

# 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), T Butler (TD), H Maggs (HM),  
B ter Haar (BT) + 1 member of the public

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

## MINUTES OF A PARISH COUNCIL MEETING

HELD ON 21<sup>st</sup> JANUARY 2020 IN COMPTON DANDO PARISH HALL

- 1. APOLOGIES FOR ABSENCE:** None.
- 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 17<sup>TH</sup> DECEMBER 2019**

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

Item 8.1 was brought forward.

### 5. WARD COUNCILLOR'S UPDATE

It was reported that B&NES Council have formally withdrawn from the Joint Spatial Plan and will be working on a new plan with neighbouring councils.

### 6. FINANCE

#### 6.1 Finance Report for Compton Dando Parish Council 21<sup>st</sup> January 2020 Bank Reconciliation for 30/12/2019

The attached Bank Reconciliation was received and noted.

#### 6.2 Schedule of Expenditure for 01/04/2019 to 21/01/2020

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

#### 6.3 Parish Hall Payments for 21/01/2020

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

| Cheque Number | Payee       | Description    | Amount  |
|---------------|-------------|----------------|---------|
| 100040        | K Webb      | Key Cutting    | £5.00   |
| 100041        | CDPC        | Heating Oil    | £244.75 |
| 100042        | H Dottridge | Lottery Prizes | £50.00  |

#### 6.4 TO SIGN THE HSBC INTERNET BANKING REQUEST MANDATE FOR THE PARISH HALL

The mandate was Duly signed as per HSBC requirements.

**7. TO RECEIVE UPDATES ON PROGRESS OF RESOLUTIONS FROM THE CDPC MEETING HELD ON ITEMS 7.3, 8.5, 8.6, 8.10, 8.8**

**7.1 UPDATE ON THE TRAFFIC ISLAND BETWEEN THE WELLSWAY AND CHEWTON ROAD**

It was reported that a date for the commencement of the work had yet to be confirmed by B&NES Council.

The Clerk reported that an application for funding for the work from Avon & Somerset Police Road Safety scheme had been made.

**7.2 UPDATE ON THE REMOVAL OF VEGETATION ON FAIRY HILL**

It was reported that this was now on the list of works, although the list is long so it could be a while before the work is carried out.

**7.3 UPDATE ON THE QUOTES FOR THE RESTORATION OF THE COCKERS HILL/HUNSTRETE LANE FINGERPOST**  
Bristol Foundry have decided that they can safely access the fingerpost and are prepared to take on the work. They have quoted £800 for the casting of 3 new fingers, and someone to make the patterns at a reasonable price has been found. However, access to the fingerpost is not possible because the hedge is overgrown.

It was reported that the owner of the land has been contacted and he has agreed to clear the area around the fingerpost.

It was AGREED that the restoration should take place.

Bristol Foundry will be informed of the clearance of the hedge and the acceptance for the work to take place (ACTION CLERK).

**7.3 UPDATE ON THE QUEEN CHARLTON TRAFFIC ISLAND**

It was reported that the reflectors have been attached to the posts.

It was also reported that the island is covered under Street Furniture with the Parish Council insurers.

**7.5 UPDATE ON S137 GRANT REGISTER OF INTERESTS**

The Clerk reported that two interests had been received.

The Clerk reported that the closing date for the receipt of interests is the 31<sup>st</sup> January.

**8. MATTERS FOR DISCUSSION/DECISION**

**8.1 TO DECIDE WHAT ACTION IS NEEDED TO ADDRESS THE DAMAGED VERGES AND RETAINING WALL ON BATHFORD HILL NEAR THE VILLAGE CENTRE (brought forward)**

A member of the public spoke of their concerns and provided photographs to show the problems.

It was DECIDED that Highways of B&NES Council should be contacted and a meeting arranged on site (ACTION COUNCILLOR DD).

**8.2 TO DECIDE ON AN AMENDMENT TO THE STANDING ORDERS AND FINANCIAL POLICY WHICH WILL PERMIT THE CLERK (RESPONSIBLE FINANCIAL OFFICER) TO BECOME THE PRIMARY USER FOR INTERNET BANKING FOR THE PARISH HALL**

This is a requirement for HSBC to consider the application for the Parish Hall account to have internet banking access.

The Standing Orders and Financial Policy amendments were APPROVED and the documents DULY SIGNED.

