

COMPTON DANDO PARISH COUNCIL

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

PRESENT: P Paget (Vice-Chair), A Dawes (AD), C Willows (CW), T Butler (TD)

IN ATTENDANCE: S Smith (Clerk) and D Hounsell (Ward Councillor)

MINUTES OF A PARISH COUNCIL MEETING

HELD ON 18TH FEBRUARY 2020 IN COMPTON DANDO PARISH HALL

- 1. APOLOGIES FOR ABSENCE:** Councillor DD, Councillor BT, Councillor HM and Ward Councillor A Singleton
- 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 21/01/2020**

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

5. WARD COUNCILLOR'S UPDATE

It was reported that the Ward Councillors took Will Godfrey the CEO of B&NES Council on a tour of the Ward including Chewton Keynsham and Queen Charlton villages; Resourceful Earth was also visited. B&NES Council are waiting for replies to their questions from Resourceful Earth.

Queen Charlton having one access route only was discussed, along with the problems associated with narrow lanes and poor use of SAT Navs in the villages.

A reminder was given for applying for a share of the £2000 available from the Ward Councillors for community projects. This is a biennial award. It was suggested the Parish Council could support any bid.

The Joint Local Transport Plan 4 (JLTP4) has been redrafted and updated. This may be followed by a JLTP5 later this year. JLTP4 will be formally adopted at a meeting of the West of England Joint Committee at Kingswood Civic Centre 11:30am on Friday 20th March. The WECA bus strategy consultation is live until 15th March. Go to travelwest.info/projects/transport-consultations.

B&NES has a target of 100,000 new trees planted by 2023. A new Tree and Woodland Project Officer will be in place by April 2020

The Litter Summit that B&NES and www.noplaceforlitter.org are co-hosting at The Space, Keynsham, on Saturday 7th March from 9am to 1pm is now full.

Road-side litter clearance is scheduled to take place on the A39 from 17th to 19th February and in Queen Charlton Lane on 24th and 25th February.

B&NES Council is introducing a permit scheme for individuals and organisations by April 2020 for works on the highway. There will be a set of fees and fixed penalty notices for permit sanctions. The Council will have the power to grant or refuse a permit, as well as applying conditions to the permit in relation to how and when the works are carried out. The aim is that all highway works are planned and co-ordinated.

B&NES budget 2020/21 will be set at a full Council meeting on Tuesday 25th February.

B&NES Council budget 2020/21

- ❖ A 1.99% general Council Tax rise and a 1.99% rise in the Social Care precept (tax)
- ❖ £400K in the district to help tackle the climate emergency
- ❖ £100k for additional street cleaning and litter picking
- ❖ £140k for additional litter and fly tipping enforcement
- ❖ £60k to support the council's tree and woodland strategy and tree planting
- ❖ £100k to increase the number of Approved Mental Health Professionals

A Councillor raised a concern stating that a ring road to help prevent rat running through local villages such as Chew Magna was required, and B&NES Council didn't seem to be addressing this.

6. FINANCE

6.1 Finance Report for Compton Dando Parish Council 18th February 2020

Bank Reconciliation for 28/01/2020

The attached Bank Reconciliation was received and noted.

6.2 Schedule of Expenditure for 01/04/2019 to 18/02/2020

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

The Clerk reported that an invoice for the Chewton Road/ Wellsway traffic island had been received, but as this was for the full amount and it was thought that B&NES Council were paying for the island itself, a cheque for signing had not been written.

It was DECIDED to wait for another invoice to avoid confusion.

6.3 Parish Hall Payments for 18/02/2020

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

Cheque Number	Payee	Description	Amount
100045	C Cooper	Consumables/Cleaning	£14.50
100046	H Dottridge	Consumables/electricals	£8.23

6.4 TO RECEIVE NOTIFICATION THAT A VAT REFUND OF £389.27 WAS CREDITED TO THE BANK ACCOUNT ON 21ST JANUARY 2020

Received and noted.

6.5 TO RECEIVE NOTICE THAT HSBC HAS ACCEPTED THE PARISH HALL APPLICATION FOR INTERNET BANKING

Received and noted.

6.6 TO CLARIFY THE PROCEDURE FOR THE SIGNING OF CHEQUES FOR THE PARISH COUNCIL AND THE PARISH HALL (A SUMMARY SHEET IS PROVIDED WITH THE DOCUMENTS FOR THE MEETING)

A concern had been raised over non-emergency cheques being signed outside Parish Council meetings because the Parish Council needs to meet its Governance and Accountability requirements.

