

COMPTON DANDO PARISH COUNCIL

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

PRESENT: D Drury (Chair), P Paget, A Dawes (AD), C Willows (CW), B ter Haar (BT) and one member of the public

IN ATTENDANCE: S Smith (Clerk) and A Singleton (Ward Councillor)

MINUTES OF A PARISH COUNCIL MEETING

HELD ON 17TH DECEMBER 2019 IN COMPTON DANDO PARISH HALL

The Chair read out the Conduct at a Meeting notice.

1. **APOLOGIES FOR ABSENCE:** Councillor TB and Councillor HM
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 NOVEMBER 2019**

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

A parishioner spoke about his concerns on the Climate Change Emergency and asked for the Parish Council to take an active stance on the matter and declare an emergency, because he felt it was important that action takes place locally.

The parishioner offered to form a local group to address the problems and made suggestions about what could be done to help.

Item 8.3 on the agenda was brought forward.

Item 7.3 on the agenda was brought forward for consideration before the budget was set.

Also discussed before the budget was set, was the possibility of purchasing recycling bins for some of the items that Bath & NE Somerset Council do not currently recycle.

It was DECIDED to carry this forward to January as more research was required.

Councillor DD will contact the Council for a definitive list on what they actually recycle (ACTION COUNCILLOR DD).

5. **WARD COUNCILLOR'S UPDATE**

It was reported that Andy Rothery is the new Finance Officer.

It was also reported that Ward Councillors Duncan Hounsell and Alastair Singleton would be meeting with Will Godfrey the new CEO of Bath & NE Somerset Council in February.

The Clerk reported that an offer of a meeting had been received for the Parish Councillors to meet with Will Godfrey on Friday 7th February 2020. Councillors DD, PP and BT will be able to attend.

6. FINANCE

6.1 Finance Report for Compton Dando Parish Council 17th December 2019

Bank Reconciliation for 29/11/2019

The attached Bank Reconciliation was received and noted.

6.2 Schedule of Expenditure for 01/04/2019 to 17/12/2019

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

6.3 Parish Hall Payments for 17/12/2019

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

Cheque Number	Payee	Description	Amount
100037	BANES Council	Lottery Registration	£20.00
100038	C Cooper	Consumables	£8.05
100039	H Dottridge	Lottery Prizes	£25.00

6.4 TO APPROVE THE BUDGET FOR THE FINANCIAL YEAR 2020 TO 2021

It was AGREED that the budget should increase by 5% over the forecast budget.

6.5 TO DECIDE ON THE PRECEPT FOR THE FINANCIAL YEAR 2020 TO 2021

It was DECIDED to set the Precept at £12,641.

The Precept request was DULY SIGNED by the Chair.

6.6 TO RECEIVE NOTICE THAT A DIRECT DEBIT PAYMENT FOR PAYE COULD NOT BE SET UP BECAUSE THE BANK ACCOUNT REQUIRES MORE THAN ONE SIGNATORY

Received and noted.

6.7 TO RECEIVE NOTICE THAT THE PARISH COUNCIL HAVE COMPLETED THE RE-DECLARATION OF COMPLIANCE WITH THE PENSIONS REGULATOR

Received and noted.

7. TO RECEIVE UPDATES ON PROGRESS OF RESOLUTIONS FROM THE CDPC MEETING HELD ON 19TH NOVEMBER 2019 items: 16.4, 8.10, 7.2

7.1 ROAD TRAFFIC ORDER REQUEST

B&NES Council are currently improving their process for communicating TRO/TTRO notices to Parish Councils, and we should receive appropriate notification in the future.

An email was received from Sadie Cox-Alcuaz stating:

Thank you for your email and taking the time to contact the Traffic Management Team. When Traffic Regulations orders are progressed we carry out two consultations, the first being an informal consultation with local ward members, parish council including, the emergency services and public transport team followed by the Transport Cabinet Members, this is then followed by the formal public consultation which is advertised in the local paper, on our website and on the site in which the proposal relates.