### **8.3 TO DECIDE ON SUITABLE RUBBISH BINS TO PURCHASE FOR COMPTON DANDO VILLAGE**

It was DECIDED to carry this forward to the Village Meetings so that the parishioners could decide on the style of bin.

The bin in Queen Charlton is also in a poor state of repair, so this will go on the Village Meeting agenda for Queen Charlton.

Councillor HM will look into getting a wooden bin made (ACTION COUNCILLOR HM).

### **8.4 TO CONSIDER OPTIONS CONCERNING THE CLIMATE EMERGENCY**

It was reported that local people are organising a meeting to address the problems of the Climate Emergency. The Parish Council wished to thank people for this positive action.

The Parish Council will support local groups in their activities.

It was DECIDED not to declare a Climate Emergency after considering the funding and resources available to the Parish Council but stated that Climate Change would be a consideration in all the decisions and purchases made.

### **8.5 TO DECIDE IF RECYCLING BINS FOR ITEMS THAT BANES DO NOT RECYCLE WOULD BE USEFUL IN THE VILLAGES**

A definitive list of items recycled by BANES Council can be accessed from the Parish Council website:

<https://comptondandopc.org.uk/>

Also, the link below may be of use:

<https://www.recyclenow.com/what-to-do-with>

BANES Council have offered assistance in promoting any local recycling schemes and have provided free of charge, five recycling bins, one for each village.

It was DECIDED to launch the scheme at the village meetings.

Research into which items to recycle will be made (ACTION COUNCILLORS HM AND BT).

It was reported that an emphasis on the items being clean before putting them into the recycling boxes should be made.

It was suggested that the village halls or telephone boxes could be suitable locations for the recycling boxes.

### **8.6 TO ANSWER QUESTIONS FROM THE BANES RURAL TRANSPORT GROUP**

#### **8.6.1 What is the Parish Council's view on the current provision of Community Transport?**

The Parish Council feel that the transport available is poor and what there is, only goes to some of the five villages. There needs to be a lot more public transport available and it should be available in all five villages. What there is available is listed below:

1. There is one bus per week that travels from Pensford through Woollard, Chewton Keynsham and stops at Keynsham returning two hours later.
2. The Chew Valley Community Transport Scheme (CVCT) operates in the Chew Valley, so incorporates Compton Dando and Woollard. The transport is provided for medical appointments and is regularly used. There are 3 CVCT drivers in Compton Dando. The scheme runs under the umbrella of WERN.
3. There is the 178-bus service that travels through Burnett once per hour but takes 90 minutes to reach Bath.
4. There is the Dial-a-Ride service.

**8.6.2 Is it true that currently there is not a collective way of assessing if there is enough Community Transport to meet the demand?**

There is not a collective way of assessing if there is enough transport.

**8.6.3 Is there any interest/willingness to set up a Volunteer Car Service?**

The Parish has the Dial-a-Ride service and the CVCT for medical appointments only but the latter is only available for Woollard and Compton Dando.

**8.7 TO DECIDE WHO WOULD BE INTERESTED IN ATTENDING A DAY WORKSHOP (10-4 PM) ON THE CLIMATE EMERGENCY**

Several Councillors reported an interest. ALCA will be informed (ACTION CLERK).

**8.8 TO DECIDE IF THE BROKEN LIGHT IN QUEEN CHARLTON VILLAGE THAT FACES AWAY FROM THE ROAD OVER THE GARDENS OF ORCHARD COTTAGES SHOULD BE REPLACED**

It was DECIDED not to replace the broken light.

SSE will be informed (ACTION CLERK).

## **9. PLANNING APPLICATIONS RECEIVED**

9.1 None.

## **10. APPEALS**

10.1 None.

## **11. DECISIONS**

**11.1 19/04624/LBA Tolzey Cottage, Penn Hill Lane, Queen Charlton, Bristol, Bath and North East Somerset, BS31 2SJ Internal and external alterations to include erection of a single storey extension, internal alterations to kitchen & day room including replacement roof light, and replacement of concrete roof tiles with slate to kitchen roof. (CDPC Support Nov 2019)**

