COMPTON DANDO PARISH COUNCIL

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

PRESENT: D Drury (Chair) (DD), P Paget (Vice-Chair) (PP), C Willows (CW), T Butler (TD), H Maggs (HM), B ter Haar (BT) and 3 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 21st JULY 2020

The Chair read out the public notice as members of the public had joined the meeting.

- 1. APOLOGIES FOR ABSENCE: Councillor AD
- 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 16TH JUNE 2020

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

The item 9.3 was brought forward followed by item 14.1, allowing members of the public to speak.

5. WARD COUNCILLOR'S UPDATE

It was reported that the Council were working on opening the recycling centres; Midsomer Norton centre was now open as well as Pixash Lane centre, and Midland Road, Bath was currently open on weekends but should be open every day very soon.

It was also reported that there is to be a cross-party meeting on Thursday to discuss declaring an ecological emergency.

6. FINANCE

6.1 Finance Report for Compton Dando Parish Council 21st July 2020 Bank Reconciliation for

The attached Bank Reconciliation was received and noted.

6.2 Schedule of Expenditure for 01/04/2020 to 21/07/2020

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 21/07/2020

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

Payee	Description	Amount
H Dottridge	Lottery Prizes	£125.00
CDPC	JCE Contractors for PH	£637.41

6.4 TO RECEIVE NOTICE OF INCREASED MEMBERSHIP SUBCRIPTION FOR ALCA

It was reported that the price increase was required so that another member of staff could be employed to cope with the numerous enquiries that are received. Should ALCA fold the cost of similar support at market legal rates would be considerably higher.

It was DECIDED that the subscription price increase was acceptable.

The Clerk will report this decision to ALCA (ACTION CLERK).

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

7.1 REQUEST FOR CUTTING OF THE MILLENNIUM GREEN GRASS DOWN TO THE RIVER BANK INCLUDING THE SAPLINGS

The Clerk reported that the contractor had requested further information before they would be able to provide a quote.

It was confirmed that the cutting would be required for the whole length of the fence.

It was DECIDED that 4 cuts would be required during the summer. The suggested months were March, May, July and September. The cut in July would need to be early July to accommodate the fete and duck race.

The Clerk will contact the contractor to ask for a quote using the above information (ACTION CLERK).

7.2 UPDATE ON THE VERGE BEYOND COMPTON BRIDGE - CLERK

The Clerk reported Highways had been emailed on 20th May and had no response. Highways was emailed again on 29th June and had an immediate response stating the information had been forwarded to the Principal Highway Maintenance Engineer on the 20th May and would be re-sent on the 29th June. No response has been received from the Principal Highways Officer to date.

It was DECIDED to re-send the information copying in the Ward Councillor so that he could follow it up (ACTION CLERK).

7.3 UPDATE ON THE COCKERS HILL/HUNSTRETE LANE FINGERPOST – CLERK

The Clerk reported that a quote of £295 had been given for the removal of the broken fingers from the post. The Clerk explained that this could be quite a difficult and time-consuming activity.

The contractor queried which was the best side of the hedge to approach the work from. It was reported that the hedge was not as dense as it appeared by the post and a ladder could easily be used following some trimming work.

It was reported that any Councillor considering helping would not be covered under the Parish Council's insurance.

The Clerk will contact the contractor to confirm the approval for the work (ACTION CLERK).

7.4 UPDATE ON THE DEFINITIVE MAP AND STATEMENT FOR PARK COPSE - COUNCILLOR BT

It was reported that statements were still being collected.

It was reported that it could be worth working with the landowner in this matter and could lead to a better outcome.

It was reported that villagers who had written to the landowner had received no response.

8. MATTERS FOR DISCUSSION/DECISION

8.1 TO RECEIVE NOTICE OF A NALC CODE OF CONDUCT CONSULTATION

The consultation consists of 17 questions and would therefore be best completed by Councillors as individuals outside of a meeting.

Received and noted.

8.2 TO REVIEW THE CLERK'S WORKING HOURS

It was DECIDED that this would be revisited in January 2021 when it would be easier to assess how many hours the Clerk was working now that major time-consuming work was completed.

8.3 TO REVIEW THE TRANSPARENCY CODE STATEMENT

The Transparency Code Statement was APPROVED.

8.4 TO REVIEW HOW OFTEN THE PARISH COUNCIL POLICIES ARE REVIEWED

The Clerk had suggested that not every policy needed to be reviewed every year as she was storing identical documents except for a change in date.