The Clerk explained that the document would be discussed fully at the March meeting once the Councillors had time to consider the information further.

7. TO RECEIVE UPDATES ON PROGRESS OF RESOLUTIONS FROM THE CDPC MEETING HELD ON 21ST JANUARY 2020 items 8.5, 16.2.2, 14.2

7.1 UPDATE ON RECYCLING ITEMS IN THE VILLAGES THAT ARE NOT CURRENTLY RECYCLED BY B&NES COUNCIL – COUNCILLORS HM AND BT

This item will be carried forward to the Village Meetings as Councillors HM and BT were not present.

7.2 UPDATE ON THE SLATE LANE/PEPPERSHELLS GRIT BIN AND THE GRITTING ROUTES

A new grit bin has been placed on Slate Lane.

A map of the gritting routes (orange) has been received from B&NES Council (appended).

It was reported that although B&NES Council were not able to increase the number of roads gritted, they would review the school bus routes.

7.3 UPDATE ON THE ROYAL GARDEN PARTY NOMINATIONS

The Clerk reported that the two people who had won the draw were Dr Bryan Smith of Brockley Parish Council and Councillor Kathleen Thomas.

8. MATTERS FOR DISCUSSION/DECISION

8.1 TO MINUTE THE DECISION AT THE SOLE TRUSTEES MEETING HELD ON 21ST JANUARY, THAT THE PARISH HALL WILL BECOME A JOINT POLICY HOLDER ON THE INSURANCE POLICY

This decision was taken to clarify with the insurance company that casual, non-business hall hirers would be covered by the Parish Council's Public Liability insurance.

Received and noted.

8.2 TO MINUTE THE CASUAL GROUPS THE PARISH HALL REQUEST TO BE COVERED BY THE PUBLIC LIABILITY INSURANCE

Came and Company have provided the following clarification of the insurance policy for users of the Parish Hall:

For activities undertaken by individuals or organisations who hire the village hall; some will qualify for the extension of cover within the Public Liability section of the policy known as Hirer Liability. One off hirers of the Parish Council's buildings for non-commercial events, such as a wedding reception or birthday party, qualify for this cover and do not need to arrange their own Public Liability Insurance.

- Clubs and groups, for example, Scouts, WI, fitness/dance classes, who hire the Parish Council's premises on a regular basis should possess their own Public Liability Insurance and provide proof of this to you.
- Businesses or commercial organisations who hire the hall for an event must possess their own Public Liability Insurance and provide proof of this to you.

- Subject to the Parish Council's approval, the Hirer Liability cover can be granted to an individual or group who wish to hire the hall for non-commercial activities that are regarded as being for the benefit of the local community. This can be something like a pensioners' lunch club, coffee morning etc. We do not need to be advised of the Parish Council's approval but would recommend it is minuted for clarity. Relating this to the table tennis club; if the Parish Council is satisfied their activities meet these criteria, they will not need to arrange their own Public Liability Insurance.

Currently, the Parish Hall Management Committee have requested that the following groups will be covered under the Public Liability insurance:

- The Table Tennis Group
- The Art/Crafts Group
- The Music Group

It was DECIDED that the above-mentioned groups would be covered by the Public Liability Insurance.

8.3 TO DECIDE ON DATES FOR THE VILLAGE MEETINGS IN MARCH 2020

Chewton Keynsham village will be holding their annual meeting on Monday 16th March. Queen Charlton village hall is available on the following days:

Tuesday evenings the 3rd/10th/17th/24th of March,
Thursday evenings the 5th/12th/19th/26th of March.

It was DECIDED that due to other commitments, there would be no-one to chair the Chewton Keynsham village meeting so the Parish Council would not be able to offer a meeting to the village this year. However, residents will be invited to the Annual Meeting of the Parish (date to be decided).

It was DECIDED that the Queen Charlton village meeting will be held on Tuesday 10th March at 7 pm.

Further clarification was required before a decision could be taken on the date of the Burnett village meeting.

8.4 TO DECIDE WHETHER A WOODEN WASTE BIN SHOULD BE COMMISSIONED

The bin could either be clad in cedar or made from reclaimed Oak. The cost for an 85 litre-bin would be circa £60 and a similar price for 110-litre capacity bin.