The B3116 is not part of the Parish Ward but all documents were available as part of the formal public consultation and could be seen at all 3 council one stop shops and were displayed online for the 21-day period as well as being published in the newspaper.

Received and noted.

7.2 SMOKED AND UNCUT FESTIVAL

Following a parish council meeting, Marksbury Parish Council decided that The Pig should liaise with Compton Dando Parish Council directly. A copy of the request email was to Steff Jones of The Pig, who has agreed to liaise with Compton Dando Parish Council regarding the event, and will be in touch in the new year.

Received and noted.

7.3 UPDATE ON VEHICULAR ACCESS TO CHEWTON KEYNSHAM FROM THE WELLSWAY – COUNCILLOR DD

A diagram of the proposed signage and traffic island construction, along with costings was provided. It was reported that this work could be put in place in February.

It was DECIDED to go ahead with the proposed works. The Parish Council will provide the funds but will contact Bath & NE Somerset Council to ask if they are able to contribute towards part of the cost (ACTION COUNCILLOR DD).

Councillor DD will liaise with the Council regarding the works (ACTION COUNCILLOR DD).

It was reported that Avon & Somerset Police award grants which could be applied for to help with the cost of the Chewton Road/Wellsway signage and traffic island.

It was DECIDED to apply for funding from Avon & Somerset Police as well (ACTION CLERK).

Ward Councillor AS to send a link for the above funding award to the Clerk (ACTION WARD COUNCILLOR AS).

8. MATTERS FOR DISCUSSION/DECISION

8.1 TO DECIDE HOW TO PUBLICISE THE WARD COUNCILLORS' EMPOWERMENT FUND

It was DECIDED that the Parish Council would provide information if contacted by parishioners.

8.2 TO CONSIDER THE DESIGN AND COSTINGS FOR THE TRAFFIC ISLAND ON THE WELLSWAY/CHEWTON ROAD JUNCTION – COUNCILLOR DD

This was discussed under item 7.3.

8.3 TO DECIDE HOW THE PARISH COUNCIL SHOULD ACTION THE CLIMATE EMERGENCY – COUNCILLOR BT

It was DECIDED to consider this item again in January before a full council.

It was DECIDED to support Bath & NE Somerset Council with their declaration of a Climate Change Emergency.

It was DECIDED to support any local meetings and activities related to the issue and keep a close eye on the situation and consider the effect on climate change in any decisions taken.

8.4 TO DECIDE WHETHER TO JOIN A COLLECTIVE WITH OTHER PARISH COUNCILS FOR STREET LIGHT MAINTENANCE CONTRACT TENDERS

B&NES Council have stated that they are unable to deliver services to the parishes within the current tender documentation because the closing date for their tenders is next week commencing 25th November.

Following a teleconference with street lighting officers B&NES Council have the following to say:

“We will be awarding our contract in January. Once awarded, we can have a discussion with our future supplier about their interest in delivering services to the parishes. We will provide a point of contact. I have asked Steve Burrell to pull together a check sheet for you to consider should you wish to tender as a collective/or individually. He is going to provide this by Christmas.

Some further thoughts. If you have any low sodium lanterns/lamps, these are being phased out and replacement lanterns are limited and any new provider will increase charging to ensure cost recovery (our rate was originally £15 per lamp, this now costs around £45). In addition, any information and evidence that you can provide on asset condition and maintenance will reduce the risk to any supplier and you are more likely to get a better price.”

Western Rail Services are currently working on a quote for Compton Dando Parish on its own.

It was DECIDED that the Parish Council should be part of the collective for the renewal of the street light maintenance contract.

8.5 TO RECEIVE AN UPDATE ON ITEM 16.2.1 FROM THE AUGUST MINUTES - THE OVERGROWN VEGETATION IN THE VICINITY OF FAIRY HILL - COUNCILLOR DD

It was reported that Curo had said their Estate Management team would be sent out to sort the problem.