It was DECIDED to continue with those policies due for review until the end of the year, and then in the new year review the frequency of policy reviews. By this time all the decisions to review in a year's time for the policies already reviewed, would be after the 6 months limit for amending a decision.

8.5 TO DECIDE ON THE VIEWS OF THE PARISH COUNCIL IF A REPRESENTATIVE IS ABLE ATTEND THE ONLINE MEETING 'CLIMATE ACTION PLANNING DAY' ON THE 30TH JULY

The Centre for Sustainable Energy (CSE) has designed a one-day workshop, which we will run with a group of local councils to go into the details of climate action planning. The day will be delivered online via Hopin (<u>https://hopin.to/</u>), an online events platform. The day will run from approx. 9.30am (for 10am start) until 4.15pm with adequate tea and lunch breaks. The day will consist of the following core elements:

 \cdot An introduction to the climate science, the national and international policy background, and the scale and pace of changes needed.

 \cdot Facilitated workshops to develop key features of a communications plan and build a list of ideas that can be instantly implemented at the parish level.

· A series of practical action presentations covering topics such as community engagement and fundraising, including Q&A.

An action planning session, supporting attendees to develop a high-level climate action plan for their parish or town which includes practical actions towards delivery of their future low carbon, resilient community. We will also provide advice on how to secure follow-up support and guidance from CSE's Climate Emergency Support Programme.

The workshop will assist local councils that have already declared a Climate Emergency to develop and take some practical next steps. It will also be useful for councils that have not yet made a declaration but are working towards one, as it will help them produce a more effective and appropriate declaration.

A detailed delegate pack will be provided 1 week before the event detailing any system and technical requirements and includes a full agenda, guide to using Hopin and joining instructions.

Councillor BT said he would be able to attend part of the day.

It was DECIDED that at the current time the Parish Council felt unable to declare a Climate Emergency due to lack of knowledge.

8.6 TO CONSIDER THE ALCA AGM REQUEST FOR CONSIDERATION OF THE FOLLOWING POSSIBLE PROPOSED MOTION ON VIRTUAL MEETINGS

Should virtual meetings continue after May 2021?

This was discussed in conjunction with item 8.12.

8.7 TO RECEIVE NOTICE OF A ROAD CLOSURE ON PRIEST DOWN LANE (THTTC2226 - APPENDED)

Received and noted.

8.8 TO DISCUSS THE LOGISTICS OF REOPENING THE PARISH HALL TO A LIMITED NUMBER OF GROUPS (PRE-MEETING NOTES PROVIDED)

It was reported that following a lot of advice it would not be advisable to open before September.

It was reported that all hirers are requested to have their own risk assessment. It was suggested that the Parish Hall should have their own risk assessment as well.

It was reported that the new hand dryer was not in use during the pandemic.

Councillors DD and HM offered assistance and would share their advice (ACTION COUNCILLORS DD AND HM).

Advice from the insurance company was requested as this would need to be considered before any steps towards opening the Parish Hall could be taken (ACTION CLERK).

8.9 TO RECEIVE INFORMATION ON THE RESURFACING OF RANKERS LANE - COUNCILLOR BT

It was reported that BANES budget was limited. The surface dressing, which should hold the pot hole dressings in place and create a better surface, would not be applied for 6 weeks because different people carry out this stage of the process.

It was also reported that the pot holes in Slate Lane would not be repaired until the narrow-gauge equipment was available.

8.10TO DISCUSS THE STANDARD OF THE REPAIRS TO THE LANES IN THE PARISH – COUNCILLOR PP

It was reported that the quality of pot hole/road edge repairs along the lane between Burnett and Compton Dando appeared to be poor. It consisted of spraying tar then fine gravel on top into the holes. It was felt that this quality of repair would not last and be poor value for money. Photos had been taken.

It was suggested that concern over the quality of road repairs should be added to the September ALCA agenda (ACTION COUNCILLOR DD).

8.11TO DISCUSS THE FINANCIAL IMPACT OF COVID-19 ON THE FINANCES OF THE PARISH COUNCIL AND TO CONSIDER WRITING TO LOCAL MPs AND LOCAL GOVERNMENT MINISTERS

Received and noted.

8.12 TO NOTE THE PARISH COUNCIL'S RESPONSE TO THE ALCA SURVEY ON REMOTE MEETINGS Due to time constraints in respect of the submission to ALCA, the survey was completed on behalf of the Council, by the Chair.

