

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 (BT)

IN ATTENDANCE: S Smith (Clerk), A Singleton (Ward Councillor) plus 3 members of the public

MINUTES OF A PARISH COUNCIL MEETING

HELD ON 20TH AUGUST 2019 IN COMPTON DANDO PARISH HALL

1. **APOLOGIES FOR ABSENCE:** Councillors HM, CW and TB
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 16TH JULY 2019**

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

Two items were brought forward: 8.10 and 9.2

5. WARD COUNCILLOR'S UPDATE

5.1 A Community Speed watch meeting has been held to consider traffic speed through Compton Dando and Chewton Keynsham villages. Signage issues in Compton Dando need addressing by B&NES Council before the police will take the matter further. Chewton Keynsham signage has yet to be checked.

5.2 There is to be a meeting on 2nd September with Stefan Chiffers of B&NES Council, Councillor CW and a resident of the village, to discuss the traffic issues in Queen Charlton Village.

5.3 It was reported that Wessex Water do not normally prosecute people who own septic tanks unless they do not act upon a request from Wessex Water to carry out an action. A document of useful information will be circulated to parishioners (ACTION WARD COUNCILLOR AS AND CLERK).

It was reported that if two houses in the community are not on mains sewerage, they can make a request to Wessex Water to be assessed.

6. FINANCE

6.1 Finance Report for Compton Dando Parish Council 20th August 2019 Bank Reconciliation for 25/07/2019

The attached Bank Reconciliation was received and noted.

6.2 Schedule of Expenditure for 01/04/2019 to 20/08/2019

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

6.3 Parish Hall Payments for 20/08/2019

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

Cheque Number	Payee	Description	Amount
100023	G Drane	Adjustment	£0.17
100024	CDPC	Boiler Service	£42.97
100025	C Cooper	Consumables	£160.35
100026	H Dottridge	Lottery Prizes	£150.00

6.4 TO RECEIVE NOTICE THAT LLOYDS BANK HAS CONFIRMED THAT COUNCILLOR BT IS NOW A SIGNATORY FOR THE PARISH COUNCIL BANK ACCOUNT

Received and noted.

6.5 TO RECEIVE NOTICE THAT TESCO BAGS OF HELP HAVE AWARDED THE PARISH COUNCIL £1000 TOWARDS THE COCKERS HILL/HUNTSTRETE LANE FINGERPOST RESTORATION

The £1000 will be paid into the account once the acceptance form documents have been received.

Received and noted.

A thank you was made to those volunteers that helped in the painting of Charlton Road/ Charlton Field Lane and Charlton Road/Woollard Lane fingerposts.

6.6 TO SIGN THE CONTRACT WITH TOWN & PARISH COUNCIL WEBSITES FOR THEM TO CREATE A NEW WEBSITE THAT WILL COMPLY WITH ACCESSIBILTY (WCAG 2.1) REQUIREMENTS

The contract was DULY SIGNED and a choice of Design 2 was made for the style of the website.

7. TO RECEIVE UPDATES ON PROGRESS OF RESOLUTIONS FROM THE CDPC MEETING HELD 16TH JULY 2019 items 8.2, 8.3, 9.1, 9.12, 9.13

7.1 TO RECEIVE AN UPDATE ON DEFIBRILLATOR TRAINING

It was reported that 18 parishioners have registered an interest in the training. The date has yet to be finalised and will be chosen to suit the majority of those registered.

7.2 TRAFFIC PROBLEMS DURING THE HUNSTRETE HOUSE MUSIC FESTIVAL - SMOKED AND UNCUT FESTIVAL

The reply from Jenny Potheary of B&NES Council Events Dept. was as follows:

“As this event takes place on private land, we were unaware of the event taking place as there is not usually a requirement for events that take place on private land to apply through the B&NES Events Office.

It would be the responsibility of the land owner to ensure that the event organiser has the relevant plans and documentation in place to support a safe and successful event.”

A later email had the following information:

“I have discussed the event with our licensing team and there is a premises licence in place for this event which was granted on 09/05/2019 to Home Grown Hotels Limited. This licence was not specific to this year so will cover future events too. They have also had events in previous years which has been covered by the licence before it was varied.

There were no extra documents submitted to the licensing team other than those required by the application process and there are no conditions on this licence requiring them to submit any event details to them in future years.

