

COMPTON DANDO PARISH COUNCIL

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

PRESENT: D Drury (Chair), P Paget, C Willows (CW), T Butler (TD), H Maggs (HM), B ter Haar (BT)
+ 4 members of the public

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

MINUTES OF A PARISH COUNCIL MEETING (VIRTUAL MEETING USING ZOOM)

HELD ON 19TH MAY 2020

To note that it has been resolved that Councillor D Drury will continue as Chair and Councillor P Paget will continue as Vice Chair for the municipal year 2020/2021, as agreed by the Parish Council outside the meeting, in agreement with guidance received from Government/NALC. Councillors Drury and Paget Duly Signed their Acceptance of Office and was witnessed by the Clerk through the Zoom meeting. The Clerk will countersign the Acceptance of Offices at the next non-virtual meeting.

1. **APOLOGIES FOR ABSENCE:** Councillor A Dawes

2. **NOTIFICATION OF ANY MEMBER'S PERSONAL OR PREJUDICIAL INTEREST IN ANY ITEM ON THE AGENDA:**

Councillors HM and BT declared an interest as members of the CDCA in item 8.6, the S137 Grant applications.

3. **QUESTIONS ON NOTICE BY MEMBERS**

None

4. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 17TH MARCH 2020 AND TO CONFIRM THE NOTES FROM 21ST APRIL ITEMS REQUIRING A RESPONSE**

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

THE ITEMS REQUIRING A RESPONSE ON APRIL 21ST, WERE AGREED TO BE A TRUE RECORD.

Item 9.3 was brought forward following a presentation by the architect for the application.

A presentation was made by a member of Zero Carbon Compton (ZCC) to inform the Parish Council that their aim is to involve the community in reducing the carbon footprint to zero by 2030. They intend to do this by reducing the dependency on fossil fuels and by engaging the community and local business. They also intend to input into the Local Plan.

A film night is planned for next Monday via Zoom. Houses will be surveyed for their energy efficiency where costs allow. They also intend to set up a community energy scheme and look into electric vehicle charging, community growing and non-recyclable waste.

It was reported that parishioners from other villages are welcome to the meetings and it was thought that the models that are developed for Compton Dando could be used in other villages.

ZCC were thanked for their presentation.

Councillor CW joined the meeting at 20:56

5. WARD COUNCILLOR'S UPDATE

It was reported that it had been an intense two months but the resilience, generosity and kindness of people had been admirable.

The Council has responded well to staff shortages and has allowed flexible working.

Pixash Recycling Centre will reopen next week with restricted services. It will be the only recycling centre to be re-opened as it is the only one suited to safe social distancing.

Residents will need to register on-line as only 4 cars will be allowed in at one time. Different car registrations will be allowed on different days. For further information use the following link:

<https://beta.bathnes.gov.uk/keynsham-recycling-centre>

An emergency budget will be discussed in June. Bath City has been particularly badly hit financially.

The Council intend making changes to pavements and cycle paths to make the city more pedestrian and cyclist friendly.

The Charlton Field anaerobic digester plant company have had an extension granted of three months, to allow more time for them to submit their environmental impact update.

6. FINANCE

6.1 Finance Report for Compton Dando Parish Council 19th May 2020 Bank Reconciliation for 30/04/2020

The attached Bank Reconciliation was received and noted.

6.2 Schedule of Expenditure for 01/04/2020 to 19/05/2020

The attached Schedule of Accounts was approved. The Clerk has been delegated authority to sign the pre-signed cheques.

6.3 Parish Hall Payments for 19/05/2020

The Schedule of Accounts was approved and the payment will be made by the Clerk with delegated power, using internet banking.

Payment by online banking	H Dottridge	Lottery Prizes	£75.00
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6.4 PRESENTATION OF THE 2019 TO 2020 ACCOUNTS (APPENDED)

The Clerk reported that the end of year bank balance was approximately half of the Precept so that the budget had been met.

The Clerk also reported that the accounts are currently unaudited and maybe subject to change.

The Public Right to View the accounts this year will be announced at the August 18th meeting, which is later than normal due to the Covid-19 pandemic.