Do you Council hold remote meetings? - Yes, Compton Dando Parish have been holding remote meetings.

Would your Council like remote meetings to be a permanent solution? - No, remote meetings are not entirely inclusive. Not all Councillors are comfortable with meeting remotely and internet connection in rural areas can occasionally affect connectivity for some. Compton Dando Parish Council will continue to follow the guidance of NALC and legislation in respect of holding remote meetings, as this will ensure that our meetings are covered by insurance.

Would your Councillor like remote meetings to be an option? - maybe for some members in a hybrid meeting, in the future. For all parishes, it would be good to have legislation that would allow councils to hold remote meetings in the future, in an emergency. This may be helpful in the case of future pandemics and adverse winter weather conditions where in rural areas getting to a meeting may be hazardous.

Would your Council like to see physical meetings return soon? - Yes, Compton Dando Parish Council would like to see physical meetings return as soon as legislation permits and it is safe to do so.

If your Council has held remote meetings, how has the experience been? - On the whole the experience has been good.

The Parish Council were happy with the response made by the Chair.

It was reported that Parish Councils are legally required to hold all their meetings virtually, so currently this could continue until May 2021.

9. PLANNING APPLICATIONS RECEIVED

9.1 20/02034/FUL The Cottage Clayley Hunstrete Lane Compton Dando Bristol Bath and North East Somerset BS39 4NX. Erection of a single and two storey extension to The Cottage (Resubmission)

This item was brought forward for the applicants to speak.

The Parish Council UNANIMOUSLY SUPPORTED the application for the following reasons:

It will not have an adverse visual impact on the Green Belt (Policy GB2, LP p.154).

The amenity of the neighbours is preserved; an ecological report has been submitted; the design and materials are satisfactory and the scale, height and degree of the extension is acceptable (Policy D2, LP p.28).

9.2 20/02101/TCA 2 Penhill Farm Penn Hill Lane Queen Charlton Bristol Bath and North East Somerset BS31 2SJ Silver birch – fell

The Parish Council support the opinion of the arboriculturist.

10. APPEALS

10.1None

11. DECISIONS

11.1 19/02919/MINW Resourceful Earth Ltd Charlton Field Lane Queen Charlton Bristol BS31 2TN

A revised layout and design to the existing AD Plant (approved under 13/04126/MINW) with removal of all bund walling, ponds and soil & stock piles on site with introduction of hard standing, parking, bund walling, silage clamps, CNG gas compressing compound, digestate storage bunker and associated digestate lagoon, gas to grid equipment, a new site office with associated landscaping and drainage infrastructure

WITHDRAWN

11.2 20/02075/AGRN Compton Green Farm, The Green Compton Dando, Bristol Erection of an agricultural secure storage facility

DOES NOT REQUIRE PRIOR APPROVAL

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

14.1EMAIL RECEIVED FROM A RESIDENT STATING DEBRIS IS REDUCING THE ROAD WIDTH AND CAUSING DAMAGE TO THE NORTH BANK

"Debris from the South bank of the road just before the T-junction in the village centre is building up again, reducing the carriageway width, and causing damage to the North bank, endangering the stability of my house."

This item was brought forward for the resident to speak.

Two requests were made:

- 1. For the Parish Council to help with the removal of the debris from the south side that the resident had not been able to remove himself. It was felt that a digger would be required.
- 2. For the Parish Council to ask the landowner to attend to the vegetation that was the source of the debris.

It was reported that trees overhanging the highway was the responsibility of BANES.

It was also reported that the wall was of historic interest and it would be best if someone from BANES with the required knowledge should look at the wall before any action was taken.

The resident reported that he had met with an employee from BANES on site and was told that the issue was not of sufficient priority and the resident had consequently received a refusal statement. It was reported that the employee from BANES has now retired and the best course of action would be to contact BANES again.

The resident reported that tarmac/hard standing went to the base of the wall so the use of a digger would be possible.

It was DECIDED that a letter should be sent to BANES, in which a request from them was made to the landowner to maintain his hedge.

It was reported that Stefan Chiffers, George Bottin and John Davey in Historic Environment Dept with historic building knowledge should be contacted (ACTION COUNCILLOR PP AND CLERK).