Metal liners cost £47.41 + VAT + £5.95 delivery for an 85-litre liner from Glasdon:
https://uk.glasdon.com/85-litre-metal-liner-096-2001?qclid=EAlaIQobChMIg8SZ-7em5wIVAbTtCh1ITQvvEAQYBSABEqJI2fD_BwE

and 110 Litre metal liners from Glasdon cost £58.67 + VAT+ £5.95 delivery:
<https://uk.glasdon.com/110-litre-metal-liner-028-2100>

It was DECIDED that a 110L capacity wooden rubbish bin for Compton Dando should be commissioned (ACTION COUNCILLOR HM).

The Clerk will contact Councillor HM with regard to the delivery address of the 110L metal liner (ACTION CLERK).

8.5 TO DECIDE WHICH OPTION TO CHOOSE FOR THE STREET LIGHT MAINTENANCE CONTRACT RENEWAL AS PART OF A COLLECTIVE

Option 2. – All Parishes combine to form a single consortium, and tender as a collective.

Option 3. - All Parishes combine to form a single consortium, and B&NES Highways ask Volker to take this collective on as an addition to the B&NES contract.

It was DECIDED that option 3 would be the best way forward.

8.6 TO RECEIVE NOTICE THAT THE CEO OF B&NES COUNCIL, WILL GODFREY, MET WITH COUNCILLORS OF THE PARISH

The Councillors updated Will Godfrey on Parish activities and discussed other issues of concern e.g. lack of rural transport, rat running, SAT NAVs guiding lorries through our villages etc.

It was reported that Will Godfrey has previously worked for other councils in this capacity so will be able to bring a lot of experience to B&NES Council.

9. PLANNING APPLICATIONS RECEIVED

9.1 20/00436/TCA Hillside Cottage Hunstrete Lane Woollard Bristol BS39 4HU Group of 4no. Ash Trees (G1) - Remove all to ground level.

Compton Dando Parish Council support the decision of the arboriculturist.

10. APPEALS

10.1 None

11. DECISIONS

11.1 19/00540/FUL LAND WEST OF NORTH BARN CHEWTON KEYNSHAM APPEAL REF: APP/F0114/W/19/3236577 (CDPC support April 2019)

Erection of 1No dwelling

DISMISSED

11.2. 19/05256/FUL Old Oak House, Watery Lane, Burnett, Keynsham, BS31 2TF Erection of timber decking (retrospective) (CDPC object Dec 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 FROM BRTG INFORMING OF THE WEST OF ENGLAND COMBINED AUTHORITY (WECA) BUS STRATEGY CONSULTATION

The public consultation on WECA's Bus Strategy can be found here:

<https://travelwest.info/projects/transport-consultations>

The consultation closes on 15 March 2020.

The Councillors DECIDED to complete the consultation survey as individuals.

14.2 EMAIL RECEIVED FROM ALCA INFORMING OF TWO CLIMATE EMERGENCY ACTION DAYS

They are taking place on:

Saturday 18th April at 9.30 am to 16.00 pm- Almondsbury Creative, BS32 4AA

Monday 20th April at 9.30 am to 16.00 pm - Pensford Memorial Hall, BS39 4HW

There are 5 places available to each parish council. Members of the public are welcome as long as one councillor attends.

One Councillor is already booked in for one of the events.

Places are available to parishioners at a cost of £30 per person payable by the parishioner. For further information the Clerk should be contacted.

15.CORRESPONDENCE FOR INFORMATION

15.1 EMAIL FROM CPRE INFORMING OF THE AGM ON 27 FEBRUARY

The AGM will take place in Hutton Village Hall, Main Road, Weston-Super-Mare BS24 9SR from 6-7pm. Following the AGM there will be refreshments followed by a free Starry Skies event at 7.30pm:

There is a talk by Chris Sperring MBE who is a conservationist, TV wildlife and light pollution expert. There will also be presentations and interactive activities by Jo Richardson, UK Space Ambassador and Fellow of the Royal Astronomical Society.

Everyone is welcome – tell your friends and family.

Received and noted.