6.5 APPOINTMENT OF AUDITORS FOR FINANCIAL YEAR 2020 TO 2021

It was DECIDED to appoint Paulley's Accountancy Ltd for a second year.

6.6 TO APPROVE AND SIGN THE SELF CERTIFICATION AS AN EXEMPT AUTHORITY

Compton Dando Parish Council is classed as a smaller council as its income is below £25,000, therefore it will come under the title of an exempt authority when it comes to the external audit in 2018.

If it is felt that there is a sound, effective system of financial control in place, an effective internal audit and the Code of Transparency is followed, then it is possible to self-certify as an exempt authority.

The Parish Council have been picked for an intermediate review this year, which means although we are certifying the Parish Council exempt, the external auditor PKF Littlejohn, will require the AGAR (Annual Governance & Accountability Return) documentation to be forwarded to them as well as the signed Exemption Certificate, once the internal audit has been carried out.

The signing of the Exemption Certificate was APPROVED and witnessed via Zoom.

6.7 TO SIGN THE CiL EXPENDITURE REPORT FOR THE FINANCIAL YEAR 1ST APRIL 2019 TO 31 MARCH 2020

The signing of the CiL Expenditure Report was APPROVED and witnessed via Zoom.

6.8 TO APPROVE PAYMENT OF £20 FOR THE ANNUAL RENTAL OF THE MILLENNIUM GREEN LAND

The payment of the annual rent was APPROVED.

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

7.1 None

8. MATTERS FOR DISCUSSION/DECISION

8.1 TO REVIEW THE YEARLY RISK ASSESSMENT PROCEDURES LIST

The policy was APPROVED.

8.2 TO REVIEW THE SECURITY INCIDENT RESPONSE POLICY

The policy was APPROVED.

8.3 TO REVIEW THE GDPR CONSENT TO HOLD INFORMATION FORM

The policy was APPROVED.

8.4 TO REVIEW THE ACCIDENT AND INJURY RECORD FOR THE CLERK FORM

The policy was APPROVED.

8.5 TO REVIEW THE RISK ASSESSMENT POLICY

The policy was APPROVED.

8.6 TO DISCUSS THE 3 APPLICATIONS FOR THE S137 GRANT

The 3 applications were for the following:

1. £595 for stabilising soil with mesh and seed grass on muddy patch beyond Compton Bridge
2. £326 for cut back grass and rough saplings along bank of stream below Church Field
3. £600 for installation of an electric car charging point.

- 8.6.1** It was DECIDED that permission from B&NES Council should be sought, providing suggestions of using 'grass mesh' to stabilise the soil and re-seed the ground or to position something such as large logs from a felled tree that could also be used for seating, as options.

It was reported that the drainage repairs had resulted in a steeper bank than previously, and the area has become rough with rocks sticking up and puddles in winter caused by people parking their cars, making it an unsightly approach to the village.

It was also reported that the Parish Council had decided last year parking could be allowed on the bank. However, it was thought that preventing parking might be a better option to prevent damage to the verge.

The application would be reconsidered once permission had been obtained (ACTION CLERK).

8.6.2 This item will be carried forward whilst the exact area of responsibility for maintenance by the Parish Council is determined.

8.6.3 It was reported that a partnership between the CDCA and another party was in the process of being decided in order to facilitate the project. The application was made by the CDCA as they are an organisation that is already set up, with policies in place, something that is required for scoping the installation costs.

It was DECIDED to support the project in principle, but the location of the charging point installation; cost of installation, maintenance and insurance would be required before any money could be released.

The money would be ring-fenced to be released when the information required was received.

8.7 TO NOTE THAT ITEMS RELATING TO THE ANNUAL PARISH MEETING WIL BE DEALT WITH AT A LATER MEETING – THE DATE TO BE AGREED

Received and noted.

8.8 TO CONSIDER THE ACTION TO BE TAKEN WHEN RESIDENTS DO NOT HAVE THEIR RUBBISH/RECYCLING COLLECTED

It was reported that regular crews have not been used during the Covid-19 pandemic, but the situation should now improve.