It was reported that no work had been carried out.

This will be chased up (ACTION COUNCILLOR DD).

8.6 TO CONSIDER THE QUOTES RECEIVED FOR THE RESTORATION OF THE COCKERS HILL/ HUNSTRETE LANE FINGER POST

One quote of £5400 + VAT has been received from Dorothea Restorations.

The Clerk reported that Bristol Foundry weren't sure they could carry out the work as they weren't insured to be out on site.

It was DECIDED that the quote received was too high.

It was reported that the money from Tesco Bags for Help could be used on other community projects.

8.7 UPDATE ON COMMUNITY AWARD

Congratulations were given to a parishioner who has received a certificate from Chelwood Rotary Club for Outstanding Contribution to the Community.

8.8 TO RECORD THAT ANY INTERESTS IN THE S137 GRANT AWARDS FOR THE FINANCIAL YEAR 2020 – 2021 SHOULD BE SENT TO THE CLERK BY THE 31ST JANUARY 2020

A link to the application form and guidelines on the Parish Council website can be found here:
<https://comptondandopc.org.uk/s137-grants/>

Received and noted.

8.9 TO COMPLETE THE BATH AND WELLS DIOCESAN BOARD OF FINANCE HEALTH & SAFETY QUESTIONNAIRE FOR THE GLEBE LAND

The questionnaire was DULY completed and SIGNED by the Chair.

8.10 TO RECEIVE AN UPDATE ON THE QUEEN CHARLTON TRAFFIC ISLAND FENCING

It was reported that this is now complete and reflectors have been purchased.

9. PLANNING APPLICATIONS RECEIVED

9.1 19/04892/TCA Street Record, Penn Hill Lane, Queen Charlton, Bristol, Bath and North East Somerset

T1. Chestnut - light pruning to allow for line of sight for fibre cabling. 2. Sycamore - light pruning to allow for line of sight for fibre cabling. T3. Chestnut - light pruning to allow for line of sight for fibre cabling. T4. Birch, Laurel and Apple - very minimal light pruning to allow for line of sight for fibre cabling. T5. Sycamore - light pruning in the Spring time to avoid foliage touching fibre cabling.

The Parish Council DECIDED to go with the view of the arboriculturist.

9.2 19/05256/FUL Old Oak House Watery Lane Burnett Keynsham BS31 2TF. Erection of timber decking (retrospective)

The Parish Council unanimously OBJECT to the application for the following reasons:

It has an adverse visual effect on the green Belt ((policy GB2, LP page 154).

It is visible from a public footpath (Policy SR9, LP page 69).

There is an impact on the local natural environment (Policy D2, LP page 28).

The Parish Council ask that if B&NES Council have a mind to permit the application and the applicant is going to add lighting, that a further application for the lighting should be submitted.

10. APPEALS

10.1 None.

11. DECISIONS

11.1 19/04183/FUL Woodborough Mill Barn Woodborough Mill Lane Woollard Bristol BS39 4JT Modification of two agricultural tracks (retrospective). (CDPC support Oct 2019)

PERMIT

11.2 19/04455/LBA Tolzey Cottage Penn Hill Lane Queen Charlton Bristol Bath and North East Somerset.

Internal and external works, replace modern external door, window and lintels, reinstate sash window, remove wood burning stove and stone surround from dining room and replace, in bedroom 1 remove modern built in cupboard and reveal fireplace and surround (CDPC didn't comment Nov 2019)

CONSENT

11.3 19/04892/TCA Street Record, Penn Hill Lane, Queen Charlton, Bristol, Bath and North East Somerset T1. Chestnut - light pruning to allow for line of sight for fibre cabling. 2. Sycamore - light pruning to allow for line of sight for fibre cabling. T3. Chestnut - light pruning to allow for line of sight for fibre cabling. T4. Birch, Laurel and Apple - very minimal light pruning to allow for line of sight for fibre cabling. T5. Sycamore - light pruning in the Spring time to avoid foliage touching fibre cabling.