15.2 EMAIL INFORMING OF THE KEYNSHAM TOWN COUNCIL'S ENVIRONMENT & CLIMATE CHANGE SHOWCASE EVENT ON SATURDAY 14TH MARCH IN THE KEYNSHAM COMMUNITY SPACE

The event is open to the public from 10.00 a.m. - 2.00 p.m. Everyone welcome.

Received and noted.

16.REPORTS

16.1 PARISH HALL REPORT (APPENDED)

Received and noted.

16.2 VILLAGE UPDATES

16.2.1 Concern was raised over the redefining of public footpaths and whether footpaths would be lost.

It was reported that it was the historic footpaths that were being redefined and not the current ones, but there is a deadline for bringing them back.

Ward Councillor Hounsell will send a link to the Clerk for circulation (ACTION WARD COUNCILLOR HOUNSELL).

16.2.2 It was reported that two of the Queen Charlton Coronation Tree traffic island posts had been deliberately damaged but would be repaired (ACTION COUNCILLOR CW).

16.2.3 It was reported that the B3116 road near Whitson Cottage in Burnett was flooded again, and the water had not gone down with the other flood water from the recent storms. This will be reported to B&NES Council (ACTION COUNCILLOR PP).

16.3 REPORT FROM AIRPORT PLANNING MEETING ON 10TH FEBRUARY

It was reported that Bristol Airport's planning application for expansion had been turned down by North Somerset Council.

It was also reported that no-one present at the meeting was speaking for the business community.

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

**DATE OF NEXT MEETING IS 17TH MARCH 2020 AT 8.00PM IN COMPTON DANDO PARISH HALL
This meeting will be preceded by the Woollard Village meeting at 7.45 pm, followed by the Compton Dando Village meeting**

THE MEETING CLOSED AT 9.20 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
01/01/2020			Opening Balance			10924.34
14/01/2020	17/12/2019		SLCC MEMBERSHIP	109.00		10815.34
14/01/2020	17/12/2019		ALCC MEMBERSHIP (UNION)	40.00		10775.34
21/01/2020	21/01/2020		HMRC VAT refund		389.27	11164.61
23/01/2020	23/01/2020		CDPH for fuel		244.75	11409.36
24/01/2020	21/01/2020		Parish Hall Fuel Oil	256.99		11152.37
24/01/2020	21/01/2020		Clerk's Salary & Expenses	492.46		10659.91
27/01/2020	21/01/2020		SSE Light maintenance	53.57		10606.34
28/01/2020	21/01/2020		PAYE 6th Nov to 05 Jan month 8	29.40		10576.94

Outstanding Entries

Cashbook Date	Reference	Description	Debit	Credit	Balance
15/10/2019		PAYE 06 Sep to 5 Oct month 8	9.60		-9.60
22/01/2020		Jamie Harvey for QC post installation	400.00		-409.60

Reconciliation

Closing Bank Balance	10576.94
Outstanding	-409.60
Closing Bank Balance + Outstanding	10167.34
Cashbook Balance	10167.34

Transactions to 18/02/2020

Transactions since Statement

Cashbook Date	Reference	Description	Debit	Credit	Balance
18/02/2020		PAYE months 9 + 10	39.40		10127.94
18/02/2020		Bristol Foundry (part payment)	600.00		9527.94
18/02/2020		Clerk's Salary and Expenses	402.94		9125.00

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	58.60	-12.59	-17.69%
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	40.00	-21.80	-35.28%
PAYE	Clerk's PAYE	206.00	184.80	-21.20	-10.29%
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	4571.98	-726.34	-13.71%
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	10301.36	-1171.80	-10.21%

BANES GRITTING ROUTES:



Parish Hall Report

February 2020

We are grateful to Councillor ter Haar for alerting us to all the felled timber in Alan's Brake (the wooded banks upstream of the Hall) as this is undoubtedly the source of a lot of the debris, we have been clearing from the trash grids over the winter. Now we are aware of the situation, we will be more alert to keeping the grids clear after heavy rain in future. Undoubtedly the loose timber will settle after a season or two.

Bookings remain at a satisfactorily high level and we would like to thank our cleaners for doing such a wonderful job keeping on top of all the extra activity.

If our attention is drawn to deficiencies in the Hall, we hope we respond promptly and to this end we have ordered a replacement for the faulty hand-dryer in the disabled lavatory, rectified a couple of spraying taps and, thanks to a local resident, been donated a box of bin bags which helps keep our costs down as well and hirer's rubbish under control.

John Dottridge