CONSENT

**11.2 19/04616/FUL Tolzey Cottage, Penn Hill Lane, Queen Charlton, Bristol, Bath and North East Somerset, BS31 2SJ Proposed single storey extension, internal alterations to kitchen & day room including replacement roof light, and replacement of concrete roof tiles with slate to kitchen roof. (CDPC Support Nov 2019)**

PERMIT

**11.3 19/04335/CLEU Latchets, Redlynch Lane, Chewton Keynsham, Bristol BS31 2SN Use of land to rear of Latchets for storage of caravans (use class B8) (Certificate of Lawfulness for an Existing Use) (CDPC support with condition on hedge left in place Oct 2019)**

LAWFUL

**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](mailto: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 RECEIVED FROM B&NES COUNCIL ASKING FOR AN OPINION ON THEIR FUTURE PRIORITIES AND SPENDING PLANS**

Following two successful public events in Bath and Keynsham, where cabinet members and the council's chief executive outlined the authority's plans, residents are now being given the opportunity to comment on the detailed Corporate Strategy document.

Improving People's Lives is the key aim of the council, and the ways in which it will achieve this, alongside addressing the climate emergency and giving people a bigger say are set out in the plan.

To view the council's plans and to submit feedback visit: <https://beta.bathnes.gov.uk/corporate-strategy-2020-2024-survey> All comments must be received by Friday 24 January.

Concern was raised that B&NES Council are not transparent in where CiL funding is used, and it was thought the spending was more focussed on the City of Bath rather than the outlying villages.

It was DECIDED that the survey should be completed by individual Councillors.

**14.2 ALCA HAVE REQUESTED NOMINATIONS FOR THE ROYAL GARDEN PARTY ON 12<sup>TH</sup> MAY 2020**

Nominations are previous Chairs that have given long service to their parish council.

The completed nomination and application form need to be returned by 5 pm on 24<sup>th</sup> January.

It was DECIDED that the previous Chair Trudie Mitchell should be nominated.

**15. CORRESPONDENCE FOR INFORMATION**

**15.1 BANES COUNCIL HAVE EMAILED USEFUL INFORMATION AND LINKS ON THE CLIMATE EMERGENCY**

A new toolkit giving parish councils advice on how they can act locally on the climate emergency has been published online by Bath & North East Somerset Council.

The toolkit can be found at [https://www.bathnes.gov.uk/sites/default/files/siteimages/Environment/Sustainability/parish\\_toolkit\\_climate\\_and\\_nature\\_emergency.pdf](https://www.bathnes.gov.uk/sites/default/files/siteimages/Environment/Sustainability/parish_toolkit_climate_and_nature_emergency.pdf) and will be updated regularly.

To find out more about how the council is tackling the climate and nature emergency go to <https://www.bathnes.gov.uk/climate-emergency>

Received and noted.

**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 limited gritting had taken place in the Parish during the recent cold weather and the school bus had refused to pick up children or take them home on Monday 20<sup>th</sup> and Tuesday 21<sup>st</sup> January.

Mandy Bishop of B&NES Council will be informed (ACTION CLERK).

**16.2.2** It was also reported that the grit bin between Peppershells Lane and Slate Lane had broken and needed replacing.

It was also reported that should it be replaced, a better location for it would be further up the hill.

It was reported that four cars had crashed in this area due to icy conditions today and that two dog walkers had fallen over the weekend.

Mandy Bishop of B&NES Council will be informed (ACTION CLERK).

**16.2.3** It was reported that the annual litter pick in Compton Dando village would take place on the 2<sup>nd</sup> February. The pick is being co-ordinated with Burnett village.

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

**DATE OF NEXT MEETING IS 18<sup>th</sup> FEBRUARY 2020 AT 8.00PM IN COMPTON DANDO PARISH HALL**

**THE MEETING CLOSED AT 9.30 PM**

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....

