

COMPTON DANDO PARISH COUNCIL

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

PRESENT: D Drury (Chair), P Paget, A Dawes (AD), B ter Haar (BH)

IN ATTENDANCE: S Smith (Clerk), D Hounsell (Ward Councillor) & A Singleton (Ward Councillor)

MINUTES OF A PARISH COUNCIL MEETING

HELD ON 18TH JUNE 2019 IN COMPTON DANDO PARISH HALL

1. **APOLOGIES FOR ABSENCE:** Councillors H Maggs, T Butler and C Willows
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 21ST MAY 2019**

THE MINUTES WERE AGREED BY ALL TO BE A TRUE RECORD ONCE A PARAGRAPH UNDER ITEM 7.5 HAD BEEN DELETED, AND DULY SIGNED BY THE CHAIR.

5. **TO MEET THE NEWLY ELECTED WARD COUNCILLORS AND RECEIVE INFORMATION ON HOW THEY WOULD LIKE TO WORK WITH THE PARISH COUNCIL**

The Ward Councillors introduced themselves and said how pleased they were to serve the Parish Council. It is their intention for Ward Councillor Hounsell to mainly attend the meetings of Corston and Salford parish councils and for Ward Councillor Singleton to attend those of Compton Dando and Newton St. Loe.

Ward Councillor Hounsell sits on the Planning Committee and Chairs the Standards Committee for B&NES Council, whilst Ward Councillor Singleton sits on the Police and Crime Panel and the Corporate Policy and Scrutiny Panel.

They stated that they intend to work for the good of the communities and help the villages achieve what they would like to achieve.

It was reported that a Climate Emergency had been declared by B&NES Council, and this would affect decisions taken by the Council.

They have already had a discussion with Stefan Chiffers, and have agreed that the speed signage in Compton Dando is confusing and will be looked into by Highways. The signage issue was raised by the Police in the context of establishing a Community Speed watch through the village. The road through Queen Charlton was also discussed.

It was reported that the Minor Works Budget for Highways no longer exists, so only work that does not require maintenance will be carried out.

The Capital Programme which deals with expenditure over £5000, would encourage communities to help in achieving what they need.

Citizen monitoring was thought helpful. Safety issues would be prioritised.

6. FINANCE

6.1 Finance Report for Compton Dando Parish Council 18th June 2019 Bank Reconciliation for 30/05/2019

The attached Bank Reconciliation was received and noted.

6.2 Schedule of Expenditure for 01/04/2019 to 18/06/2019

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

It was AGREED that there was a need to urgently sign a cheque (no. 001491), payable to Watson Fuel Ltd for oil for the Parish Hall. The oil had been delivered on the 12th of June but the invoice was only received on the 18th of June.

6.3 Parish Hall Payments for 18/06/2019

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

Cheque Number	Payee	Description	Amount
100016	CDPC	Upgrade oil tank	£142.50
100017	H Dottridge	Lottery Prizes	125.00
100018	C Cooper	Cleaning	£150.00

6.4 TO APPROVE AND SIGN SECTION 1 OF THE ANNUAL RETURN- ANNUAL GOVERNANCE STATEMENT

Section 1 was DULY SIGNED.

6.5 TO APPROVE AND SIGN SECTION 2 OF THE ANNUAL RETURN- ANNUAL ACCOUNTING STATEMENT

Section 2 was DULY SIGNED.

6.6 TO APPROVE PAYMENT OF £32.50 FOR MATERIALS USED TO REPAINT THE MILLENNIUM BENCH BY MEMBERS OF THE CDCA

Payment of the cheque was APPROVED.

Thanks for the hard work was extended to the parishioners involved.

6.7 TO SIGN THE MANDATE TO ADD THE SECRETARY OF THE PARISH HALL AS A SIGNATORY FOR THE HSBC BANK

The mandate was DULY SIGNED.

It was reported that Parish Hall cheques should only be signed at a meeting of the Parish Council.

7. TO RECEIVE UPDATES ON PROGRESS OF RESOLUTIONS FROM THE CDPC MEETING HELD ON 19TH MARCH 2019

7.1 POOR STATE OF REPAIR OF PEPPERSHELLS LANE, SLATE LANE, RANKERS LANE, COCKERS HILL AND COURT HILL.

The Highways Inspector has visited the sites. He has placed a number of issues on a 28-day maintenance notice, these should be carried out by the contractor shortly.