As the licence covers them for future events, I have contacted the event organiser to gauge their plans for 2020 and to ask for sight of their Traffic Management Plan, this way our Traffic Management Team and Safety Advisory Group for Events Chairs can comment on their current plans.”

Received and noted.

7.3 THE DRAIN AT THE BOTTOM OF BATHFORD HILL NOT ADEQUATELY DEALING WITH THE WATER

Jim McEwen is forwarding the information, including a map showing the exact location provided by a parishioner, to the Highways Inspector.

Received and noted.

7.4 THE POSSIBLE PROVISION OF SECOND HAND BINS IN QUEEN CHARLTON AND COMPTON DANDO – COUNCILLOR DD

It was reported that none of the second-hand bins were suitable. Quotes will be got for new bins (ACTION COUNCILLOR DD)

8. MATTERS FOR DISCUSSION/DECISION

8.1 TO REVIEW THE AIMS AND OBJECTIVES OF THE PARISH COUNCIL

The Aims and Objectives of the Parish Council was DULY SIGNED.

8.2 TO REVIEW THE DISCIPLINARY AND GRIEVANCE PROCEDURE POLICY

The policy was DULY SIGNED.

8.3 TO REVIEW THE EQUAL OPPORTUNITIES STATEMENT

The statement was DULY SIGNED.

8.4 TO APPROVE THE STAFF APPRAISAL POLICY

The policy was APPROVED and DULY SIGNED.

8.5 TO APPROVE THE PUBLICATION SCHEME POLICY

The policy was APPROVED and DULY SIGNED.

8.6 TO DECIDE ON A DATE FOR THE CLERK'S ANNUAL REVIEW

It was suggested that this could take place before the October meeting at 7.30pm. Councillor DD will contact Councillor HM for confirmation (ACTION COUNCILLOR DD).

8.7 TO RECEIVE NOTICE FROM B&NES COUNCIL THAT THE 'SPEEDWATCH' DEVICES THAT CAN BE ATTACHED TO LAMP POSTS DO NOT COMPLY WITH DATA PROTECTION AND SURVEILLANCE LAWS SO ARE NOT APPROVED BY THE POLICE

Received and noted.

8.8 TO CONSIDER CONTRIBUTING TOWARDS CROWDFUNDING FOR A LEGAL CHALLENGE TO BRISTOL AIRPORT'S EXPANSION FOLLOWING CONFIRMATION THAT MANY LOCAL COUNCILS ARE USING THIS METHOD TO RAISE FUNDS

Carried forward as Councillor CW was absent.

8.9 TO DECIDE WHETHER TO REGISTER THE PARISH COUNCIL'S INTEREST WITH REGARD TO BRISTOL AIRPORT WISHING TO MAKE CHANGES TO AIRSPACE USE UNDER CAP (CIVIL AVIATION PUBLICATION) 1616

BristolACP@bristolairport.com

It was AGREED that the Parish Council should register their interest in developments at the airport (ACTION CLERK).

8.10 TO DECIDE WHETHER TO JOIN THE BANES RURAL TRANSPORT GROUP

At the Parishes' Liaison meeting in March, approval was given to establish a group to seek improvements in the provision of rural transport services across BANES.

David Orme, BANES Rural Transport Group (BRTG) Manager, spoke on the reasons for setting up the group before the Parish Council decided on whether it should become a member.

The aim of the group is to collectively seek a better way of improving rural transport by working with B&NES Council, WECA and First Bus. Information collected from the communities on what they would like to see in their areas, will be fed into the meetings.

The Parish Council unanimously VOTED TO JOIN the BRTG.

8.11 TO DECIDE WHETHER TO AMEND OUR STANDING ORDERS TO INCLUDE A CLAUSE FOR THE POWER OF DELEGATION TO ONE PERSON, THE CLERK, WITH REGARD TO HSBC INTERNET BANKING

A letter had been received from HSBC stating that 'read-only' internet banking is not currently available. Only internet banking where the Primary User is allowed to have access to the account and make payments solely and delegate access to other users.

No payment could be made by a secondary user without consent from the Primary User, however, the Primary User can make payments without approval from another person.

It was unanimously DECIDED that an HSBC internet bank account for the Parish Hall should be applied for, with power delegated to a Primary User, the Clerk (ACTION CLERK).

