit interest earned and for paying any taxes owed.

5.2 Schedule of Expenditure for 01/04/2015 to 16/02/2016

The attached Schedule of Accounts was approved and the cheques duly signed.

5.3 Parish Hall Payments for 16th February 2016

The Schedule of Accounts was approved and the cheques duly signed.

Cheque no.	Payee	Description	Amount
962	K Bunyan	Lottery Prizes	£100.00
963	P Cole	Hall Clock	£20.00
964	L Fox	Consumables	£12.12

It was reported that the Parish Hall accounts had been signed off by Chartax and after some clarification, the Parish Hall Management Committee were satisfied with the report.

5.4 THE CHANGE TO DIRECT DEBIT PAYMENTS FOR EDF AND SSE CONTRACTING LTD

The Clerk presented a completed direct debit form for future payments to EDF and this was signed by the Chair.

The Clerk reported that it would not be possible to have a direct debit for the lighting payment to SSE Contracting Ltd because they only have the option of standing orders, and this would be difficult to set up for a quarterly bill. It was therefore recommended by the Clerk, that the Parish Council continue to pay by cheque. This was APPROVED.

6. MATTERS ARISING

6.1 ASSETS OF COMMUNITY VALUE

It was reported that progress was being made and the forms were near completion. The completed forms will be collated and bound; a copy will be retained by the Parish Council and another copy sent to B&NES Council (ACTION CHAIR). The deadline for completion needs to be confirmed (ACTION CLERK).

6.2 UPDATE ON THE PARISH HALL STATUS

Dick Whittington (DW) had advised that ACRE's solicitor should draw up an amended deed document for sending to the Charity Commission. The cost of this would be reduced from approximately £500 to about £200 following registration with Village SOS, a Lottery funded campaign, which could provide up to £275 towards the legal fees. The payment of approximately £200 for an amended deed document was APPROVED. The Parish Council are happy with the advice from DW and also with his outline summary sheet of how the sole trusteeship would work.

6.3 PAPERLESS PLANNING PROJECTOR PURCHASE - UPDATE CLERK/PP

The Clerk reported that Smart Computers had not sent a quote.

Apollo Technology's quote for a ceiling mounted projector and screen was unanimously APPROVED for installation but without the ladder hire (£35.00) since the Parish Hall has its own ladder (ACTION CLERK).

6.4 REMOVAL OF PEPPERSHELLS LANE AND CHEWTON KEYNSHAM FROM HGV SAT NAVS

The Clerk reported that she had received information from Councillor HM and would be using this to update the sat nav links and also update Open Street Map, which she had recently registered with.

6.5 PROTECTION OF THE GRASS IN QUEEN CHARLTON VILLAGE – UPDATE CW

It was reported that B&NES Council Highways department are happy for posts and chains to be erected around the grass (ACTION COUNCILLOR CW)

6.6 POTHoles AND PAVEMENT SUBSIDENCE IN WOOLLARD – UPDATE CLERK

The Clerk reported that she had informed Council Connect about the two problems and had received the following references:

Pothole on Hunstrete Lane ref no: 140637

Pavement repair Woollard Lane ref no: 140620

It was reported that the pothole had been repaired already but that the pavement subsidence was the responsibility of Hibernians (ACTION COUNCILLOR AD)

B&NES Council are to be contacted for a report on the progress of the repairs agreed by M&M Contractors Ltd, following damage caused during the fibre optic installation (ACTION COUNCILLOR PP)

6.7 PENSIONS - REPORT APPENDED

It was reported that nothing has to be done until the staging date for the Parish Council which is 1st October 2016.

6.8 BEACON LIGHTING TO CELEBRATE THE QUEEN'S 90TH BIRTHDAY – UPDATE ALL COUNCILLORS

The information has been forwarded to all the villages in the Parish.

6.9 ROYAL GARDEN PARTY INVITATION WINNERS

The Clerk reported that our nominee had not won the draw and had been notified. The winners were:
Councillors Naish and Phillips from Clutton Parish Council and
Councillor and Mr Badman from Hanham Abbots Parish Council.

7. MATTERS FOR DISCUSSION/DECISION

7.1 COUNCILLOR TRAINING

The Clerk reported that Councillor HM wishes to attend the newly listed training on the 24th September at Longwell Green. Councillors JD, PP and TB expressed an interest in the training on 5th March in Timsbury and will confirm with the Clerk in order for her to book them on the training course.