However, some of the more significant areas cannot be dealt with under routine maintenance and have been added to the patching programme for this year. As the programme is still being finalised, B&NES Council is unable to provide any timescale for these works at present.

It was reported that the works on Gypsy Lane, Burnett were probably on a previous schedule as the level of work taking place would have been planned some time ago.

7.2 INSTALLATION OF GLASS TOP LIGHTS IN COMPTON DANDO TELEPHONE KIOSK

Carried forward.

7.3 VOLUNTEERS FOR PAINTING FINGERPOSTS

The Clerk reported that no volunteers had contacted her.

It was AGREED that an email should be circulated again once the weather had improved (ACTION CLERK).

8. MATTERS FOR DISCUSSION/DECISION

8.1 TO DISCUSS THE QUOTES FOR FENCE POSTS FOR THE TRAFFIC TRIANGLE IN QUEEN CHARLTON VILLAGE

Carried forward.

8.2 DECIDE ON A QUOTE FOR THE REPAIR OF THE MILLENNIUM GREEN FENCE

The quote of £240 from MK Sweet was APPROVED.

Mr. Sweet will be notified (ACTION CLERK).

8.3 TO DECIDE ON THE AUDITORS FOR THE FINANCIAL YEAR 2019 TO 2020

It was DECIDED to use Paulley's Accounting Ltd as the auditors for the financial year 2019 to 2020.

8.4 TO REVIEW THE SUMMARY OF ISSUES RAISED AT THE VILLAGE MEETINGS (APPENDED)

Those items that are not already in hand were discussed as follows:

It was reported that Resourceful Earth were still with the Receivers. Further information would be sought and the situation would be followed up throughout the year (ACTION WARD COUNCILLOR HOUNSELL).

It was reported that the West of England hearings were coming up and updates would be sent to the residents of Queen Charlton.

It was reported that B&NES Council are not putting in new bins in new locations. The bin in Queen Charlton would be checked to see if it belongs to the Council before proceeding (ACTION WARD COUNCILLOR HOUSELL).

It was reported that the best way to deal with fly-tipping in Middlepiece Lane was for anyone seeing it to report it using FixMyStreet.

It was reported that information regarding planting trees in the Parish had been forwarded to the parishioner who had raised the request.

The run-off from Manor Farm, Chewton Keynsham will be monitored (ACTION WARD COUNCILLOR SINGLETON).

8.5 TO DECIDE IF MORE DEFIBRILLATOR TRAINING IS NEEDED IN COMPTON DANDO

It was decided that an email should be circulated to assess the interest (ACTION CLERK).

8.6 TO DECIDE ON S137 GRANT REQUESTS:

8.6.1 REQUEST FOR £300.00 FROM THE CDCA FOR CUTTING BACK THE GRASS AND ROUGH SAPLINGS GROWING ALONG THE BANKS OF THE STREAM

The Parish Council DECIDED to award a grant of £200.00.

8.6.2 REQUEST FOR £399.00 FOR LIGHTS FOR COMPTON DANDO VILLAGE CHRISTMAS TREE

The Parish Council DECIDED to award a grant of £399.00

8.7 TO REVIEW THE FREEDOM OF INFORMATION POLICY

The policy was reviewed and DULY SIGNED.

8.8 TO REVIEW THE DATA PROTECTION/PRIVACY POLICY NOTICE

The policy was reviewed and DULY SIGNED.

8.9 TO REVIEW THE EMAIL PRIVACY POLICY NOTICE

The policy was reviewed and DULY SIGNED.

8.10 TO REVIEW THE DATA AUDIT INVENTORY

The policy was reviewed and DULY SIGNED.

8.11 TO CONSIDER THE ACTION REQUIRED FOLLOWING THE CURRENT PARISH COUNCIL WEBSITE BEING ASSESSED AS NON-COMPLIANT WITH REGARD TO ACCESSIBILITY

Carried forward as a second quote had not been received.