15.CORRESPONDENCE FOR INFORMATION

15.1 None.

16.REPORTS

16.1PARISH HALL REPORT (APPENDED)

16.2 VILLAGE UPDATES

- 16.2.1 A meeting was being held in Burnett with regard to the 'party house'.
- **16.2.2** Councillor TB offered to look at the new wooden cased bin in Compton Dando with a view to putting an access door in the rear.
- **16.2.3** A report from ZCC had been received, too late for this meeting agenda but would be put on the August meeting agenda.
- **16.2.4** ZCC are happy to share information with other villages in the Parish with the climate emergency. It was reported that this should come from ZCC for circulation via the resident's usual email circulation.
- 16.2.5 Another stake protecting the coronation tree has been vandalised.
- **16.2.6** The traffic island installation on the junction of the Wellsway and Chewton Road has been delayed as it was originally hoped to do the work when the road was closed for other works. These works have now been postponed until next year. As advertisements have to be made for the road closure to carry out the traffic island installation, the work could not be done before 8 weeks' time at the earliest.

16.3REPORT FROM PARISH LIASION MEETING 16TH JULY – CLERK (APPENDED)

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

DATE OF NEXT MEETING IS 18TH AUGUST 2020 AT 8.00PM - VIRTUAL

THE MEETING CLOSED AT 10 PM

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....

Statement Date 25/06/2020

Bank Reconciliation

Statement Entries

Date	Cashbook Date	Reference	Description	Debit	Credit	Balance
29/05/2020			Opening Balance			11505.70
15/06/2020	19/05/2020		PCAA annual subscription	75.00		11430.70
16/06/2020	17/03/2020		Queen Charlton Hall Hire	8.00		11422.70
19/06/2020	16/06/2020		Clerk's Salary & Expenses	416.54		11006.16
23/06/2020	16/06/2020		PAYE month 2 06 May to 05 June	18.00		10988.16
24/06/2020	24/06/2020		EDF 03 Mar to 02 Jun inv 000007828423	126.14		10862.02
25/06/2020	16/06/2020		Internal Audit Fee	120.00		10742.02

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	10742.02
Outstanding	-9.60
Closing Bank Balance + Outstanding	10732.42
Cashbook Balance	10732.42

Transactions to 21/07/2020

Transactions since Statement

Cashbook Date	Reference	Description	Debit	Credit	Balance
21/07/2020		New Hand dryer and LED lights in PH	836.60		9895.82
21/07/2020		Clerk's Salary and Expenses	482.97		9412.85
21/07/2020		PAYE month 3 06 June to 05 July	18.00		9394.85

For year beginning 01/04/2020

Performance against Budget

Name	Description	Budget	Actual	Difference	Variance
AUDIT	Audit Fees	210.00	100.00	-110.00	-52.38%
DONATIONS	Donation	52.50	0.00	-52.50	-100.00%
EXPENSES	Clerk's Expenses	89.25	23.88	-65.37	-73.24%
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	82.40	-117.10	-58.70%
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	1259.56	-4362.39	-77.60%
SIGNS	Signs Notice boards	1575.00	400.00	-1175.00	-74.60%
SL ELEC	Street Light Electricity	483.00	120.14	-362.86	-75.13%
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	3.50	-101.50	-96.67%
TRAINING	Training	315.00	0.00	-315.00	-100.00%
WEBSITE	Website	189.00	12.59	-176.41	-93.34%
TOTAL	Total for year to date	12641.20	2212.45	-10428.75	-82.50%

BATH AND NORTH EAST SOMERSET COUNCIL (THTTC2226, PRIEST DOWN LANE, COMPTON DANDO) (TEMPORARY PROHIBITION OF USE BY VEHICLES) ORDER 2020

Notice is given that Bath and North East Somerset Council in exercise of its powers under section 14 of the Road Traffic Regulation Act 1984 intends to make an order the effect of which will be to close temporarily to vehicles at Priest Down Lane, Compton Dando from its junction with Woollard Lane to its junction with Publow Lane.

This order is required because works are being or are proposed to be executed on or near the road for telecommunications works by MJ Quinn, operative from **05th August 2020**, for a maximum period of **2 days**. The road will only be restricted as and when traffic signs are in position and may not be effected for the whole of the period but only for so long as is necessary to execute the works. This is anticipated to be for a period of **1 day**.

Alternative Route

Publow Lane- Woollard Lane- Vice Versa.

