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COMPTON DANDO PARISH COUNCIL

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

PRESENT: D Drury (Chair), P Paget, T Butler (TD), B ter Haar (BT) and I member of the public

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

MINUTES OF A PARISH COUNCIL MEETING

Held on 17th August 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 20th July 2021

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

5. Ward councillor's update

- Discussions are taking place with Stefan Chiffers of Highways about Redlynch Lane. Making it one-way (down into Chewton Keynsham), has been raised by Highways.
- A campaign to get a 20mph speed limit through Chewton Keynsham has been started, with the intention of extending this towards Compton Dando. A petition is being set up.
- There are 2 consultations to be aware of:
 1. The Local Plan Partial Update which commences on the 27th August and can be accessed via the link below:

[Local Plan Partial Update Options Consultation | Bath and North East Somerset Council \(bathnes.gov.uk\)](https://www.bathnes.gov.uk/consultation/local-plan-partial-update-options-consultation-bath-and-north-east-somerset-council)

2. The Bath to Bristol Strategic Corridor which closes on the 10th September and can be accessed via the link below:

<https://consultation.westofengland-ca.gov.uk/infrastructure/bristolto baths survey>

6. Finance

6.1 Finance Report for Compton Dando Parish Council 17/08/2021

Bank Reconciliation for 28/07/2021

The attached Bank Reconciliation was received and noted.

6.2 Schedule of Expenditure for 01/04/2020 to 17/08/2021

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

It was reported for note by future S137 Grant award applicants, that the cheque should be made payable to the applicant for the award and not the person who carried out the work.

6.3 Parish Hall Payments for 17/08/2021

There were no scheduled payments for the Parish Hall this month.

6.4 To receive notice that the street light energy contract organised through Clear Utilities Solutions has been signed by the Clerk after approval by email from the Councillors

The contract was signed outside a meeting because the contract was designed to only need one signature. If the signing had been delayed until the August meeting for approval, prices could have increased.

Received and noted.

6.5 To sign the direct debit mandate for the street light energy payments

The direct debit mandate was signed by the Chair and the Clerk.

6.6 To receive notice that HSBC bank intend renaming the Parish Hall accounts and charging for cash and cheque activities

The changes will come into place from the 1st of November 2021. Since there will be no charge for internet banking it would make sense for the internet account to have a secondary user. The Secretary for the Parish Hall has offered to become the Secondary User.

The Clerk in discussion with the Parish Hall treasurer, thought that the daily payment limit should be increased.

It was DECIDED that the daily payment limit should be increased to £750 with the proviso that the Parish Hall Committee had been informed by email of any due payments before they are submitted to the Parish Council at their monthly meeting (ACTION CLERK).

6.7 To sign the secondary user mandate for the Parish Hall Internet Banking accounts

The Clerk reported that she has been able to create the Secretary of the Parish Hall as a Secondary User using online forms, which only required the Clerk as Primary User to complete.

7. To receive updates on progress of resolutions from the CDPC meeting held on 20th July 2021

7.1 One.network weekly road reports

Following Councillor contact with One.network, they have stated they are aware of the problem with not identifying the location of e.g., a High Street, and will be aiming to improve this by late August.

Highways have also sent this information:

“It’s not one. network who aren’t providing the data, it’s the utility companies who can now decide whether they provide the information on works descriptions and locations. Neither we nor one. network have any control over that information. B&NES will be providing this information for our own works again though. Although when listed in the weekly email the information isn’t useful, if there’s a road you’re interested in on the list, clicking on the link will take you to the one. network map and to the approximate location of the works.

If the parishes want to monitor it and where there are multiple concerns or issues, we can raise it again.”

It was reported that the utility companies are now providing a lot more information about the work being carried out.

7.2 The current situation with the hole on Woollard Bridge

The Clerk reported that no update had been received from either FixMyStreet or Highways.

7.3 Meeting with Bath and West Community Energy (BWCE) delayed

The Clerk reported that Alex Lockton had requested that the meeting be delayed by a few weeks as they are waiting for some key information to be in the right form in order to share with the Parish Council.

