

COMPTON DANDO PARISH COUNCIL

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

DRAFT NOTES OF ITEMS REQUIRING A RESPONSE ON

21ST APRIL 2020

To note that items 1. to 5. that would normally be on a Parish Council Agenda were not relevant.

4. TO NOTE THAT THE MINUTES OF THE PREVIOUS MEETING HELD ON 17TH MARCH 2020 WILL BE APPROVED AT THE VIRTUAL MEETING ON 19TH MAY 2020

5. WARD COUNCILLOR'S UPDATE

- Planning and Licensing are beginning to operate again using remote means. I was, incidentally, very disappointed to see the decision today to give prior approval to change of use at the barn east of Ivy Cottage in Queen Charlton. That will need to be monitored.
- Recycling has in the main been effectively carried out. Sickness absences among the crews were admirably filled by other staff volunteering. Please let me know of any persistent failures to collect.
- The Bulk Waste service will resume this coming week.
- Green Waste collections remain an issue, and the Council is trying urgently to work out how to re-start them. Subscribers will be given complimentary collections to compensate for those missed on account of Covid-19.
- The Recycling Centres remain closed to the public on Government instruction. BANES is committed to re-opening them as soon as possible. There are concerns that the closures have led to increased instances of fly-tipping. Please continue to report local incidents.
- Not surprisingly, this year's budget is now shot to pieces. Local government is picking up a lot of the cost of the Government's various support packages, and there needs to be trust that the centre will repay that. Without it, Council Tax payers may get an unpleasant shock.
- Specific issues locally have included the loss of budgeted Heritage and parking income, venue hire and the impact on commercial rent receipts.
- All budgets are now under pressure, and we await to see what will happen around Highways and other like spend.
- Work on the Climate Emergency has been stopped in its track - but ambitions remain high. It is likely that a parallel Ecological Emergency will be declared, with the support of all parties, shortly, and Sarah Warren will put in a strong objection on behalf of the Council (again on an all party basis) to Bristol Airport's current attempt to loosen restrictions on night flights.
- BANES has been unable to recruit a planned Trees and Woodland Officer to create and then deliver the 100,000 trees strategy. The new approach is to contract with a consultant to draw up the strategy, and then recruit a forester to manage the implementation.
- The Local Plan moves ahead in inclement circumstances, with a consultation process underway. Involvement and input is important, and the Council is determined to gather views widely.

6. FINANCE

6.1 To Note that the Finance Report for Compton Dando Parish Council and the Bank Reconciliation for 01 April 2020 were previously circulated.

6.2 To Note that the Schedule of Expenditure for 01/04/2019 to 21/04/2020 was previously circulated.

Powers to pay the cheques had been delegated to the Clerk at the March 2020 meeting.

The Parish Hall Payments for 21/04/2020 had been previously circulated and Approved for payment.

	Payee	Description	Amount
Online payment	H Dottridge	Lottery Prizes	75.00
Online payment	G Drane	Email Domain	66.92
*deferred	CDPC	Heating Oil	192.50
*deferred	CDPC	Electrical Testing	380.00

*These payments exceed the internet banking daily limit and will be paid by cheque at a later date

6.3 TO NOTE A DELEGATED DECISION MADE BY THE CLERK TO APPLY TO INCREASE THE BUSINESS INTERNET BANKING LIMIT FOR THE PARISH HALL FROM £100 PER DAY TO £300 PER DAY

6.4 TO NOTE THAT THE DATA PROTECTION REGISTRATION RENEWAL WAS RECEIVED AND HAS BEEN PAID BY DIRECT DEBIT

6.5 TO NOTE THAT THE MALWAREBYTES ANNUAL SUBSCRIPTION HAS BEEN PAID

6.6 TO NOTE THAT NOTIFICATION HAS BEEN RECEIVED FROM B&NES COUNCIL THAT PRECEPT OF £6,320.50 HAS BEEN PAID INTO THE BANK

7. TO RECEIVE UPDATES ON PROGRESS OF RESOLUTIONS FROM THE CDPC MEETING HELD ON

7.1 None.

8. THE FOLLOWING DOCUMENTS (PREVIOUSLY CIRCULATED) WILL BE REVIEWED BY COUNCILLORS AND DISCUSSED AND APPROVED AT THE NEXT PARISH COUNCIL MEETING ON TUESDAY 19TH MAY 2020

