

COMPTON DANDO PARISH COUNCIL

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

PRESENT: D Drury (Chair), P Paget, A Dawes (AD), C Willows (CW), T Butler (TD), B ter Haar (BT)

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

MINUTES OF A PARISH COUNCIL MEETING

(VIRTUAL MEETING USING ZOOM)

HELD ON 19TH JANUARY 2021

1. **Apologies for absence:** Councillor HM
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 the 15th December 2020**

Councillor PP arrived at 8.12 pm.

Two amendments were requested to the minutes; items 8.2.1 and 8.8.

It was requested that to item 8.2.1 *'for posters, print and press releases'* as added.

It was also requested that item 8.8 was amended to state:

'Councillor BT has been in contact with BWCE which is looking into a project to see what is required for it to be feasible to install EV charging sites which would be self-funding, and also possibly bring a small amount of income back into the community. They hope to report on the overall feasibility by March. Compton Dando's interest has been registered.'

'It was also suggested that current methods for charging cars might become obsolete in 5-6 years' time, so this should be born in mind when the Parish Council take decisions.'

The amendments were AGREED.

The minutes were then agreed by all to be a true record and were signed by the Chair.

5. **Ward councillor's update**

It was reported that the Local Plan Partial Update: Options consultation was open for comments and the Housing & Economic Land Availability Assessment (HELAA), would soon be in the public domain.

It was also reported that the Covid-19 infection rate in Bath & NE Somerset had gone down by 30%.

6. Finance

6.1 Finance Report for Compton Dando Parish Council 19/01/2021

Bank Reconciliation for

The attached Bank Reconciliation was received and noted.

6.2 Schedule of Expenditure for 01/04/2020 to 19/01/2021

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 19/01/2021

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

Cheque Number	Payee	Description	Amount
100007	H Dottridge	Lottery Prizes	£75.00

The Clerk reported that a bill for fuel oil for the Parish Hall had just been received and could it be approved that a cheque is sent out the following day and the item put through next month's accounts.

This action was APPROVED.

6.4 To consider if there is a requirement for a street light maintenance schedule

It was RESOLVED that the Parish Council would pay for works as they occurred.

It was RESOLVED that when replacement light bulbs are needed, the Clerk should request the replacements to be LED bulbs as these were more environmentally friendly.

6.5 To approve the payment of the Clerk's extra hours worked from January 2019 until January 2021

An extra 35 hours have been worked which were necessary to set up a new accessible website; apply for the transfer of the Parish Hall accounts from Nat West to HSBC and apply for internet banking for the Parish Hall. Also, applying for funding for the restoration of the heritage sign posts.

A total of £430.40 is the amount claimed:

10 hours at £11.64/hr + 20 hours at £12.39/hr + 5 hours at £13.24/hr

The payment for the extra hours worked by the Clerk was APPROVED.

6.5 To approve the budget for 2021 to 2022

A budget increase of 2% was APPROVED.

6.6 To decide on the precept for 2021 to 2022

The Precept was APPROVED at £13,290.72, which would provide a budget increase of 2%.

7. To receive updates on progress of resolutions from the CDPC meeting held on 15th December 2020

7.1 Response from Bath & NE Somerset Council (BANES) regarding the closure of the Midland Road recycling centre

The Clerk has been informed that the comments from the Parish Council will be included in the feedback and the Project Team will provide a response direct to the Clerk.

Received and noted.

8. Matters for discussion/decision

8.1 Future Parish Council communications - to discuss and make decisions in respect of the following:

8.1.1 Communications via the Parish Council website

It was reported that the Publow with Pensford Parish Council website offered a lot of interesting and useful information.

It was DECIDED that everyone should look at the Publow with Pensford Parish Council website and bring back ideas for any additions/amendments to the Parish Council website (ACTION ALL COUNCILLORS).

It was also DECIDED to circulate Website link maybe twice a year by email and consider ideas for the noticeboards to direct parishioners to the Parish Council website (ACTION ALL COUNCILLORS).

8.1.2 To approve the Press and Media Policy

The Press and Media Policy was APPROVED.

