

COMPTON DANDO PARISH COUNCIL

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

PRESENT: D Drury (Chair), P Paget (PP) (Vice- Chair)), A Dawes (AD), C Willows (CW), T Butler (TD), J Davis (JD), H Maggs (HM)

IN ATTENDANCE: S Smith (Clerk), S Davis (Ward Councillor)

MINUTES OF A PARISH COUNCIL MEETING

HELD ON 17TH OCTOBER 2017 IN COMPTON DANDO PARISH HALL

1. **APOLOGIES FOR ABSENCE:** Councillor TB for late arrival and Councillors HM and JD for leaving early.

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 SEPTEMBER 2017**
THE MINUTES WERE AGREED BY ALL TO BE A TRUE RECORD AND DULY SIGNED BY THE CHAIR.

5. **FINANCE**

5.1 **Finance Report for Compton Dando Parish Council 17/10/2017**
Bank Reconciliation for 27th September 2017

The attached Bank Reconciliation was received and noted.

5.2 **Schedule of Expenditure for 01/04/2017 to 17/10/2017**

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

5.3 **Parish Hall Payments for 17th October 2017**

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

Cheque no.	Payee	Description	Amount
1031	L Fox	Adjustments for caretaking fees	£14.00
1032	H Dottridge	Lottery Prizes	£50.00
10233	B&NES Council	Licence for Public Protection	£70.00

5.4 **CAME AND COMPANY HAVE CONFIRMED THE 3-YEAR TERM INSURANCE POLICY TAKEN OUT WITH HISCOX THROUGH THEMSELVES**

There are 2 conditions for the annual premium staying constant:

"We and you agree that this policy is subject to a **long term agreement** beginning on 1st October 2017 and ending on 30th September 2020, provided that:

1. at each **annual renewal date** the total of all **claims payments and costs** does not exceed 40% of the **income**;
2. there are no changes to the material facts concerning **your policy**; and there are no changes to Insurance Premium Tax during the period of the **long term agreement"**.

It was reported that the Parish Hall Management Committee (PHMC) would like a copy of the Public Liability document for display in the hall and a copy of the certificate of insurance/schedule for their Health & Safety file. The Clerk reported that the Public Liability Certificate and certificate of insurance/schedule would not be received until Came and Company had received payment. Once received by the Clerk, she would forward the document to the secretary of the PHMC (ACTION CLERK).

5.5 TO SIGN STANDING ORDER MANDATE FOR THE PARISH HALL CARETAKER

This was APPROVED and DULY SIGNED. The Clerk will take the mandate to the bank (ACTION CLERK).

6. MATTERS ARISING

To receive any available updates on matters arising from last meeting:

6.1 NEIGHBOURHOOD WATCH SCHEME IN QUEEN CHARLTON VILLAGE

To clarify if there is such a scheme in the village.

It was confirmed that there is not a NHW scheme with a distribution list in Queen Charlton village.

An item to ask if anyone would like to be responsible for the distribution of emails received from the Clerk will be put on the Village Meeting agenda in March.

If anyone is willing to take on this responsibility before then, please contact the Clerk (details below).

6.2 THE REGISTRATION OF THE PARISH HALL WITH THE LAND REGISTRY

It is now a requirement that parish halls are registered. This would be done through the voluntary first registration application form.

The Clerk recommended that this should be carried out by a solicitor. She also reported that she held no original conveyancing documents, which would be needed for the registration. It was DECIDED that the Clerk should contact Bath Record Office to obtain these.

It was suggested that Dick Whittington should be contacted to recommend a third solicitor to quote for carrying out the voluntary first registration (ACTION CLERK).

Two quotes have already been received:

Fee for First Registration which is dependent on the value of the PH will be £200.

Solicitors fees:

FDC Law Solicitors up to £400 + VAT+ about £25 for searches etc.

Wards Commercial side £450 -£700 + VAT with the original title deed.

It was reported that if original documents were missing the process would be costlier.

It was also mentioned to ask Dick if a lease was required for the use of the Parish Hall by the PHMC. If this was the case, then it was suggested that the first registration and the lease could be drawn up at the same time.

7. MATTERS FOR DISCUSSION/DECISION

7.1 TO DECIDE IF THE PARISH COUNCIL WILL FUND THE MAINTENANCE COSTS OF THE COMPTON DANDO DEFIBRILLATOR

It was DECIDED that maintenance of defibrillators should be under the control of an organisation to ensure continuity.

It was DECIDED by a unanimous vote to pay for the recent purchases to maintain the Compton Dando defibrillator.

It was suggested that financial support for future maintenance of the current defibrillator and any new defibrillators, could be made through the S137 Grant funding scheme which will be taking registration of interest during January 2018.

