

COMPTON DANDO PARISH COUNCIL

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

PRESENT: D Drury (Chair), P Paget, A Dawes (AD) and B ter Haar (BT)

IN ATTENDANCE: S Smith (Clerk) and A Singleton (Ward Councillor) plus one member of the public

MINUTES OF A PARISH COUNCIL MEETING

HELD ON 17TH MARCH 2020 IN COMPTON DANDO PARISH HALL

1. **APOLOGIES FOR ABSENCE:** Councillors CW and HM
2. **NOTIFICATION OF ANY MEMBER'S PERSONAL OR PREJUDICIAL INTEREST IN ANY ITEM ON THE AGENDA:**

None

3. **QUESTIONS ON NOTICE BY MEMBERS**

The question of how to go forward with regard to Covid-19 had been raised by the Clerk.

It was DECIDED to DELEGATE financial matters to the Clerk, who would email Councillors for approval before any actions were taken.

It was DECIDED not to hold any Parish Council meetings until the Government advised it was safe to do so. Holding 'virtual' meetings is to be investigated.

It was DECIDED that the Parish Hall Management Committee could sign cheques up to the value of £500 in line with the Governing Document, which also stipulates that one Parish Councillor from the PHMC would need to sign each cheque. The Chairman, Secretary and Treasurer of the Parish Hall will be informed (ACTION CLERK).

4. **MINUTES OF THE PREVIOUS MEETING HELD ON 18TH FEBRUARY 2020**

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

5. **WARD COUNCILLOR'S UPDATE**

It was reported that meetings were being cancelled and a lot of people were working from home.

6. **FINANCE**

- 6.1 **Finance Report for Compton Dando Parish Council 17th March 2020**
Bank Reconciliation for 27th February 2020

The attached Bank Reconciliation was received and noted.

The Clerk reported that the last of the CiL fund was used up on the Chewton Road/Wellsway traffic island payment.

- 6.2 **Schedule of Expenditure for 01/04/2019 to 17/03/2020**

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

- 6.3 **Parish Hall Payments for 17/03/2020**

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

Cheque Number	Payee	Description	Amount
100047	Chew Valley East News	Advertising	£45.00
100048	Mogford & Prescott	Plumbing	476.05
100049	C Cooper	Consumables	£54.23
100050	H Dottridge	Lottery Prizes	£75.00

6.4 PROCEDURE FOR THE SIGNING OF PARISH COUNCIL AND PARISH HALL CHEQUES

A summary sheet was provided for the February meeting with any discussion to take place at the March meeting.

The details were discussed under item 3.

6.5 TO RECEIVE NOTICE THAT THE PARISH PRECEPT FIRST PAYMENT OF £6330.50 WILL BE PAID INTO THE ACCOUNT ON OR AROUND 3RD APRIL 2020

Received and noted.

7. TO RECEIVE UPDATES ON PROGRESS OF RESOLUTIONS FROM THE CDPC MEETING HELD ON 18TH FEBRUARY 2020 item 8.4

7.1 UPDATE ON THE WOODEN RUBBISH BIN COMMISSIONED FOR COMPTON DANDO – COUNCILLOR HM

Councillor HM emailed to report that the bin and been constructed but that it could not be delivered at the moment as the person who built it was in self isolation.

The Clerk reported that the 110L metal liner had been ordered.

8. MATTERS FOR DISCUSSION/DECISION

8.1 TO MINUTE A REMINDER OF THE WARD COUNCILLORS' FUNDING FOR COMMUNITY PROJECTS

It was reported that the management of the Parish Hall were considering applying for funding.

8.2 TO MINUTE A REMINDER THAT ANY S137 GRANT APPLICATIONS SHOULD BE RECEIVED COMPLETE WITH INVOICES BY THE 31ST MARCH

The Clerk reported that no applications had yet been received.

It was reported that an application would be made for a lockable box for recycling items.

It was reported that as long as the application and invoices were received before the end of the next financial year then, if approved, a cheque would be written.