It was DECIDED that any parishioner who has not had their refuse or recycling collected should report the matter to B&NES Council through Council Connect:

<https://www.bathnes.gov.uk/content/council-connect>

8.9 TO RECEIVE NOTICE THAT AVON & SOMERSET POLICE WILL NOT BE CONSIDERING THE APPLICATION FOR FUNDING FOR THE WELLSWAY ISLAND UNTIL JULY DUE TO COVID-19

Received and noted.

8.10 NOTIFICATION OF THE ANNUAL SUBSCRIPTIONS (APPENDED)

Received and noted. The subscriptions were APPROVED.

8.11 TO INSPECT THE REGISTER OF ASSETS

The asset register had been inspected and APPROVED.

8.12 APPOINTMENT OF A REPRESENTATIVE FROM THE PARISH COUNCIL TO THE PARISH HALL MANANGEMENT COMMITTEE

Councillors PP and HM agreed to be representatives on the Parish Hall Management Committee.

8.13 APPOINTMENT OF A REPRESENTATIVE FOR ALCA

Councillor DD agreed to be the representative.

8.14 APPOINTMENT OF A REPRESENTATIVE FOR THE PCAA

Councillor CW agreed to be the representative.

8.15 TO DECIDE ON A RESPONSE TO THE LOCAL PLAN PARTIAL UPDATE

The Local Plan partial update is not a new Local Plan; but is an update of some key elements of the Core Strategy and Placemaking Plan (together comprising the adopted Local Plan for B&NES) in order to address urgent issues. The commencement document on which BANES are inviting comments sets out the proposed scope of the partial update, why it is being prepared and the programme for its preparation. We are inviting comments on the following questions:

1. Do you have any comments on the proposed scope and content of the Local Plan Partial Update, and the policies to be updated?
2. Do you have any comments on the programme for the preparation of the Local Plan Partial Update?
3. Do you have any other specific observations to make on the Local Plan Partial Update?

<https://beta.bathnes.gov.uk/planning-consultation-local-plan-partial-update-and-statement-community-involvement>

Comments are required by 1st June.

The Parish Council wish to make the following points:

- Any new development areas adjoining the Parish must have the necessary infrastructure in place beforehand.
- Brownfield sites should be used for development before the Green Belt.
- All new buildings should be sustainable.
- Different modes of transport should be linked with one another e.g. secure cycle racks at railway stations.
- Improvement to community bus services.
- It is thought that housing requirement numbers are inflated as some houses have already been built. This was mentioned by the Planning Inspector when reviewing the Joint Spatial Plan.
- There are concerns over an increase in rat running if more houses are built on the outskirts of the Parish.
- There are concerns about the economic recovery following the Covid-19 pandemic, so it is even more important to have the infrastructure in place first.
- There should be enough affordable housing built to meet requirements.

(ACTION CLERK)

8.15 TO DECIDE ON ANY ADDITIONAL COMMENTS TO THOSE ON THE DRAFT BRTG COMMENT ON THE PARTIAL REVIEW OF THE LOCAL PLAN

It was DECIDED to support the draft BRTG document as it stands. The group will be informed (ACTION CLERK).

8.16 TO MINUTE THE CALL FOR SITES

In order to help inform the partial update of the Local Plan the Council is undertaking a 'call for sites'. We are asking communities and other stakeholders to submit sites they consider to be potentially suitable for development for housing, employment uses or renewable energy development. The 'call for sites' has commenced and sites should be submitted by **15th June 2020** for them to be assessed as part of the next HELAA report and to inform the next stage of the Local Plan partial update. Please note that submission for and inclusion in the HELAA does not give the site any planning status.

Further details, including an updated sites submission form, has been published today and can be found on the Council's website at <https://beta.bathnes.gov.uk/call-site-proposals-development-helaa>

It was DECIDED that the Parish Council would support the ZCC group who are looking to work with companies to find land suitable for renewable and sustainable energy projects.