8. PLANNING APPLICATIONS RECEIVED

8.1 16/00251/FUL Chewton Place, Chewton Road, Chewton Keynsham, Keynsham, BS31 2SX

Erection of two storey detached dwelling with garage and associated landscaping.

The Parish Council unanimously SUPPORT this application for the following reasons:
The design and materials are satisfactory, the amenity of neighbours' (light, access and noise) is preserved, and parking arrangements are satisfactory (Policy D2).

Neighbours' support has been received (Policy SR9)

9. APPEALS

9.1 None

10. DECISIONS BANES DECISION NOTICE GIVING FULL DETAILS CAN BE FOUND ON THE B&NES PLANNING PORTAL at www.bathnes.gov.uk

10.115/04195/FUL 4 The Green Compton Dando Bristol Bath and North East Somerset BS39 4LE
Change of use from stable building to self-contained annex with rear extension.
Application WITHDRAWN

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.

NO UPDATES HAD BEEN REQUESTED

12. ITEMS FOR ACTION

12.1 VILLAGE MEETING DATES

The following dates were approved for the village meetings:

Queen Charlton village meeting - Wednesday 9 March 2016 at 7.30 pm at Queen Charlton Hall providing the hall is available (ACTION COUNCILLOR CW)

Chewton Keynsham village meeting - Thursday 10 March at 7.00 pm at Chewton Keynsham Church

Burnett village meeting - Thursday 10 March at 8.15 pm at ST Michael Church Burnett - church to be booked (ACTION COUNCILLOR PP)

Woollard East village meeting - Tuesday 15th March at 7.15 pm at Compton Dando Parish Hall

Compton Dando village meeting - Tuesday 15th March at 7.30 pm at Compton Dando Parish Hall followed by the Parish Council meeting.

13. CORRESPONDENCE FOR ACTION

13.1 FLYER AND STANDING ORDER FORM RECEIVED FOR THE PARISH HALL LOTTERY

The Clerk reported that the information had been put on the Parish Council website.

13.2 JOINT SPATIAL PLAN WORKING PARTY – FIRST MEETING

The first meeting will be take place on **Thursday 18th February from 4pm until 6pm, in the Cadbury Room, Somerdale Pavilion, Keynsham.**

The designated Parish Councillors will be attending.

14. CORRESPONDENCE FOR INFORMATION

14.1 Notice of Keynsham Area Forum meeting Wednesday 17th February 2016 at 6.00 p.m. – Keynsham Community Space

Councillors PP and DD will attend.

14.2 Notice of Parishes Liaison meeting Wednesday 24th February 2016 at 6.30 p.m. – Keynsham community Space

Councillor DD and the Clerk will attend.

14.3 S137 GRANT APPLICATIONS RECEIVED BY THE REGISTER OF INTEREST DATE OF 31 JANUARY 2016

The Clerk reported that she had received registers of interest from three different sources.

Scanned copies of completed applications will be distributed to all Councillors before the discussion takes place during the 19th April meeting; only completed applications received by 31st March will be considered for this financial year (ACTION CLERK)

14.4 A COPY OF AN EMAIL WAS RECEIVED CONCERNING A PASSING PLACE ON STALCOMBE LANE WHICH CONTAINS A BRITISH TELECOMM BOX (POSSIBLY), WHICH IS MAKING THE LAYBY DIFFICULT TO USE PARTICULARLY AT NIGHT. There was also a concern over verges in Stalcombe Lane and Bathford Hill.

It was reported that the land in question belongs to the Duchy and is not a designated highway passing place. B&NES Highways are to be contacted with regard to the large ruts and the obstacle reported which is making passing difficult (ACTION CLERK)

14.5 B&NES BUDGET 2016/2017 UPDATE – REPORT BY CHAIR

It was reported that the B&NES Council Budget is going to the full Council for signing off this week.

£10, 000 to £12,000 has been allocated for the Two-Headed Man junction and £80,000 to sort out the Woollard Lane junction with Charlton Road.

14.6 UPDATE RECEIVED FROM ALCA CONCERNING THE EXTERNAL AUDIT FOR SMALLER AUTHORITIES –

the Smaller Authorities Audit Appointments Ltd (SAAA) is required to make audit arrangements for those councils that have not opted out of the scheme. By law each authority will have to complete and publish an annual financial return, whether they are opted-in or opted-out. With effect from 2017/2018 very few opted-in authorities with neither income or expenditure exceeding £25,000 will be required to undergo a limited assurance audit review or to pay any audit fees (exceptions apply). If an authority wishes to have a limited assurance audit review even though they are not required to have one, they will need to inform SAAA by the end of the financial year in question.