8.1 THE YEARLY RISK ASSESSMENT PROCEDURES LIST

8.2 THE SECURITY INCIDENT RESPONSE POLICY

8.3 THE GDPR CONSENT TO HOLD INFORMATION FORM

8.4 THE ACCIDENT AND INJURY RECORD FOR THE CLERK FORM

8.5 THE RISK ASSESSMENT POLICY

8.6 TO CONSIDER IF THE PCCA CAN BE A SPECIAL INTEREST PARTY SHOULD BRISTOL AIRPORT APPEAL AGAINST THE REFUSAL OF THE EXPANSION OF THE AIRPORT AND IT GOES TO AN INQUIRY AND SEND COMMENTS AND THOUGHTS TO THE PARISH CLERK

8.7 TO RECEIVE NOTICE THAT THREE APPLICATIONS HAVE BEEN RECEIVED FOR THE S137 GRANT FUNDING

To note: details of grant applications forwarded to all Councillors for perusal. **Any questions in respect of the APPLICATIONS TO BE FORWARDED TO THE CLERK FOR COLLATION. ANY QUESTIONS RELATING TO GRANT APPLICATIONS TO BE SENT TO THE APPLICANTS, SO THAT THE APPLICATIONS MAY BE DISCUSSED FULLY at the May (virtual) meeting.**

8.8 TO NOTE THAT BRISTOL FOUNDRY STARTED WORK ON THE THREE FINGERS FOR THE COCKERS HILL / HUNSTRETE LANE FINGERPOST

8.9 TO CONSIDER THE ACTION TO BE TAKEN WHEN RESIDENTS DO NOT HAVE THEIR RUBBISH/RECYCLING COLLECTED. COMMENTS AND THOUGHTS TO BE SENT TO THE PARISH CLERK AND THE MATTER TO BE

DISCUSSED FURTHER AT THE MAY PARISH COUNCIL MEETING. IN THE MEANTIME, ANY REPORTS OF NON-COLLECTION OF WASTE SHOULD REPORTED TO COUNCIL CONNECT BY THE COUNCILLOR RECEIVING NOTICE OR COMPLAINT BY A RESIDENT.

9. PLANNING APPLICATIONS RECEIVED

9.1 None

10. APPEALS

10.1 None

11. DECISIONS

11.1 20/00564/CONDLB Tolzey Cottage Penn Hill Lane Queen Charlton Bristol

Discharge of conditions 2, 3 & 4 of application 19/04624/LBA (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.)

CONDITION DISCHARGED

11.2 20/01004/TCA Tolzey Cottage Penn Hill Lane Queen Charlton Bristol Bath And North East Somerset Robinia pseudoacacia (T1 - see Fig 1 on attached sketch plan document) - removal and stump ground

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 None

15. CORRESPONDENCE FOR INFORMATION

15.1 None

16. REPORTS

16.1 PARISH HALL REPORT (APPENDED)

16.2 VILLAGE UPDATES

There were no village updates.

16.3 REPORT FROM

There were no reports

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

None.

DATE OF NEXT MEETING IS 19th MAY – THIS WILL BE A VIRTUAL MEETING AT 8.00 PM

Notes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....