9. PLANNING APPLICATIONS RECEIVED

9.1 20/01316/FUL Tucking Mill Farmhouse Tuckingmill Lane Compton Dando Bristol Bath and North East Somerset BS39 4LF

External alterations to include erection of rear extension to utility room and rear extension to external covered area.

The Parish Council SUPPORT the application for the following reasons:

There is no adverse visual impact on the Green Belt (Policy GB2, LP 154). The amenity of the neighbours' is preserved and the materials and design are satisfactory as is the scale, height and degree of the extension (Policy D2, LP 28).

9.2 20/01317/LBA Tucking Mill Farmhouse Tuckingmill Lane Compton Dando Bristol Bath and North East Somerset BS39 4LF

Internal and external alterations to include erection of rear extension to utility room, rear extension to external covered area. and internal alterations.

The Parish Council SUPPORT the application for the following reasons:

There is no adverse visual impact on the Green Belt (Policy GB2, LP 154). The amenity of the neighbours' is preserved and the materials and design are satisfactory as is the scale, height and degree of the extension (Policy D2, LP 28).

9.3 19/04849/FUL Rosebank Common Lane Compton Dando Bristol Bath and North East Somerset Construction of new masonry chimney to west elevation and new stainless-steel flue to east elevation. Alterations to external materials and fenestration approved under application 18/04892/ADCOU.

This item had been brought forward for discussion following a presentation by the architect.

The Parish Council SUPPORT the application but wish to raise concerns about the amount of copper being used as the property is visible from public footpaths (Policy SR9, LP 69). They would prefer to see a slightly larger number of tiles to copper than is currently suggested.

10. APPEALS

10.1 None

11. DECISIONS

11.1 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. (CDPC Object March 2020)

APPROVE

11.2 20/00921/FUL The Cottage Clayley Hunstrete Lane Compton Dando Bristol BS39 4NX Erection of a single and two storey extension to the cottage. (CDPC comments only March 2020)

WITHDRAWN

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)

Received and noted.

16.2 VILLAGE UPDATES

16.2.1 Councillor HM reported that the new rubbish bin for Compton Dando had been constructed and was able to show a photograph. It has been planted with a sedum roof. It was hoped to receive delivery of it soon.

The Councillors thanked the person who had built the bin. They thought it looked much improved on the current one.

It was DECIDED that it should be located in the same place as the current bin.

16.2.2 It was reported that a regularly used footpath off Peppershells Lane had been blocked.

The Clerk asked for details so this could be investigated (ACTION COUNCILLORS BT AND HM AND CLERK)

16.3 REPORTS

There were no reports.

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

None.

DATE OF NEXT MEETING (VIRTUAL) IS 16TH JUNE 2019 AT 8.00 PM

THE MEETING CLOSED AT 10PM

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
02/04/2020			Opening Balance			6556.89
02/04/2020	02/04/2020		ICO annual payment	35.00		6521.89
03/04/2020	03/04/2020		Precept		6320.50	12842.39
09/04/2020	18/03/2020		JCE Contracting Ltd for PAT testing in PH	472.80		12369.59
24/04/2020	21/04/2020		Clerk's expenses, postage, Malwarebytes annual fee	39.39		12330.20
24/04/2020	21/04/2020		Clerk's Salary	470.60		11859.60
29/04/2020	21/04/2020		Bristol Foundry remaining payment for fingerpost fingers	400.00		11459.60
30/04/2020	30/04/2020		CDPH for fuel oil		192.50	11652.10

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
21/04/2020		SSE Lighting Maintenance	80.35		-97.95
21/04/2020		PAYE month 12	9.40		-107.35

Reconciliation

Closing Bank Balance	11652.10
Outstanding	-107.35
Closing Bank Balance + Outstanding	11544.75
Cashbook Balance	11544.75

Transactions to 19/05/2020

Transactions since Statement

Cashbook Date	Reference	Description	Debit	Credit	Balance
19/05/2020		Clerk's salary and home expenses	400.45		11144.30
19/05/2020		PCAA annual subscription	75.00		11069.30
19/05/2020		PAYE month 1 06 Apr to 05 May	37.00		11032.30