8.3 TO CONSIDER THE WAY FORWARD WITH NO RESPONSE FROM BANES ON REQUESTS FOR A ROAD RESURFACING SHEDULE, A SHEDULE FOR CLEARING DRAINS AND A REQUEST FOR PRIOR NOTIFICATION OF THE STREET SWEEPER IN THE LANES – COUNCILLOR BT

It was reported that there were no schedules available at the moment, and that any schedules would be written once the new financial year had started, if at all in the current situation.

It was reported that this item was on ALCA agendas.

8.4 TO DECIDE ON AN INFECTIOUS DISEASE POLICY

The Infectious Disease Policy was APPROVED. It will be signed at the next meeting.

8.5 TO MINUTE THE CLOSURE OF CHEWTON ROAD FOR BRIDGE AND SLUICE REPAIRS FROM 1ST JUNE TO 17 JULY 2020

Received and noted.

8.6 UPDATE ON RECYCLING ITEMS THAT B&NES COUNCIL DO NOT RECYCLE – COUNCILLORS HM & BT

It was reported that the first items to be recycled would be crisp packets, cellophane, inhalers and pens.

The intention is to start with a few items and increase what is recycled depending on the response from parishioners.

It was reported that one possible place to locate the recycling box was the telephone kiosk.

No decision has been made by all villagers or the Parish Council and these locations are suggested by the community of Compton Dando. The matter to be discussed at a future PC meeting.

8.6 UPDATE ON FINGERPOST RESTORATION FOR COCKERS HILL AND HUNSTRETE LANE

The Clerk reported that the three patterns had been formed and the casting of the fingers would take place in due course.

9. PLANNING APPLICATIONS RECEIVED

9.1 20/00790/ADCOU Barn East of Ivy Cottage Queen Charlton Lane Queen Charlton Bristol Prior approval request for change of use from Agricultural Buildings to Dwelling (C3) (1no dwelling) and associated operational development.

The Parish Council decided to UNANIMOUSLY OBJECT to the application for the following reasons:

The barn and land associated with it is still in use for agricultural purposes. It is not redundant.

There will be an adverse impact on the Green Belt (Policy GB2, LP148) and it will also have an adverse impact on the setting of the Conservation Village of Queen Charlton (Policy C1, LP 48).

There are traffic and highways safety implications (Policy D2, LP28).

The proposal is visible from Public Footpaths (Policy SR9, LP69).

The amenity of neighbours' will not be preserved and there will be an impact on the natural environment (Policy D2, LP28).

The materials and design are not satisfactory (Policy D2, LP28).

It was thought that the track and hard standing should be removed and replaced with grass and native trees/planting.

9.2 20/00921/FUL The Cottage Clayley Hunstrete Lane Compton Dando Bristol BS39 4NX Erection of a single and two storey extension to The Cottage.

The Parish Council decided to 'COMMENT ONLY'.

It was thought that the proposal being in a highly visible location would have an adverse effect on the Green Belt (Policy GB2, LP154).

The balcony was thought out of keeping; the size of the flat roof was too large and the amount of glass panelling excessive (Policy D2, LP28).

It was thought that the removal of some of the hedge was necessary for the safety of access to the property (Policy D2, LP28).

It was noted that there were implications for an effect on the natural environment due to the presence of bats (Policy D2, LP28).

9.3 20/01004/TCA Tolzey Cottage Penn Hill Lane Queen Charlton Bristol Bath and North East Somerset BS31 2SJ Robinia pseudoacacia (T1 - see Fig 1 on attached sketch plan document) - removal and stump ground

The Parish Council decided to go with the opinion of the arboriculturist.

10. APPEALS

10.1 None

11. DECISIONS

11.1 20/00027/CONDLB Tolzey Cottage, Penn Hill Lane, Queen Charlton, Bristol, Bath and North East Somerset, BS31 2SJ

Discharge of condition 2 of application 19/04455/LBA (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).

CONDITION DISCHARGED

11.2 Hillside Cottage Hunstrete Lane Woollard Bristol BS39 4HU

Group of 4no. Ash Trees (G1) - Remove all to ground level. (CDPC accept the opinion of the arboriculturist Feb 2020).

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 BATH & NE SOMERSET COUNCIL CONSULTATION ON EMERGING THEMES FOR RESOURCES WASTE AND LITTER STRATEGY 2020 - 2030

Received and noted.