8.1.3 Review of Parish Council Standing Orders clause h.

It was RESOLVED that clause h should remain how it stands, with the addition of the recommendation from the National Association of Local Councils (NALC) on the recording of virtual meetings:

The council will only record the virtual meeting as a draft of the minutes and once the minutes are Approved (at the next meeting) the recording will be destroyed.

The rationale is that only Approved minutes are the legal document for the capturing of council decisions. Obviously, once destroyed the recording is no longer subject to a Freedom of Information (FOI) request, but it is subject to FOI in the period up until the minutes are formerly Approved.

8.1.4 Parish Council's communications strategy

It was AGREED that the Parish Council needs to decide what it wants to promote and how it should be promoted.

Councillor PP left the meeting at 20:44 pm

Councillor BT agreed to come back with a strategy and questions for the February meeting (ACTION COUNCILLOR BT).

8.2 To review how frequently each policy is reviewed

The Yearly Risk Assessment Procedures document was reviewed.

It was RESOLVED that policies need only be reviewed when necessary or after an election except for those procedures listed below, which require annual consideration:

- Renewal of Malwarebytes
- End of year bank reconciliation
- Asset Register review
- Transparency Code Statement update
- Insurance with Public Liability renewal
- Parish Clerk appraisal, training review and salary review
- Councillor training review
- Councillor dispensations review

8.3 To review the Clerk's working hours

It was AGREED that the Clerk should keep her working hours the same.

9. Planning applications received

9.1 20/04717/VAR Warners Farm Chewton Road Chewton Keynsham Warmers Bristol Bath and North East Somerset BS31 2SS

Variation of condition 22 (plan list) of application 18/01959/FUL (Erection of three dwellings and subdivision of land following demolition of existing buildings at Warners Farm (Resubmission))

The Parish Council SUPPORT the variation of condition 22.

9.2 20/04739/CLEU Annexe at Rear Of 2 Chew Vale Chewton Road Chewton Keynsham Warmers Bath and North East Somerset

Use of the former annexe as an independent dwelling (Certificate of Lawfulness of Existing Use).

The Parish Council SUPPORT the CLEU with the condition that the annexe is not permitted to be sold on separate from the main house.

9.3 20/04913/FUL Chewton Place Chewton Road Chewton Keynsham Warmers Bath and North East Somerset

Construction of small coach house, modify the cottage and landscape former walled service yard following demolition of existing conference centre

The Parish Council SUPPORT the application as it fits in with what is already there and with the local surroundings (Policy D2, LP p.28)

9.4 20/04956/AGRN Land North of West Barn, Uplands Lane, Chewton Keynsham, Keynsham, Bath and North East Somerset

Erection of single storey agricultural storage building

WITHDRAWN

10. Appeals

10.1 None

11. Decisions

11.1 20/04676/COND Sewage Works, Old Burnett Lane, Burnett, Keynsham, Bristol, Bath and North East Somerset, BS31 2TF

Discharge of condition 3 attached to application 20/03246/HEDGE (The length of hedgerow will be removed in order to build a new access track from the site onto the unclassified road. This additional entrance is required for access to the new inlet works being installed on site. The hedgerow will not be replanted as the new access will be built in its place)

Condition discharged.

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 Rural Transport Group (BRTG) have asked for a response from Parish Councils to the Consultation on the Future of Transport: Rural Strategy – call for evidence

The consultation document has three sections - the context of the Future of Transport rural strategy, assessment of the mobility trends in rural areas, and the emerging opportunities for rural environments, and consideration of the approach that the Government could take to help shape these opportunities to benefit rural areas. The consultation closes on 16 February:

<https://www.gov.uk/government/consultations/future-of-transport-rural-strategy-call-for-evidence>

It was reported that a regular large bus using the Parish lanes was impractical and a waste of public money as it would be rarely used.

It was felt a better community bus service, using smaller vehicles would be more useful for the Parish.

It was also reported that a service to take school children to Keynsham train station during term time would be useful. However, it was reported that school transport is usually arranged by the schools.

It was DECIDED that the Clerk should respond with the comments mentioned above (ACTION CLERK).