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	11.94	-77.31	-86.62%
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	35.00	-1.75	-4.76%
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	46.40	-153.10	-76.74%
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	865.08	-4756.87	-84.61%
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	91.62	-338.88	-78.72%
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	1533.80	-11107.40	-87.87%

Bank Reconciliation as per Bank Statement on 31st March 2020

Balance per bank statement at 31 March 2020	6759.02
Less unrepresented cheques (listed individually)	
Cheque number	Amount
1458	9.60
1532	8.00
1537	472.80
1538	202.13
	692.53
Balance as per bank statement less unrepresented cheques	6066.49
Balance as per cash book at 31 March 2020	6066.49

Annual Return 2019-20

Description	2018-19	2019-20	Difference	Variance
1. Brought Forward	8828.58	6725.79		
2. Precept	10000.00	12233.45	2233.45	22.33
3. Other Receipts	6812.73	3023.67	-3789.06	-55.62
4. Staff Costs	4855.97	5217.12	361.15	7.44
5. Loan Repayments	0.00	0.00	0.00	
6. Other Payments	14059.55	10699.30	-3360.25	-23.90
7. Carried Forward	6725.79	6066.49		

COMPTON DANDO PARISH COUNCIL

**YEAR ENDING 31ST MARCH 2020
NOTICE OF SUBSCRIPTIONS
& CONTRACTS**

	£
Parish Council Airport Association	75.00
Avon Local Councils Association	126.60
Society of Local Councils Clerks	109.00
Association of Local Council Clerks	40.00
Information Commissioner – Data Protection	35.00
Grass cutting	800.00
CPRE	36.00
Malwarebytes	16.62
Heartsafe Defibrillator Monitoring	58.80
Website Hosting	180.00
Total	1477.02

Compton Dando Parish Hall
19th May 2020
Annual General Meeting

Chairman's Address:

Good evening everyone. The difficulties of life under lock-down notwithstanding, here is my report for the year 2019/20 and I am delighted to start by announcing, if the grapevine has not already reached you, that, after some difficulties with the application, the Hall has been awarded a Government Small Business Award of £10,000 paid to compensate for the damage Covid 19 is doing to our operations. Given the loss of our share of the fete profits which is, of course, cancelled this year, as well as loss of hire revenue, this injection of cash is most timely and, may I say, validates our decision to continue our caretakers' contract.

The last twelve months have been a busy time: we started the period with a new caretaking team in the form of Cheryl and Chris Cooper, as well as a new bookings manager in Greg Drane. Both have worked very well: I get nothing but compliments as to the state of the Hall and Greg has revolutionised the booking system, dragging it (kicking and screaming, or not) into the twenty-first century and we are extremely grateful to them.

We also saw a large increase in hiring as the year progressed. As well as our old stalwarts such as the Table Tennis Club, the Art Group and Monday evening yoga, we added Monday morning Pilates, Wednesday evening yoga and the monthly music group went from monthly to fortnightly. Furthermore, our individual hirers were often booked back to back across the day.

We have benefited from other improvements during the year, such as the installation of WIFI, courtesy of local company Truespeed who provide this service free to all our local public spaces and schools. Hirers seem most appreciative and I take advantage by accessing YouTube whilst working in the Hall and listening to one of my obscure bands from the 1960s!

There are, as ever, many people to thank for assistance over the year; from the committee, I am only going to mention Ken Webb who persevered this year with a banking service that thwarted his every

effort at efficiency. He deserves a medal but, as he knows, we do now, at last, seem to have a service that is working for us rather than against. I should also thank the Art Group and Sonia Priest for a generous donation during the year. Finally, I should thank Ben Wall and his team for running such a successful fete and sharing its profits with us. Also, Ben is invaluable as a regular cleaner-outer of the large trash grating in the wood, our first defence against flooding.

Of course, all our plans and ambitions were decimated by Covid 19 at the end of March and we start our new year in a state of uncertainty as to when we will be able to resume normal service albeit we don't, at the moment, need to worry quite so much about money. Rest assured though, that, when allowed, we are in good shape to run a successful hall again and thank you all for contributing to this.

John Dottridge