15. CORRESPONDENCE FOR INFORMATION

15.1 None

16.REPORTS

16.1 PARISH HALL REPORT (APPENDED)

The Clerk read out the Parish Hall report.

16.2 VILLAGE UPDATES

16.2.1 It was reported that a Compton Carbon Group Project is being organised in Compton Dando.

16.3 REPORT FROM KEYNSHAM AREA FORUM ON 27TH FEBRUARY – COUNCILLOR DD

It was reported that there had been a police and fire brigade update.

It was reported that there was information on bringing back uninhabited houses into use. The officer is dependent on information on their whereabouts from the public.

It was reported that these meetings are open to the public and are well worth attending to find out what is happening locally.

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

The use of virtual meetings.

DATE OF NEXT MEETING IS 21ST APRIL 2020

THIS MAY BE A VIRTUAL MEETING IF PERMITTED BY LEGISLATION

THE MEETING CLOSED AT 9.10 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	483.50	200.00	-283.50	-56.85%
DONATIONS	Donation	154.50	32.50	-122.00	-78.96%
EXPENSES	Clerk's Expenses	71.19	64.46	-6.73	-9.45%
GRANTS GIVEN	Grants Given	515.00	589.00	74.00	14.37%
MAINTENANCE	Grass Cutting and general maintenance	824.00	1064.32	240.32	29.17%
HALL HIRE	Hall Hire	208.06	208.00	-0.06	-0.03%
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	193.60	-12.40	-6.02%
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	4959.06	-339.26	-6.40%
SIGNS	Signs Notice boards	1421.40	1393.05	-28.35	-1.99%
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	410.60	-5.40	-1.30%
SUPPLIES	Office Supplies	112.34	13.99	-98.35	-87.55%
TRAINING	Training	169.95	325.50	155.55	91.53%
WEBSITE	Website	0.00	1010.00		
TOTAL	Total for year to date	11473.16	12307.07	833.91	7.27%

Bank Reconciliation

Statement Entries

Date	Cashbook Date	Reference	Description	Debit	Credit	Balance
29/01/2020			Opening Balance			10576.94
20/02/2020	18/02/2020		Clerk's Salary and Expenses	402.94		10174.00
24/02/2020	18/02/2020		Bristol Foundry (part payment)	600.00		9574.00
25/02/2020	18/02/2020		PAYE months 9 + 10	39.40		9534.60
27/02/2020	22/01/2020		Jamie Harvey for QC post installation	400.00		9134.60

Outstanding Entries

Cashbook Date	Reference	Description	Debit	Credit	Balance
15/10/2019		PAYE 06 Sep to 5 Oct month 6	9.60		-9.60

Reconciliation

Closing Bank Balance	9134.60
Outstanding	-9.60
Closing Bank Balance + Outstanding	9125.00
Cashbook Balance	9125.00

Transactions to 17/03/2020

Transactions since Statement

Cashbook Date	Reference	Description	Debit	Credit	Balance
17/03/2020		Queen Charlton Hall Hire	8.00		9117.00
17/03/2020		NALC and ALCA membership	126.60		8990.40
17/03/2020		Chewton Rd/Wellsway Traffic Island	1632.99		7357.41
17/03/2020		PAYE month 11	8.80		7348.61
17/03/2020		Clerk's salary & expenses	482.12		6866.49

Parish Hall Report**March 2020**

The Hall has just had its five yearly mains circuits and Portable Appliances Test and whilst the latter appears to be fine, we may have to rectify earthing issues with the lighting in order to meet current regulation. Our formal inspection report will provide specifics in due course.

Whilst dealing with matters electrical, we are also inquiring into the merits of changing the main hall's lighting to LED under the auspices of the B&NES Empowerment Fund. All this is to improve our carbon footprint, albeit by only a small amount.

The other matter of import at the moment is, obviously, the impact of Corona virus. In common with other public spaces and until Government edict dictates otherwise, we remain open to our hirers as we believe that the responsibility for deciding the safety of continuing with their activity is best judged by them. As you all know, the Hall is very thoroughly cleaned and well equipped with hand washing facilities.

The Hall team works hard to provide a safe and welcoming building for our parish villages and beyond and we are grateful to all those who help us with this responsibility.

John Dottridge