9. PLANNING APPLICATIONS RECEIVED

9.1 19/02919/MINW Resourceful Earth Ltd Charlton Field Lane Queen Charlton Bristol BS31 2TN

A revised layout and design to the existing AD Plant (approved under 13/4126/MINW) with removal of all bund walling, ponds and soil & stock piles on site with introduction of hard standing, parking, bund walling, silage clamps, CNG gas compressing compound, digestate storage bunker and associated digestate lagoon, gas to grid equipment, a new site office with associated landscaping and drainage infrastructure

The Parish Council decided to 'Comment Only' on the application because until the matters raised by B&NES Council Landscape Environments Team and Drainage and Flooding Team are addressed, and a full Environment Impact Assessment together with the ecology reports detailing bat roosting and feeding zone information are also addressed, the Parish Council feel unable to consider the application fully.

Matters relating to highways and traffic safety implications highlighted in the Highway Development Control response, also need addressing in order for the Parish Council to fully consider the application.

9.2 19/03436/FUL Manor House, Watery Lane, Burnett, Keynsham BS31 2TF

Erection of a single storey rear extension to provide larger utility room, extension to first floor sun room, internal alterations with replacement of spiral stairs and new opening to garage. Repointing of part of rear elevation and other minor repair works.

The Parish Council unanimously SUPPORT the application for the following reasons:

The neighbours' amenity will be preserved and there is no impact on the local environment (Policy D6, P. 74).

The materials and design are satisfactory, as is the scale, height and degree of the extension (Policy D2, P.71)

9.3 19/03437/LBA Manor House, Watery Lane, Burnett, Keynsham BS31 2TF

Internal and external alterations to include the erection of a single storey rear extension to provide larger Utility room, extension to first floor sun room, internal alterations with replacement of spiral stairs and new opening to garage. Repointing of part of rear elevation and other minor repair works.

See item 9.2.

9.4 19/03664/LBA Tolzey Cottage Penn Hill Lane Queen Charlton Bristol BS31 2SJ

Internal and external alterations for installation of 2no rooflights over main staircase.

The Parish Council unanimously SUPPORT the application for the following reasons:

The neighbours' amenity will be preserved and there is no impact on the local environment (Policy D6, P. 74).

The materials and design are satisfactory (Policy D2, P.71).

10. APPEALS

10.1 None

11. DECISIONS

11.1 19/02617/LBA Chewton Place House Chewton Road Chewton Keynsham BS31 2SX

Internal and external alterations to amend the approved Coach House elevations and adjust internal layout. (CDPC support July 2019)

LBA CONSENT NOT REQUIRED

11.2 19/02616/FUL Chewton Place House Chewton Road Chewton Keynsham BS31 2SX

Amend the approved Coach House elevations and adjust internal layout (CDPC support July 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 TO BRING TO THE ATTENTION OF PARISHIONERS THE AVAILABILITY OF B&NES COUNCIL'S E-CONNECT NEWSLETTER

You can sign up for the newsletter using this link:

<https://www.bathnes.gov.uk/econnect>

Received and noted.

An email will be circulated to inform the parishioners (ACTION CLERK).

14.2 AN INVITATION TO PARTICIPATE IN AN AIRSPACE WORKSHOP LED BY BRISTOL AIRPORT

Bristol Airport will be hosting three workshops and are asking if a representative can attend one of the following workshops:

- **Wednesday 4th September (1-4pm)** - Hampton by Hilton Hotel, Bristol Airport, North Side Road, Bristol, BS48 3AQ
- **Thursday 5th September (1-4pm)** - DoubleTree by Hilton Cadbury House, Frost Hill, Congresbury, Bristol BS49 5AD
- **Friday 6th September (1-4pm)** - Hampton by Hilton Hotel, Bristol Airport, North Side Road, Bristol, BS48 3AQ

“During the workshops we’ll share more detail about CAA’s Airspace Change process and seek your feedback and help in developing a set of Design Principles for our Airspace Change. Refreshments will be provided.

To register your attendance at one of the workshops, please email airspace@bristolairport.com indicating which session you would like to attend. Spaces are limited so please ensure that you register your attendance by **Tuesday 27th August** at the latest. “

Received and noted.

An email will be circulated to inform the parishioners (ACTION CLERK).

15. CORRESPONDENCE FOR INFORMATION

15.1 None

16. REPORTS

16.1 PARISH HALL REPORT (APPENDED)

16.2 VILLAGE UPDATES (‘For information only at the meeting. Matters for discussion will be carried forward to next meeting’.