7.2 FIXMYSTREET - UPDATE DETAILS FOR USAGE – CLLR DD

It was reported that FixMyStreet is currently not working so should not be used until further notification.

7.3 TO DECIDE ON A STONE MASON FOR THE WAR MEMORIAL APPLICATION

Two quotes have been received. One from Classic Memorials of Keynsham and the other from Summers Memorial Masons. The quotes were £1500 + VAT and £2990 + VAT respectively.

It was DECIDED to use the more expensive quote because of the amount of detail given.

Concern was expressed over the shrubbery surrounding the memorial as this would need to be cut back for works to be carried out and also to prevent obscuring of the plaques and any further damage to the memorial. The shrubbery however does not belong to the Parish Council.

7.4 TO DISCUSS THE HELAA RESULTS AND SUBMIT ANY COMMENTS

The Parish Council are happy with the assessment that has been carried out by B&NES Council and do not wish to submit any comments.

7.5 TO DISCUSS THE REPAIR OF COMPTON DANDO'S FINGER POST ON THE MILLENNIUM GREEN FOLLOWING THE RECEIPT OF THE TESCO BAGS FOR HELP FUNDING AWARD

It is expected that this award should be promoted in the community and photographs taken of 'before' and 'after' and the work being carried out.

The Clerk reported that the money had not yet been received. Research will be carried out to find a suitable professional to carry out the repair (ACTION CLERK & COUNCILLORS).

7.6 TO DISCUSS THE NEED FOR A CODE FOR THE USE OF THE COMPTON DANDO DEFIBRILLATOR IN AN EMERGENCY

The Clerk reported that she had received notification from another BANES parish, that following an incident it was necessary to use their defibrillator but they had encountered problems retrieving the code to gain access to the defibrillator box. The Parish in question is carrying out an investigation to ensure codes are always easily obtained in future.

Important point to note: -

The code to access any defibrillator is known by the 999 Ambulance Call Centre.

7.7 TO REVIEW THE CONDITION OF THE GRASS IN FRONT OF THE COMPTON DANDO WAR MEMORIAL

It was reported that the grass in front of the war memorial was in a good state of repair so no action was required.

7.8 TO REVIEW THE EDITED RIPARIAN WATERWAYS LETTER

The Riparian letter was thought suitable for use, so the letters will be sent to the landowners of the land alongside Highwall and Dapwell Lanes to bring their notice to the debris that needs clearing in order to reduce the likelihood of flooding (ACTION CLERK).

7.9 TO DECIDE WHETHER TO BE INVOLVED IN BEACON LIGHTING ON 11 NOVEMBER TO COMMEMORATE THE END OF WORLD WAR II

Carried forward to the Village meetings in March 2018.

7.10 TO DISCUSS THE FIRST TWO STEPS OF THE GDPR (GENERAL DATA PROTECTION REGULATIONS) TWELVE STEP PROCESS

7.10.1 AWARENESS

Make sure that decision makers and key people are aware that the law is changing to the GDPR. They need to appreciate the impact that this will have.

The Parish Council are aware of the changes that will take place and that these need to be in place by May 2018.

It was reported that anyone on an email distribution list needs to give written permission to be on that list.

It was also reported that Parish Councillors will need to have a separate personal and Parish Council emails.

7.10.2 INFORMATION HELD BY THE PARISH COUNCIL

All personal data held should be documented, including where it came from and with whom it is shared. It may be useful to organise an information audit.

Monitoring of how information is handled will commence from now.

It was DECIDED that the Parish Clerk is to be the Data Controller.

7.11 TO DISCUSS THE WORKING HOURS OF RESOURCEFUL EARTH

It was reported that the extra hours being worked recently was due to a waiver of rights of the normal opening hours. This would last for two weeks in order to bring in a large amount of maize for the bio-generators.

7.12 TO DISCUSS THE COST OF BY-ELECTIONS

The cost of by-elections could be significant and consideration of this needs to be made in planning future budgets.

It was DECIDED to ear-mark money in the budget for next year to cover for any by-elections.

8. PLANNING APPLICATIONS RECEIVED

8.1 None

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

10.1 17/03561/FUL 2 Vicarage Lane Compton Dando Bristol Bath And North East Somerset BS39 4LA
Erection of a porch on the front of the property and a single storey extension to the rear. (CDPC supported in August 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 EMAIL RECEIVED FROM ALCA WITH DETAILS OF THE PRECEPT CONSULTATION

Local councils will be aware that under the Localism Act 2011, Government has powers to make an annual decision on whether to introduce automatic precept referendums where they deem increases in local council precepts to be 'excessive'. The decision includes what threshold would apply for triggering referendums and to which councils this trigger would be applied. Although these referendums have been applied to other types of local authorities, Government has threatened to apply them to local councils but, to date, has not done so.