Applicant: Andrew Butterworth Email: Andrew.Butterworth@mjquinn.co.uk Telephone: 07557231637 Dated: 16th July 2020 Bath and North East Somerset Council Traffic Management Team Lewis House Manvers Street, Bath BA1 1JG

Kelvin Packer Group Manager Highways and Traffic

Parish Hall Report July 2020

Both the issues raised in the June 2020 Hall report need revisiting.

Our hope that the Hall might re-open on the 4th July, albeit in a limited fashion, has proved overoptimistic. What had seemed to us to be in the safer community activities categories, were not what government thought acceptable so we have delayed opening a little longer. Needless to say, we continue to analyse government edicts on the resumption of activities, very much with the invaluable assistance of the West of England Rural Networks and their legal team, and we will continue to try to navigate a passage between providing the Hall as a service to the community and avoiding excesses that would make hiring overly onerous as well as ruinously expensive.

The other subject to re-visit is that of our conversion to LED lighting which was delayed a couple of weeks in order to conform to the grant requirements. It has now been completed and whilst high summer is not the time to evaluate the change, it works beautifully and we are grateful to Councillor Singleton for his assistance.

In conclusion this month, the committee would be grateful for any input on which activities you would like to see the Hall resume. We have exercise classes as a priority and know that the music group would like to be working again but can't. In making any suggestions, bear in mind that our capacity is severely reduced at present: only 20 people if seated, any more will depend on revisions in social distances.

Thank you.

John Dottridge July 2020

Report from Parish Liaison Meeting 16th July 2020

Parish Liaison Meetings – Terms of Reference

The amendments to the Terms of Reference of an addition, item 5.3, were APPROVED. Currently 5.3 reads – Items that are not relevant for the Parish Liaison will be those that relate to a single, or small number of parishes

The amendment suggested that 5.3 should read – Items that are not relevant for the Parish Liaison will be those that relate to a single, or small number of parishes, other than important agenda items previously agreed at the Parish Liaison agenda setting group.

Council Update

- 10 million pounds have been received and a share of 500milliion will be forthcoming.
- 75% of lost revenue, excluding money from commercial rents/leisure providers will be made up
- Using webinars to try and remain engaged with communities
- Thanks to all those who have helped their local communities
- Council public toilets are open in Bath
- Concerns raised over gathering due in Chew Valley. Council do not 'police' Covid-19 situations, they have a public health responsibility
- The Events Committee discuss with relevant services related to events, before a license is granted. They are not permitting large events.
- Any large gatherings should be reported to the police
- Confusing information as gatherings of over 30 are not allowed but a pub can hold over 30 people

Climate Emergency (CE)

- A lot of Parish Councils (PCs) are declaring a climate emergency
- A schools CE network had been set up and this is a good start for PCs to feed into
- Planned events cancelled but webinars have been set up
- Share and Repair Group has been set up to save on buying new items
- There is to be an addition to the Parish Toolkit related to the CE
- With the vulnerable economy particularly in the area of tourism and hospitality, a programme of recovery and renewal, called 'Renewal Vision', has been set up.
- Green recovery is the heart of Renewal Vision
- Retro fitting homes to save energy provides jobs
- Bath & West Community Energy are working towards retaining money spent on energy in the local area. It is a community benefit society with locked assets. They are aiming to build a business to employ people. They have raised 20 million since 2010 and have installed enough power for 4000 homes. They have donated over £200,00 to community funds.
- 30th July is Climate Action Planning Day virtual event

Reopening the High Street and Places of Interest

- Challenging in Bath due to high footfall
- Keynsham trialling a 9-5pm closure

- A few teething troubles due to drivers removing bollards and driving over pavements to get closer for deliveries. Emergency vehicles are allowed access and utility companies but only allowed in an emergency
- Blue Badge owners are allowed to park on single and double yellow lines for up to 3 hours
- Influx of visitors to wild swimming areas and beauty spots have caused parking problems. Decided to deal with each issue as it arises rather than one system for everything
- WECA will reflect any Government guidance on public transport
- The Council have been meeting with accessibility groups to reduce the impact of recent changes
- Will look at Temporary Traffic Restriction Orders to try and deal with parking issues in beauty spots
- It is now easier for cafes to get licenses for table and chairs outside the café

Resilient Communities

- Thanks, given to all those that have set up compassionate community hubs and also to the police
- Intend to make sure that the knowledge gained during this pandemic is shared and retained should it ever be needed again
- Keep social distancing and maintaining hygiene standards