**Bank Reconciliation**

## Statement Entries

| Date       | Cashbook Date | Reference | Description                             | Debit  | Credit | Balance  |
|------------|---------------|-----------|---|--------|--------|----------|
| 30/11/2019 |               |           | Opening Balance                         |        |        | 14044.15 |
| 03/12/2019 | 19/11/2019    |           | Town & Parish Council Websites          | 978.00 |        | 13066.15 |
| 18/12/2019 | 20/11/2019    |           | Fencing for Coronation Tree Triangle    | 667.80 |        | 12398.35 |
| 20/12/2019 | 17/12/2019    |           | Clerk's Salary and Expenses             | 392.94 |        | 12005.41 |
| 20/12/2019 | 17/12/2019    |           | Nominet Tag change fee                  | 12.00  |        | 11993.41 |
| 23/12/2019 | 18/12/2019    |           | S137 Grant (part Payment) Cherry Picker | 144.00 |        | 11849.41 |
| 24/12/2019 | 24/12/2019    |           | EDF Electricity                         | 125.07 |        | 11724.34 |
| 30/12/2019 | 17/12/2019    |           | Grass Cutting                           | 800.00 |        | 10924.34 |

## Outstanding Entries

| Cashbook Date | Reference | Description                  | Debit  | Credit | Balance |
|---------------|-----------|------------------------------|--------|--------|---------|
| 15/10/2019    |           | PAYE 06 Sep to 5 Oct month 8 | 9.60   |        | -9.60   |
| 17/12/2019    |           | SLCC MEMBERSHIP              | 109.00 |        | -118.60 |
| 17/12/2019    |           | ALCC MEMBERSHIP (UNION)      | 40.00  |        | -158.60 |

## Reconciliation

|                                    |          |
|------------------------------------|----------|
| Closing Bank Balance               | 10924.34 |
| Outstanding                        | -158.60  |
| Closing Bank Balance + Outstanding | 10765.74 |
| Cashbook Balance                   | 10765.74 |

Transactions to 21/01/2020

**Transactions since Statement**

| Cashbook Date | Reference | Description                    | Debit  | Credit | Balance  |
|---------------|-----------|--------------------------------|--------|--------|----------|
| 21/01/2020    |           | SSE Light maintenance          | 53.57  |        | 10712.17 |
| 21/01/2020    |           | Parish Hall Fuel Oil           | 256.99 |        | 10455.18 |
| 21/01/2020    |           | PAYE 6th Nov to 05 Jan month 8 | 29.40  |        | 10425.78 |
| 21/01/2020    |           | Clerk's Salary & Expenses      | 492.46 |        | 9933.32  |

### 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    | -78.98%  |
| EXPENSES     | Clerk's Expenses                      | 71.18    | 52.74   | -18.45     | -25.92%  |
| GRANTS GIVEN | Grants Given                          | 515.00   | 589.00  | 74.00      | 14.37%   |
| 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   | 146.40  | -60.00     | -29.42%  |
| PH INSURANCE | Parish Hall Insurance                 | 555.77   | 1122.36 | 566.59     | 101.95%  |
| POSTAGE      | Postage                               | 33.00    | 31.22   | -1.78      | -5.39%   |
| SALARY       | Clerk's Salary                        | 5298.32  | 4184.90 | -1113.42   | -21.01%  |
| SIGNS        | Signs Notice boards                   | 1421.40  | 0.00    | -1421.40   | -100.00% |
| SL ELEC      | Street Light Electricity              | 482.11   | 346.57  | -135.54    | -28.11%  |
| SL MAINT     | Street Light Maintenance              | 289.67   | 267.84  | -21.83     | -7.54%   |
| SOLICITOR    | Solicitor Fees                        | 154.50   | 0.00    | -154.50    | -100.00% |
| SUBS         | Memberships and Subs                  | 416.00   | 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     | 1010.00 |            |          |
| TOTAL        | Total for year to date                | 11473.16 | 9859.02 | -1614.14   | -14.07%  |

## Parish Hall Report

January 2020

The extremely heavy rain that arrived earlier in the month, courtesy of Storm Brendan, was another test of the Hall's flood defences.

My observation earlier that most of last year's debris had now found its way down our stream and had been cleared from the stream's two trash gratings, proved to be wrong! The extremely heavy rain and wind last week brought further debris downstream to threaten our defences. So far, however, the valiant efforts of the village have triumphed over the forces of nature and we are very grateful, as ever, to those that have helped out.

Flood defences apart, the Hall is a busy place, with bookings on the increase, quite often meaning we have as many as three different hirers back to back. We now have three regular Pilates and yoga groups as well as that other stalwart that is the Art Group but added to those are the extremely popular table tennis sessions and the music group is going from monthly to fortnightly sessions. Nevertheless, there is still space for new events and we would welcome other activities particularly if they attract local inhabitants. Any suggestions are welcome.

John Dottridge