Statement Date 01/04/2020

Bank Reconciliation

Statement Entries

Date	Cashbook Date	Reference	Description	Debit	Credit	Balance
28/02/2020			Opening Balance			9134.80
19/03/2020	17/03/2020		Clerk's salary & expenses	482.12		8852.48
24/03/2020	24/03/2020		EDF Street Lighting	125.07		8527.41
25/03/2020	17/03/2020		PAYE month 11	8.80		8518.61
26/03/2020	17/03/2020		NALC and ALCA membership	128.60		8392.01
31/03/2020	17/03/2020		Chewton Rd/Wellsway Traffic Island	1632.99		6759.02
01/04/2020	24/03/2020		Parish Hall Fuel Oil	202.13		6556.89

Outstanding Entries

Cashbook Date	Reference	Description	Debit	Credit	Balance
15/10/2019		PAYE 06 Sep to 5 Oct month 6	9.60		-9.60
17/03/2020		Queen Charlton Hall Hire	8.00		-17.60
18/03/2020		JCE Contracting Ltd for PAT testing in PH	472.80		-490.40

Reconciliation

Closing Bank Balance	6556.89
Outstanding	-490.40
Closing Bank Balance + Outstanding	6066.49
Cashbook Balance	6066.49

Transactions to 21/04/2020

Transactions since Statement

Cashbook Date	Reference	Description	Debit	Credit	Balance
21/04/2020		SSE Lighting Maintenance	80.35		5986.14
21/04/2020		PAYE month 12	9.40		5976.74
21/04/2020		Bristol Foundry remaining payment for fingerpost fingers	400.00		5576.74
21/04/2020		Clerk's expenses, postage, Malwarebytes annual fee	39.39		5537.35
21/04/2020		Clerk's Salary	470.60		5066.75

Performance against Budget

Name	Description	Budget	Actual	Difference	Variance
AUDIT	Audit Fees	210.00	0.00	-210.00	-100.00%
DONATIONS	Donation	52.50	0.00	-52.50	-100.00%
EXPENSES	Clerk's Expenses	89.25	5.97	-83.28	-93.31%
GRANTS GIVEN	Grants Given	1050.00	0.00	-1050.00	-100.00%
MAINTENANCE	Grass Cutting and general maintenance	871.50	0.00	-871.50	-100.00%
HALL HIRE	Hall Hire	210.00	0.00	-210.00	-100.00%
ICO	ICO	36.75	0.00	-36.75	-100.00%
KIOSKS	Telephone Kiosks	0.00	0.00		
MOBILE	Mobile Top Up	52.50	0.00	-52.50	-100.00%
PAYE	Clerk's PAYE	199.50	9.40	-190.10	-95.29%
PH INSURANCE	Parish Hall Insurance	588.00	0.00	-588.00	-100.00%
POSTAGE	Postage	36.75	16.80	-19.95	-54.29%
SALARY	Clerk's Salary	5621.95	470.60	-5151.35	-91.63%
SIGNS	Signs Notice boards	1575.00	400.00	-1175.00	-74.60%
SL ELEC	Street Light Electricity	483.00	0.00	-483.00	-100.00%
SL MAINT	Street Light Maintenance	525.00	66.96	-458.04	-87.25%
SOLICITOR	Solicitor Fees	0.00	0.00		
SUBS	Memberships and Subs	430.50	16.62	-413.88	-96.14%
SUPPLIES	Office Supplies	105.00	0.00	-105.00	-100.00%
TRAINING	Training	315.00	0.00	-315.00	-100.00%
WEBSITE	Website	189.00	0.00	-189.00	-100.00%
TOTAL	Total for year to date	12641.20	986.35	-11654.85	-92.20%

Parish Hall Report April 2020

Very shortly after our last report, the impact of Corona virus elicited the directive from Government that all public buildings, such as the Hall, must be closed and we, of course, acted accordingly.

The management committee decided, in the short term at least, that we should uphold our contract with our cleaners. They are taking advantage of the change in circumstances to "deep clean" areas that normally get missed in the drive to keep on top of the normal post hire need to clean.

At the same time, other maintenance tasks are being addressed: gutters have been emptied, chair seats and backs replaced and chair legs re-ferruled. Members of the committee also interact with other local hall's management committees via the West of England Rural Networks and this contact is a very useful means of keeping in touch with the changing situation regarding public spaces.

We are optimistic that, when life returns to normal, we will be in a good position resume all our hirers varied activities.

John Dottridge