16.2.1 It was reported that an overgrown hedgerow in the vicinity of Fairy Hill was preventing access to the pavement. It was reported that this was the responsibility of CURO who will be contacted (ACTION COUNCILLOR DD).

16.2.2 It was reported that gravel was causing a hazard for cyclists on the junction of Tuckingmill Lane and Bathford Hill. This will be reported (ACTION COUNCILLOR PP).

16.2.3 It was reported that work on the flooding problem on the B3116 had not progressed as B&NES Council were waiting for the Dew Pond to be cleared. This will be followed up (ACTION COUNCILLOR DD).

16.3 REPORT FROM THE PARISH LIAISON MEETING ON 24TH JULY - COUNCILLOR DD

It was reported that it had been a useful meeting and included the new Councillors introducing themselves and talking about the work they will be carrying out for the Council.

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

None.

**DATE OF NEXT MEETING IS 17TH SEPTEMBER 2019 AT 8.00PM IN COMPTON DANDO PARISH HALL
PRECEDED BY A SOLE TRUSTEES MEETING AT 7.45 PM**

18. CONFIDENTIAL - EXCLUSION OF THE PRESS AND PUBLIC – MATTER ARISING FROM THE PARISH LIAISON MEETING

An item from the Parish Liaison meeting was reported and noted.

THE MEETING CLOSED AT 9.37 PM

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....

Bank Reconciliation
Compton Dando Parish Council

20/08/2019

Prepared by: Clerk Susan Smith
Approved by : Chair

Date:
Date:

13/08/2019
20/08/2019

Bank Reconciliation Date:	25/07/2019
Bank Balance at Date:	10,363.92
Unpresented cheques	208.00
Bank Balance less unpresented cheques	10155.92
Cashbook Balance at Date	10155.92

21/05/2019	Queen Charlton village hall hire	001481	8.00
16/07/2019	CDCA S137 Grant maintaining edge o	1492	200.00

Unpresented cheques 208.00

Cheques to be paid

Description	Cheque No	Amount
AED Locator (EU) Ltd Defib monitoring inv 0348	001497	58.8
MK Sweet repair MG fence inv 071	001498	240
Clerk's Salary and Expenses	001499	472.26
PAYE 06 July to 05 Aug month 4	001451	9.4
Tincknell Fuels for boiler service	001452	51.56
C Howarth S137 Christmas lights (part payment	001500	245

Financial Report

From

01/04/2019 To 20/08/2019

	Net	Budget	Variance	%Variance
Clerk's Salary	1619.20	5298.32	-3679.12	-69.44%
Clerk's Expenses	23.44	71.19	-47.75	-67.08%
Clerk's PAYE	58.40	206.00	-147.60	-71.65%
Audit Fees	200.00	463.50	-263.50	-56.85%
Solicitor Fees	0.00	154.50	-154.50	-100.00%
Donation	32.50	154.50	-122.00	-78.96%
Grants Given	200.00	515.00	-315.00	-61.17%
Grass Cutting	0.00	824.00	-824.00	-100.00%
Hall Hire	200.00	208.06	-8.06	-3.87%
Hall Refurb	0.00		0.00	
ICO	35.00	36.05	-1.05	-2.91%
Parish Hall Insurance	0.00	555.77	-555.77	-100.00%
Memberships and Subs	50.00	416.07	-366.07	-87.98%
Signs Notice boards	0.00	1421.40	-1421.40	-100.00%
Mobile Top Up	10.00	61.80	-51.80	-83.82%
Postage	8.40	33.04	-24.64	-74.58%
Office Supplies	1.99	112.34	-110.35	-98.23%
Telephone Kiosks	0.00	0	0.00	
Street Light Electricity	113.11	482.11	-369.00	-76.54%
Street Light Maintenance	133.92	289.67	-155.75	-53.77%
Training	99.00	169.95	-70.95	-41.75%
CiL Payments	0.00		0.00	
Website	0.00	0	0.00	
Parish Hall Expenses	355.75		355.75	

Parish Hall Report

August 2019

There are no matters of any particular importance to report this month apart from Management Committee's wish to thank all those who did such an incredible job with the Compton Dando Fête this year, raising so much money, a share of which goes to the Hall and for which we are enormously grateful.

I can think of more than a dozen people who played an important role in the success of the Fête but it was Ben Wall who brought it all together so our specific thanks go to Ben.

John Dottridge