9. PLANNING APPLICATIONS RECEIVED

9.1 None

10. APPEALS

10.1 None

11. DECISIONS

**11.1 19/00555/FUL Bailiffs Cottage The Green Compton Dando Bristol Bath And North East Somerset
Conversion of stables and outbuildings into a single dwelling (CDPC Support Feb 2019)**

PERMIT

**11.2 19/01407/FUL Tolzey Cottage Penn Hill Lane Queen Charlton Bristol Bath and North East Somerset
Replacement of garden room and replacement and repair of identified windows. (CDPC support April 2019)**

PERMIT

**11.3 19/01408/LBA Tolzey Cottage Penn Hill Lane Queen Charlton Bristol Bath and North East Somerset
External alterations for the replacement of garden room and replacement and repair of identified windows.
(CDPC support April 2019)**

PERMIT

12. 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:

12.1 None.

13. ITEMS FOR ACTION

13.1 None.

14. CORRESPONDENCE FOR ACTION

14.1 EMAIL OFFERING PEER REVIEW OPPORTUNITY

Bath & North East Somerset Council is participating in a three-day Peer Review in July. This involves welcoming a small team of Local Government Officers and Councillors from outside the district to highlight areas for improvement and share learning with the Council. The process also involves engaging with a wide range of people connected with the Council and we are currently developing a programme to involve our partners.

The theme of the Peer Review is Community Engagement and Parishes are a key part of this. B&NES Council would like to invite up to ten representatives from Parishes across the district to meet with the Peer Review Panel on **Wednesday 10th July** between 6pm and 7pm to speak about their experiences. The meeting is likely to be held in Keynsham but we will confirm as soon as possible.

As places are limited, one representative per Parish only is requested and this can be either the Clerk or a Parish Councillor.

Councillor DD will be attending.

14.2 EXAMINATION OF THE WEST OF ENGLAND JOINT SPATIAL PLAN – VENUE AND DATE CHANGES

The number of requests to participate in many of the hearing sessions has been even higher than anticipated and they are possibly unprecedented for a local plan examination. In the light of this it has been necessary to alter the venue and draft hearings programme from those previously announced. Full details are enclosed but, in summary, the July hearings will now take place at The Guildhall, High Street, Bath BA1 5AW with sessions running from 09:30 – 13:00 and from 14:00 – 17:30

The hearing sessions for Matters 3b, 5 and 6 have been postponed until September/October 2019 and further details about this, and the venue for these hearing sessions, will be announced following the July hearings.

Matter 1 will be split into two sessions, with participants allocated to attend one or other of them. Matters 2 and 4 will be discussed at joint sessions, of which three will need to be held with participants allocated to attend one of them. As far as possible we have sought to allocate participants to sessions held on days on which they had already requested to participate at a hearing session, but unfortunately this has not been possible in every case.

It was reported that the hearing for Legal Compliance is taking place on the 3rd July; for Housing Requirements on the 4th July; Whitchurch Strategic Development on the 10th July, which is being attended by Councillor DD and North Keynsham on the 11th July. Councillor DD will also request updates on those sessions where no Councillors from the Parish Council were able to attend.

15. CORRESPONDENCE FOR INFORMATION

15.1 EMAIL RECEIVED WITH NOTIFICATION OF ROAD CLOSURE IN COCKERS HILL

(THTTC1980, COCKERS HILL, COMPTON DANDO) **(TEMPORARY PROHIBITION OF USE BY VEHICLES) ORDER 2019**

Notice is given that Bath and North East Somerset Council in exercise of its powers under section 14 of the Road Traffic Regulation Act 1984 intends to make an order to the effect of which will be to temporarily introduce a road closure in that length of Cockers Hill, Compton Dando from its point outside Fairview to its point outside Rose Cottage.

This order is required because works are being or are proposed to be executed on or near the road to facilitate works by Wessex Water on **4th July 2019** for a maximum period of **2 days**. The road will only be restricted as and when traffic signs are in position and may not be effected for the whole of the period but only for so long as is necessary to execute the works. This is anticipated to be for **1 day**.

ALTERNATIVE ROUTE

Cockers Hill – Rankers Lane – Hunstrete Lane – Common Lane. Vice Versa

Applicant Details: Tom Wysocki Wessex Water
Telephone: 0345 600 4600
Email: tom.wysocki@wessexwater.co.uk

Received and noted.

16. REPORTS

16.1 PARISH HALL REPORT (APPENDED)

A question was raised about the progress of the installation of broadband by Truespeed in the Parish Hall. It was reported that it was being dealt with by the Chairman of the Parish Hall.