14.2 Email from BANES regarding the Local Partial Plan update: Options Consultation

The partial update is not a new Local Plan, but is an update of the Core Strategy & Placemaking Plan (together comprising the adopted Local Plan for B&NES). The update will not change the plan period, the spatial strategy or the overall housing requirement of the adopted Core Strategy and Placemaking Plan.

The purpose of this Options consultation is to facilitate discussion and generate comment on the options or potential approaches for addressing some of the critical issues facing Bath and North East Somerset

and we would like you to be involved in this process. The Options document will be available for comment for a period of 6 weeks, from **7th January to 18th February 2021**.

In summary the key proposed elements or scope of the partial update are set out below:

1. The need to update particular policies to help better address the Council's declaration of a Climate Emergency and an Ecological Emergency
2. Update and replenish housing supply in order to ensure the Core Strategy requirement can be met
3. Review and update specific policies to address a number of other issues in the short term
4. Ensure policies reflect changes to national policy and legislation since the Core Strategy and Placemaking Plan were adopted

Housing supply

At this point in time and without prejudice to the options document it is considered that the housing supply shortfall to achieve the requirement to 2029 can be met mainly through brownfield sites in Bath and Keynsham, as well as safeguarded land to the East of Keynsham.

These solutions to the housing supply shortfall will be presented in the Options Document early next year.

It should be noted that should the sites in Bath and Keynsham not be capable of delivery in the plan period the Council will need to consider alternative solutions, including in the most sustainable locations south of the Green Belt.

How to view the consultation and respond

Online: The consultation document can be viewed on our website: <https://beta.bathnes.gov.uk/local-plan-partial-update-options-consultation>

Please submit comments online through our consultation portal:

<https://consultation.westofengland-ca.gov.uk/bath-north-east-somerset/lppu-options>

By email: Please send us your comments at local_plan2@bathnes.gov.uk

You can also send written comments to our postal address: Local Plan Options Consultation, Bath & North East Somerset Council, Manvers Street, Bath, BA1 1JG

This item is carried forward to the February meeting.

15. Correspondence for information

15.1 None.

16. Reports

16.1 Parish hall report (appended)

16.2 village updates

16.2.1 It was reported that 4x4 vehicles had caused further damage to the area around the Coronation Tree in Queen Charlton.

It was suggested that photos should be taken and forwarded to the police (ACTION COUNCILLORS CW AND DD).

16.2.2 It was reported that the Parish Hall has a new booking clerk, whose contact details would be forwarded to the Clerk (ACTION COUNCILLOR BT).

16.2.3 Councillor BT reported he had attended the launch of a pilot scheme to assess carbon footprints and that Compton Dando's carbon footprint was lower than a few places in Bath & NE Somerset.

16.2.4 It was reported that a recent need to access the defibrillator proved difficult when the person that phoned 999 was told not to leave the patient to determine the code inside the telephone kiosk, which is required to release the defibrillator. Fortunately, another person was phoned for help.

It was RESOLVED that the code inside the telephone kiosks in Compton Dando and Burnett villages, should be distributed in the village newsletter and displayed on the Parish Council website (ACTION COUNCILLORS BT, DD & CLERK).

17. Items of report to be carried forward to the next meeting

None.

Date of next meeting is 16th February 2021 at 8.00pm (virtual)

The meeting closed at 21:26 pm

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....

The Table below shows the bank reconciliation for 31st December 2020, the unrepresented cheques and the cheques for payment at the 19th January 2021 meeting.