It was resolved to follow ALCA advice and be automatically registered with their scheme, the NALC Sector Led Audit Procurement service.

15. REPORTS

15.1 PARISH HALL REPORT

The refurbishment of the Parish Hall is almost complete and has gone very well.

15.2 VILLAGE UPDATES

The boiler in Queen Charlton village hall has broken.

15.3 LANDSCAPE AND TREES TRAINING REPORT – COUNCILLOR PP

To be carried forward to the March meeting.

15.4 ALCA MEETING ON 27 JANUARY 2016 – REPORT APPENDED

15.5 PCAA MEETING ON 26 JANUARY 2016 – COUNCILLOR CW

To be carried forward to the March meeting.

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

16.1 The Two-Headed Man Junction

16.2 Queen Charlton Traveller's Site

16.3 Joint Spatial Plan Workshop update.

THE MEETING CLOSED AT 9.40 pm

Financial Report

From

01/04/2015

To

16/02/2016

	Net	Vat	Gross	Budget	Variance	%Variance
Clerk's Salary	3310.26	0.00	3310.26	2980	330.26	11.08%
Clerk's Expenses	89.20	2.79	91.99	160	-68.01	-42.51%
Clerk's PAYE	42.40	0.00	42.40	0	42.40	
Audit Fees	300.00	60.00	360.00	350	10.00	2.86%
Donation	0.00	0.00	0.00	0	0.00	
S137	900.00	0.00	900.00	1050	-150.00	-14.29%
Grass Cutting	560.00	0.00	560.00	650	-90.00	-13.85%
Hall Hire	132.00	0.00	132.00	180	-48.00	-26.67%
Hall Refurb	3505.00	505.00	4010.00	0	4010.00	
ICO	0.00	0.00	0.00	35	-35.00	-100.00%
Parish Hall Insurance	1065.06	0.00	1065.06	1109	-43.94	-3.96%
Memberships and Subs	163.00	0.00	163.00	255	-92.00	-36.08%
Notice boards	36.00	0.00	36.00	0	36.00	
Mobile Top Up	50.00	9.21	59.21	0	59.21	
Postage	0.95	0.00	0.95	25	-24.05	-96.20%
Office Supplies	418.36	12.00	430.36	70	360.36	514.80%
Telephone Kiosks	47.58	9.52	57.10	200	-142.90	-71.45%
Street Light Electricity	188.51	9.41	197.92	545	-347.08	-63.68%
Street Light Maintenance	200.88	40.17	241.05	350	-108.95	-31.13%
Training	0.00	0.00	0.00	200	-200.00	-100.00%
Website	100.00	0.00	100.00	120	-20.00	-16.67%

Bank Reconciliation
Compton Dando Parish Council

Meeting Date: 16th February 2016

Prepared by: Clerk Susan Smith

Date:

09/02/2016

Approved by : Chair

Date:

16/02/2016

Bank Reconciliation Date:	26/01/2016
Bank Balance at Date:	9330.57
Unpresented cheques	0.00
Bank Balance less unpresented cheques	9330.57
 Cashbook Balance at Date	 9330.57

Unpresented Cheques			
Date	Description	Cheque No	Amount
	Unpresented cheques		0.00

Cheques to be paid

Description	Cheque No	Amount
Clerk's Salary	001301	229.22
Clerk's expenses	001302	11.15
Clerk's Overtime S Smith	001303	69.12

Pension Course – 3rd February 2016

Automatic Enrolment:

Things the Parish Council need to know:-

- Duties from July 2012
- Find out your staging date – The Parish Council should have received notice of this date
- Assess the PC workforce – anyone with a contract provided by the PC should be assessed in respect of pension provision
- Know the qualifying schemes – table provided at the course – The PC Clerk is classed as an entitled worker – under lower earnings threshold (£5,824)

Enrolment – All Parish/Town Councils must in enrol with the Pension Regulators Site.