16.2 VILLAGE UPDATES

- 16.2.1 It was reported that the Queen Charlton fete had raised £2500. It was also reported that no quote had been received for the triangle fencing as yet. It was reported that Councillor CW would be contacting Nick Coates regarding Bristol Airport expansion draft plans.
- 16.2.2 Parking on the verge beyond Compton Dando bridge was raised. To be added to next agenda.
- 16.2.3 Verge cutting by B&NES Council was raised as it had been cut far too short in places. It was reported that this would be taken to the next ALCA meeting (ACTION COUNCILLOR DD)

16.3 REPORT FROM ALCA AGM 29TH MAY

It was reported that the minutes had not been received yet and would be circulated when they had.

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

Parking on the grass verge beyond Compton Dando bridge.

DATE OF NEXT MEETING IS 16TH JULY 2019 AT 8.00PM IN COMPTON DANDO PARISH HALL

THE MEETING CLOSED AT 9.50 pm

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....

**Bank Reconciliation
Compton Dando Parish Council**

18/06/2019

Prepared by: Clerk Susan Smith
Approved by : Chair

Date:
Date:

11/06/2019
18/06/2019

Bank Reconciliation Date:	30/05/2019
Bank Balance at Date:	11,961.56
Unpresented cheques	200.00
Bank Balance less unpresented cheques	11761.56
Cashbook Balance at Date	11761.56

Unpresented cheques

21/05/2019 CDPH Hire for June 2019 to May 20	2001480	192.00
21/05/2019 Queen Charlton village hall hire	1481	8.00

Unpresented cheques 200.00

Cheques to be paid

Description	Cheque No	Amount
Tincknell Fuels inv 524163	001484	199.5
PCAA membership 2019 to 2020	001485	50
ME Stanbury materials to paint MG bench	001486	32.5
Chartax for CDPC audit	001487	120
Cartax for CDPH audit	001488	120
Clerk's salary and expenses	001489	403.13
PAYE 06 May to 05 Jun 2019 month 2	001490	29.6

Financial Report
From

01/04/2019 To 18/06/2019

	Net	Budget	Variance	%Variance
Clerk's Salary	845.24	5298.32	-4453.08	-84.05%
Clerk's Expenses	11.72	71.19	-59.47	-83.54%
Clerk's PAYE	19.60	206.00	-186.40	-90.49%
Audit Fees	0.00	463.50	-463.50	-100.00%
Solicitor Fees	0.00	154.50	-154.50	-100.00%
Donation	0.00	154.50	-154.50	-100.00%
Grants Given	0.00	515.00	-515.00	-100.00%
Grass Cutting	0.00	824.00	-824.00	-100.00%
Hall Hire	200.00	208.06	-8.06	-3.87%
ICO	35.00	36.05	-1.05	-2.91%
Parish Hall Insurance	0.00	555.77	-555.77	-100.00%
Memberships and Subs	0.00	416.07	-416.07	-100.00%
Signs Notice boards	0.00	1421.40	-1421.40	-100.00%
Mobile Top Up	0.00	61.80	-61.80	-100.00%
Postage	0.00	33.04	-33.04	-100.00%
Office Supplies	0.00	112.34	-112.34	-100.00%
Telephone Kiosks	0.00	0.00	0.00	
Street Light Electricity	0.00	482.11	-482.11	-100.00%
Street Light Maintenance	66.96	289.67	-222.71	-76.88%
Training	99.00	169.95	-70.95	-41.75%
Website	0.00	0	0.00	

Parish Hall Report

June 2019

I am pleased to report that, as at the time of writing, both of the replacements for the old caretaker appear to be working well.

Our cleaning team are doing an excellent job and are as flexible and self-managing as we had hoped they would be, whilst Greg Drane, as Bookings Manager, is successfully introducing the Hall to the world of online booking and payment albeit we are still hindered by lack of day to day access to our bank account. However, we believe that this will soon be resolved.

Another very satisfactory matter is the start of a Monday mornings Pilates class in the Hall. The organiser has sufficient numbers at the moment but would like to attract more participants to ensure the class's long-term viability. Anyone in or out of the parish will be most welcome.

John Dottridge
June 2019