Statement Date 31/12/2020

Bank Reconciliation

Statement Entries

Date	Cashbook Date	Reference	Description	Debit	Credit	Balance
25/11/2020			Opening Balance			12341.46
02/12/2020	17/11/2020		ALCA Good Councillor Training (BT)	60.00		12281.46
17/12/2020	15/12/2020		Clerk's Salary and Expenses	409.45		11872.01
18/12/2020	15/12/2020		Fingerpost paint	65.76		11806.25
22/12/2020	15/12/2020		Hunstrete finger work	50.00		11756.25
24/12/2020	15/12/2020		Grass cutting	855.00		10901.25
24/12/2020	15/12/2020		PAYE for quarter ending 05 Jan 2021	54.80		10846.45
24/12/2020	24/12/2020		EDF Energy	124.77		10721.68

Outstanding Entries

Cashbook Date	Reference	Description	Debit	Credit	Balance
15/10/2019		PAYE 06 Sep to 5 Oct month 6	9.60		-9.60
15/12/2020		Replacement 'Keynsham' finger	250.00		-259.60
15/12/2020		SLCC membership	112.00		-371.60
15/12/2020		wood for Compton Dando bin (Valley Sawmills)	88.61		-460.21
15/12/2020		linseed oil for CD bin (Screwfix)	17.98		-478.19
15/12/2020		Repair to Street Light in Queen Charlton	222.78		-700.97
15/12/2020		Bristol Foundry - Hunstrete finger replacement	100.00		-800.97

Reconciliation

Closing Bank Balance	10721.68
Outstanding	-800.97
Closing Bank Balance + Outstanding	9920.71
Cashbook Balance	9920.71

Transactions to 19/01/2021

Transactions since Statement

Cashbook Date	Reference	Description	Debit	Credit	Balance
19/01/2021		PAYE for quarter ending 05 Jan 2021 (Nov + Dec)	40.60		9880.11
19/01/2021		Clerk's Salary	488.20		9391.91
19/01/2021		Clerk's Expenses	49.41		9342.50

The table below shows the performance against budget on the 19th January 2021.

For year beginning 01/04/2020

Performance against Budget

Name	Description	Budget	Actual	Difference	Variance
AUDIT	Audit Fees	210.00	200.00	-10.00	-4.76%
DONATIONS	Donation	52.50	200.00	147.50	280.95%
EXPENSES	Clerk's Expenses	89.25	59.70	-29.55	-33.11%
GRANTS GIVEN	Grants Given	1050.00	0.00	-1050.00	-100.00%
GRASS CUTTING	Grass Cutting	871.50	855.00	-16.50	-1.89%
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	10.00	-42.50	-80.95%
PAYE	Clerk's PAYE	199.50	252.40	52.90	26.52%
PH INSURANCE	Parish Hall Insurance	588.00	645.11	57.11	9.71%
POSTAGE	Postage	36.75	20.24	-16.51	-44.93%
SALARY	Clerk's Salary	5621.95	4362.48	-1259.47	-22.40%
SIGNS	Signs Notice boards	1575.00	1634.80	59.80	3.80%
SL ELEC	Street Light Electricity	483.00	359.10	-123.90	-25.65%
SL MAINT	Street Light Maintenance	525.00	252.61	-272.39	-51.88%
SOLICITOR	Solicitor Fees	0.00	0.00		
SUBS	Memberships and Subs	430.50	279.62	-150.88	-35.05%
SUPPLIES	Office Supplies	105.00	52.88	-52.12	-49.64%
TRAINING	Training	315.00	60.00	-255.00	-80.95%
WEBSITE	Website	189.00	192.59	3.59	1.90%
MAINTENANCE	Maintenance	0.00	88.83		
TOTAL	Total for year to date	12641.20	9560.36	-3080.84	-24.37%

Parish Hall Report January 2021

In December's report, I was looking forward to the New Year and a fresh start for the Hall. What we got, was a repeat of last Spring and complete lock down with the Hall closed for all activities until further notice.

Inclement weather, however, is no respecter of COVID-19 closures and we are still hard at it protecting the Hall from flooding. Most members of the Hall Committee and two or three other villagers take direct responsibility by being part of our Flood Watch rota and we, the committee, are extremely grateful for their hard work. However there is quite a number of other villagers who help out as well and we are thankful for all that they do as well: sometimes clearing gratings early in the morning and, at other times, disappearing into the woods upstream of the Hall to clear the large grating there.

The Hall Committee tries to thank everyone personally but, if we have missed anyone, please don't take offence and let us know if you spot anything else needing to be done. We are jolly grateful to all of you too.

John Dottridge