<http://www.thepensionregulator.gov.uk/employers.aspx>

- If the PC requires a pension providers two options suggested were the (Local Government Pension Scheme) LGPS which would be an expensive option for the PC or the National Employment Savings Trust NEST www.nestpensions.org.uk who provide free pensions services and would be the best option for the PC
- The Parish Council must communicate with their workforce.
 - 1) Letting the employee know what has happened and why.
 - 2) Letting the employee know their rights/options under auto enrolment and where to get further information
 - 3) Use specified letters – A Template letter can be obtained from the Pensions Regulator Site
<http://www.thepensionregulator.gov.uk/employers.aspx>
 - 4) The letter must come from the Chair.
- Register with the Pensions Regulator and keep records
- A Clerk may choose to opt out of any pension scheme – It is prohibited for a PC to offer inducements to opt out, threaten a Clerk to opt out or take no action in respect of enrolment.
- Through the Pension Regulator the PC must enrol and re-enrol every 3 years (notice will be sent regarding the re-enrolment every third year).
- If our Clerk decides to opt out she should apply for an opting out form through the Pension Regulator. This should be done just prior to the automatic enrolment date. On the date of enrolment, the opting out form should be submitted and a copy given to the PC for their records. Carrying out these two points at the same time will mean that no payment will need to be paid by the PC
- All opt forms and pension information must be kept on file by the PC for 6 years.
- The PC can give authority to the Clerk to take pension action on their behalf but it has to be minuted.
- When calculating the pension any overtime paid must be added to the normal wage when doing the calculations.

**Notes from B&NES ALCA meeting
Wednesday 27th January 2016**

1. There is a new version of the Good Councillor Guide (version 5). This has a pale blue cover. For those that have recently distributed copies of the last version, amendments will be forwarded to Parishes shortly so Councillors can be updated on the changes.
2. A speaker gave details on the Quality Council's award. This award proves that a Council has true transparency. There are 3 stages to the qualification:-

Section 1 Foundation
Section 2 Quality
Section 3 Quality gold.

To see an example of a Council that has been awarded Quality Gold take a look at the website of Westfield Parish Council.

The foundation level is fairly easy to gain and shows that a Parish Council is operating legally – the cost to undertake the foundation level is £50.00. On gaining the full Quality Gold status the Parish Council can use the gold award logo on their website and promotional material.

3. Rural broadband update

Connecting Devon & Somerset failed to meet a cut-off date for funding and this has meant that they have had to go back to the drawing board in respect of Phase 2. BT are going to have no further involvement in the phase 2 programme.

The following link is useful in keeping you up to date in respect of availability of faster broadband.

<http://www.connectingdevonandsomerset.co.uk/where-when/>

Just enter your post code for up to date availability information. You can also check your broadband speed.

Slides from this presentation showed that Compton Dando have two exchange cabinets which could become live in due course. Each cabinet provides 256 lines (e.g. 256 household connections) and can serve properties within 1000m from the cabinet.

Notifications of a cabinet going live are currently only made via tweets so it is a good idea to keep checking the link above and then once it goes live contact your service provider for connection to the faster broadband.

ALCA members present at this meeting voted for a Broadband Summit to be held in early March. This summit will be by invitation only (a couple of members from each Parish to attend). At this summit instructions will be given in respect of collecting data on broadband service within each parish. This data will include how many businesses are operating in the Parish that use internet, how many home workers are in the Parish requiring internet access, how many young people/students requiring internet access to complete homework/studies, how many elderly people accessing health services through the internet. e.g. diabetics can

have a monitoring services that connects remotely to the internet giving details of their condition – whether they are in danger of a diabetic coma.

It was confirmed that True speed have the exclusive right to use the duct that runs along the MM fibre cable installed for the connection between the New York Stock Exchange and the Stock Exchange in London.

Preparation for tender of phase 2 will begin in the summer.

4. A brief up date was given in respect of the W of E Joint Spatial Plan and the Transport Strategy.

Pensions – All Parishes have to sign up even if the Clerk does not earn enough or does not want to be part of a pension scheme. Annually, a form will have to be completed by the Parish Council stating the Clerk does not require to be part of a pension scheme. If the Parish employs Contractors for cleaning services, road sweeping or grass cutting the Parish Council must obtain and keep on file a certificate that states that the contractor is self-employed. If they are not self-employed the Parish may be liable for pension payments.

5. Agenda items suggested for the next parishes liaison meeting on 24th February 6.30 p.m. in the Community Space Keynsham

- Prospect of a link road between the A36/A46
- Disregard of the Parish Charter by B&NES in respect of notification of roadworks and the setting up of diversions.
- Education Policy's for the future across the authority considering the possible increase in housing
- The Mayoral referendum
- Cleansing in the Parishes B&NES update
- The need to improve the B&NES website so that it can be accessed more efficiently without using google
- Improvement of plans accepted by B&NES Planning Dept. in order to assist Parishes with the paperless planning. Enabling download of all documents on one particular application possibly through zip files.
- Briefing on the B&NES budget and the impact that it will have on Parishes.