NO OBJECTION

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 FROM B&NES COUNCIL ASKING FOR DONATIONS OF UNWANTED BOOKS FOR REDISTRIBUTION AS CHRISTMAS PRESENTS

Libraries in Bath and North East Somerset are inviting book donations which will be gifted to people in the community who might not otherwise receive a Christmas present.

The council is calling for help from anyone who might be decluttering their shelves of unwanted books, to take them to any of its libraries in Bath, Keynsham or Midsomer Norton or to the Bath One Stop Shop, where they will be wrapped and distributed through local charities as gifts.

The books can be new or second hand, but must be in good condition. Books suitable for adults as well as for children are welcomed.

Bright Start Children's Centres, Action for Children, The Salvation Army and The Genesis Trust are working in partnership with the council to distribute the books. Any books that are not able to be gifted will be recycled.

For more information email library_events@bathnes.gov.uk

Joining one of our libraries gives you free access to a wealth of benefits and services all year round. Joining the library is quick, easy and there is no cost involved. Permanent membership is available to anyone who is a resident in Bath and North East Somerset. Visitors can even join temporarily, so they can enjoy library services while they are in our area. Find out more at <https://beta.bathnes.gov.uk/join-library-network>

Received and noted.

14.2 NALC HAVE REQUESTED A RESPONSE TO THEIR QUESTIONS ON A DRAFT CONSULTATION CONCERNING INCREASING POLICE POWERS WHEN DEALING WITH UNAUTHORISED ENCAMPMENTS

The Home Office has issued a new consultation on strengthening police powers to tackle unauthorised encampments. The consultation document can be found [here](#). NALC has produced an accompanying briefing (provided with meeting documents) summarising the consultation, NALC's previous views on the matter and the key questions NALC will be responding to.

To help NALC in their response they would like to hear from both councils and county associations and ask that county associations forward on the briefing to member councils in their area.

Please send all responses to Jessica.Lancod-frost@nalc.gov.uk by Wednesday 19 February 2020

The questions were answered and will be submitted by the Clerk (ACTION CLERK).

15. CORRESPONDENCE FOR INFORMATION

15.1 BRISTOL AIRPORT HAVE SUBMITTED A FINAL SET OF DESIGN PRINCIPLES TO THE AVIATION AUTHORITY

In September Bristol Airport held a series of sessions to gather feedback on their Airspace Change Design Principles. Design principles encompass the safety, environmental and operational objectives that we wish to achieve through our Airspace Change.

They have considered all the feedback that was provided to us during those workshop sessions and have developed a final set of Design Principles which were sent in a report to the Civil Aviation Authority for consideration on 22nd November. This is a public process and the report has been published on their Airspace Change portal page linked [here](#). You can register for updates on the progress of our Airspace Change on this page too.

They are at the early stages of their Airspace Change and there will be further engagement along the way alongside a formal Public Consultation on their proposals providing you, and the wider public, with the opportunity to have your say on their proposals.

Received and noted.

16.REPORTS

16.1 PARISH HALL REPORT

There was no report this month.

16.2 VILLAGE UPDATES

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

See item 17.1

16.3 REPORT ON ‘CPRE’S ‘AVONSIDE STARRY SKIES’ TALK GIVEN BY CHRIS SPERRING MBE ON 14TH NOVEMBER – COUNCILLOR PP

The talk was very interesting. It drew attention to the effect of light pollution on both wildlife and humans.

16.4. REPORT FROM BRISTOL AIRPORT’S COMMUNITY REVIEW ON 3RD DECEMBER – COUNCILLOR CW

It was reported that the airport is looking into renewable energy.