All councils are potentially affected by the outcome of this consultation and will wish to consider making a response to this important consultation on fundamental aspects of their financial arrangements. Councils are reminded that there is no mention of Government limiting this consideration to a particular size of council.

This consultation can be responded to via an online survey at <https://www.surveymonkey.co.uk/r/lgsettlement1819> via email to LGFConsultation@communities.gsi.gov.uk or in writing to Roger Palmer, Department for Communities and Local Government, 2nd Floor, Fry Building, 2 Marsham Street, London, SW1P 4DF.

Received and noted.

13.2 EMAIL RECEIVED FROM DAVID CATTANACH INFORMING OF FURTHER FINANCIAL CUTS BEING REQUIRED BY B&NES COUNCIL AND ASKING FOR RESIDENTS INPUT TO THEIR DECISIONS

The Council wants to hear local people's views on how best the authority can balance its budget, to ensure it continues to protect the most vulnerable in while investing for the future.

Alternatively share your ideas at one of the Council's Forums in November/December:

- 15th Nov – Freshford Village Memorial Hall, 6pm
- 22nd Nov – The Kaposvar Room, Guildhall, Bath, 6pm
- 27th Nov – Council Chamber, Guildhall, Bath, 6pm
- 29th Nov – Midsomer Norton Town Hall (TBC), 6pm
- 30th Nov – Community Space, Keynsham, 6:30pm
- 4th Dec – Chew Valley School, Chew Magna, 6pm.

For more details please see the Cabinet agenda papers, available via:
<https://democracy.bathnes.gov.uk/ieListDocuments.aspx?CId=122&MId=4653>.

Received and noted.

13.3 EMAIL INFORMING OF A BRIEFING SESSION FOR THE JSP ON 19TH OCTOBER AT WHITCHURCH COMMUNITY HALL FROM 2-4 PM

Two representatives from the Parish Council are invited to attend.

It was reported that three representatives are permitted to attend. These will be Councillors DD, PP and CW.

13.4 LETTER FROM CPRE INVITING THE PARISH COUNCIL TO THEIR AGM ON 4TH NOVEMBER 2107

It will take place at the Bath Royal Literary and Scientific Institute 16-18 Queen Square, Bath BA1 2HN at 11 am - 12.30 pm.

They are particularly interested in nominations for the Honorary Secretary which need to be received by Saturday 28th October.

Councillor PP will represent the Parish Council.

14. CORRESPONDENCE FOR INFORMATION

14.1 EMAIL FROM B&NES COUNCIL REGARDING FLY-TIPPING IN QUEEN CHARLTON VILLAGE

A case reference of 246650 has been given.

14.2 NOTICE OF ROAD CLOSURE RECEIVED FROM B&NES COUNCIL

(THTTC1589 FAIRY HILL, NEAR COMPTON DANDO, BATH)
(TEMPORARY PROHIBITION OF USE BY VEHICLES) ORDER 2017

Notice is hereby given that the Bath and North-East Somerset Council in pursuance of the provisions of section 14 of the Road Traffic Regulation Act 1984 intends to make an order the effect of which will be to close temporarily to vehicles that length of Fairy Hill, Near Compton Dando, Bath, commencing from its junction with Chewton Road and Fairy Road to its junction with the private track 400m to the south along Fairy Hill.

This order is required because works are being or are proposed to be executed on or near the road consequent upon essential highway drainage works in the carriageway by Bath and North-East Somerset Council and will be operative from the **13th November 2017 for a period of one month**. However, the restrictions may not be effected for the whole of the period but it is anticipated that the road will be restricted as and when traffic signs are in position and only for so long as is necessary to execute the works which is anticipated to be **2 weeks**.

ALTERNATIVE ROUTE –

Fairy Hill – Redlynch Lane – Charlton Road – Slate Lane – Woollard Lane - Hunstrete Lane – Cockers Hill and vice versa

Received and noted.

15. REPORTS

15.1 PARISH HALL REPORT (APPENDED)

15.2 VILLAGE UPDATES

It was reported that the ‘turn right’ out of the new development at Whitchurch, was not well enforced. The case officer will be informed (ACTION CLLR CW).

Councillor JD offered to be the representative for the Parish Council at the Remembrance Sunday service.

It was reported that at the PHMC meeting this evening, there was a discussion concerning the reclaiming of VAT on fuel. The treasurer will be contacted to acquire the 5% VAT on fuel form (ACTION CLLR PP).