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

17.1 Erosion of banks and verges at the bottom of Bathford Hill near Compton Dando village.

**DATE OF NEXT MEETING IS 21ST JANUARY 2019 AT 8.00PM IN COMPTON DANDO PARISH HALL
THIS WILL BE PRECEDED BY A SOLE TRUSTEES MEETING AT 7.45 PM**

THE MEETING CLOSED AT 9.55 pm

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....

Performance against Budget

Name	Description	Budget	Actual	Difference	Variance
AUDIT	Audit Fees	463.50	200.00	-263.50	-56.85%
DONATIONS	Donation	154.50	32.50	-122.00	-78.96%
EXPENSES	Clerk's Expenses	71.19	46.88	-24.31	-34.15%
GRANTS GIVEN	Grants Given	515.00	445.00	-70.00	-13.59%
MAINTENANCE	Grass Cutting and general maintenance	824.00	1000.00	176.00	21.36%
HALL HIRE	Hall Hire	208.06	200.00	-8.06	-3.87%
ICO	ICO	36.05	35.00	-1.05	-2.91%
KIOSKS	Telephone Kiosks	0.00	0.00		
MOBILE	Mobile Top Up	61.80	30.00	-31.80	-51.46%
PAYE	Clerk's PAYE	206.00	116.00	-90.00	-43.69%
PH INSURANCE	Parish Hall Insurance	555.77	1122.36	566.59	101.95%
POSTAGE	Postage	33.00	22.82	-10.18	-30.85%
SALARY	Clerk's Salary	5298.32	3718.70	-1579.62	-29.81%
SIGNS	Signs Notice boards	1421.40	0.00	-1421.40	-100.00%
SL ELEC	Street Light Electricity	482.11	227.46	-254.65	-52.82%
SL MAINT	Street Light Maintenance	289.67	223.20	-66.47	-22.95%
SOLICITOR	Solicitor Fees	154.50	0.00	-154.50	-100.00%
SUBS	Memberships and Subs	418.00	284.00	-132.00	-31.73%
SUPPLIES	Office Supplies	112.34	1.99	-110.35	-98.23%
TRAINING	Training	169.95	325.50	155.55	91.53%
WEBSITE	Website	0.00	998.00		
TOTAL	Total for year to date	11473.16	9029.41	-2443.75	-21.30%

Bank Reconciliation

Statement Entries

Date	Cashbook Date	Reference	Description	Debit	Credit	Balance
02/11/2019			Opening Balance			14638.95
07/11/2019	21/05/2019		Queen Charlton village hall hire	8.00		14628.95
21/11/2019	19/11/2019		Clerk's Salary & Expenses	498.32		14132.63
25/11/2019	19/11/2019		SLCC for Clerk's Manual inv ORD506844	52.30		14080.33
27/11/2019	19/11/2019		SSE Lighting Maintenance inv 895315	28.78		14053.55
27/11/2019	19/11/2019		PAYE 6th Oct to 5 Nov month 7	9.40		14044.15

Outstanding Entries

Cashbook Date	Reference	Description	Debit	Credit	Balance
15/10/2019		PAYE 06 Sep to 5 Oct month 6	9.60		-9.60
19/11/2019		Town & Parish Council Websites	978.00		-987.60
20/11/2019		Fencing for Coronation Tree Triangle	667.80		-1655.40

Reconciliation

Closing Bank Balance	14044.15
Outstanding	-1655.40
Closing Bank Balance + Outstanding	12388.75
Cashbook Balance	12388.75

Transactions to 17/12/2019

Transactions since Statement

Cashbook Date	Reference	Description	Debit	Credit	Balance
17/12/2019		SLCC MEMBERSHIP	109.00		12279.75
17/12/2019		ALCC MEMBERSHIP (UNION)	40.00		12239.75
17/12/2019		Grass Cutting	800.00		11439.75
17/12/2019		Clerk's Salary and Expenses	392.94		11046.81
17/12/2019		Nominet Tag change fee	12.00		11034.81