Further discussions were had in respect of reclaiming VAT on Parish Hall purchases. The following points of action will be taken: -

1. Checks will be made to clarify the VAT situation, from the information supplied by Dick Whittington and ACRE.
2. The Parish Ward Councillor will provide contact details for her parish clerk who has considerable experience of VAT and parish halls (ACTION WARD CLLR SD).
3. The Clerk will contact Dick Whittington for advice on VAT with regard to parish halls (ACTION CLERK).

Councillors JD and HM left the meeting at this point.

Councillor DD reported that a few residents of Burnett village had reported that the flashing speed signage on the B3116 is working intermittently.

15.3 REPORT FROM ALCA MEETING ON 28TH SEPTEMBER

It was reported that B&NES Council do not have enough funds to replace batteries and maintain flashing road signs. ALCA have been informed of this problem and will be taking this forward as a health and safety issue.

15.4 REPORT FROM CHARITY TRUSTEE TRAINING ON “EMPLOYEES, WORKERS, VOLUNTEERS AND SAFEGUARDING” – CLLR DD

Following the training, that was attended by Councillor DD and John Dottridge (of the Parish Hall Committee), it is believed that everything is being done sufficiently. It remains to be ascertained whether DBS checks for the youth club youth workers have been done. John Dottridge had agreed to find out this information and report back to the Parish Council.

15.5 REPORT FROM KEYNSHAM AREA FORUM ON 25TH SEPTEMBER

It was reported that the crime figures are currently very high.

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

None.

DATE OF NEXT MEETING IS 21ST NOVEMBER 2017 AT 8.00PM IN COMPTON DANDO PARISH HALL

THE MEETING CLOSED AT 9.45 PM

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....

Bank Reconciliation
Compton Dando Parish Council

Meeting Date: 17/10/2017

Prepared by: Clerk Susan Smith	Date:	05/10/2017
Approved by : Chair	Date:	17/10/2017

Bank Reconciliation Date:	27/09/2017
Bank Balance at Date:	10,094.70
Unpresented cheques	550.00
Bank Balance less unpresented cheques	9544.70
Cashbook Balance at Date	9544.70

Unpresented cheques		
16/05/2017	Compton Dando Nomads Cricket Club (£001355)	500.00
19/09/2017	PCAA	001341 50.00
Unpresented cheques		550.00

Cheques to be paid

Description	Cheque No	Amount
EDF (Direct Debit) Invoice no:000003352595 01/07/2017 to 30/09/2017		120.98
Clerk's Salary & Expenses	001343	360.32
SSE Contracting Ltd inv 677120 July-Sep	001344	80.35
Came & Company Insurance 01/10/17	1001345	1037.68

Financial Report				
From	01/04/2017	To	17/10/2017	
	Net	Budget	Variance	%Variance
Clerk's Salary	2449.19	4133.20	-1684.01	-40.74%
Clerk's Expenses	27.06	64.26	-37.20	-57.89%
Clerk's PAYE	0.00	0.00	0.00	
Audit Fees	300.00	367.20	-67.20	-18.30%
Solicitor Fees	0.00	0.00	0.00	
Donation	0.00	25.50	-25.50	-100.00%
Grants Given	1250.00	2040.00	-790.00	-38.73%
Grass Cutting	0.00	816.00	-816.00	-100.00%
Hall Hire	168.00	171.36	-3.36	-1.96%
Hall Refurb	0.00	0.00	0.00	
ICO	0.00	35.70	-35.70	-100.00%
Parish Hall Insurance	0.00	1224.00	-1224.00	-100.00%
Memberships and Subs	86.00	267.24	-181.24	-67.82%
Signs Notice boards	0.00	0.00	0.00	
Mobile Top Up	10.00	71.40	-61.40	-85.99%
Postage	12.28	30.60	-18.32	-59.87%
Office Supplies	62.22	40.80	21.42	52.50%
Telephone Kiosks	47.58	102.00	-54.42	-53.35%
Street Light Electricity	307.02	546.72	-239.70	-43.84%
Street Light Maintenance	133.92	382.40	-248.48	-64.98%
Training	78.00	306.00	-228.00	-74.51%
Website	0.00	122.40	-122.40	-100.00%
Parish Hall Expenses	0.00		0.00	

Parish Hall Report

October 2017

The main activity during the last month has been the progress made in bringing the health and safety and risk management practices of the Hall into line with those pertaining to a charity. These changes will have been presented to the hall committee immediately before this PC meeting and will be officially adopted once approved.

The only other activity has been the hall committee, in the shape of the Dottridges, clearing out the Pound and the stream in front of the hall, the latter being an important preparation for winter water volumes as history tell us that these weeds are uprooted by the first heavy winter water flows and exacerbate the blockage of the trash grating outside the hall.

John Dottridge