It was reported that there are 3 options for the format of this meeting:

- An extraordinary meeting called by the Chair or Clerk with agenda and minutes and would therefore need to be a face-to-face meeting. Decisions could be taken at this type of meeting.
- A Parish Council consultation with the Clerk by Zoom, with guest speakers (BWCE). The invitation to the consultation would be, 'To receive an Update from BWCE'. No decisions or support from the Parish Council could be given to BWCE. Notes would be made by the Clerk.
- BWCE hold and host the meeting and invite the Councillors in which case it will be an information meeting only with no discussion that involves decisions or requests for support.

8. Matters for discussion/decision

8.1 To discuss the distribution lists used for circulating information in the Parish

It was DECIDED to keep the distribution lists as they are, with individual Councillors having their own lists and doing their own General Data Protection Regulation (GDPR) checks.

With planning applications now being on the Parish Council website and a poster soon to be displayed on village noticeboards, drawing attention to the website, it was thought that the communication provided in the Parish was sufficient.

8.2 To receive notice that Chewton Bridge has been open since the 8th August following recent repair works to the sluices and bridge itself

Received and noted.

8.3 To decide on ways of improving Parish Council communications with Parishioners and review a noticeboard poster design

Councillor BT was thanked for his work on the poster.

Following discussion, it was DECIDED to look for more photographs to choose from for the poster (ACTION CLERK AND ALL COUNCILLORS).

It was DECIDED that the posters should be printed with UV resistant ink and laminated. The Clerk will look into this once the final design for the poster has been made. Vistaprint was suggested as a suitable company to use (ACTION CLERK).

8.4 To discuss having an annual meeting for Parishioners to meet the Councillors

It was suggested that the Parish Council could hold a meeting in the summer when it is pleasanter to come out during the evening, so parishioners could meet the Councillors and ask questions.

It was thought that this should be tried, to find out if this was something the parishioners would be interested in, and also to invite a speaker to add further interest to the meeting.

It was DECIDED to carry this forward to January when more Councillors would hopefully be attending before a final decision is taken.

8.5 To decide if it is necessary to have a revaluation of the assets

The Government Valuation Office Agency was contacted to ask if they can carry out the valuation after being informed that Great Western Surveys had gone into retirement. Unfortunately, the VOA felt that they would not be cost effective in providing this advice and suggested using a local RICS Chartered Surveyor practice and request if they can provide insurance Valuations. They stated that generally, this would be carried out by a Building Surveyor.

Currently, the Parish Hall is covered for £320,149.43. A revaluation could increase the insurance cover.

It was DECIDED to review this when the 3-year term comes to an end in September 2023.

8.6 To receive notice that the Compton Dando defibrillator is correctly registered with the South Western Ambulance Service Trust (SWAST)

The Compton Dando resident who monitors the defibrillator, has informed the Clerk that as far as the British Heart Foundation are concerned, who look after the national AED network, all access details are correct on the system; therefore, there is either a training, access, or system issue with SWAST. Apparently, the 999-ambulance service being unable to access a defibrillator is not that uncommon-a problem.

Received and noted.

8.7 To receive an update on the Definitive Map Modification Order (DMMO) for Park Copse (Bluebell Wood)

The following information has been received from the case officer:

"I can confirm receipt of your Definitive Map Modification Order application and also confirm that the Authority considers the application to have been duly made. The application has now been added to the statutory register of DMMO application. If the Authority does not determine with your application within 12 months, you have the right to apply to the Secretary of State for a 'Direction to Determine.' Further information can be found at <https://www.gov.uk/appeal-right-of-way-decision>"

It should be noted that the affected landowner made a Landowner Statement in 2012. Further information about Landowner Deposits can be found [here](#). The significance of the Landowner Statement is that, if followed up with a Landowner Declaration, this will demonstrate a lack of intention to dedicate since 2012; the 20 years use on which your application relies would therefore run from 1992 until 2012.

Received and noted.

8.8 To receive an update on the visit to Compton Dando Water Recycling Centre

The visit will be on Saturday the 11th September from 10-12pm. The tour will explain the recent works and improvements carried out. Light refreshments and 'Wessex Water goodies' will be available for the younger visitors.

The Clerk asked if the Councillors could check who was still able to attend and report back to her with numbers of adults and children listed separately by the 4th September.

8.9 To receive an update on the dead ash tree overhanging Compton Bridge

The Clerk reported that she had not received any information but would look into it (ACTION CLERK).

8.10 To receive an update on the recycling that Bath & NE Somerset Council (BANES) do not recycle – Councillor BT

It was reported that the coffee morning on the 10th August had resulted in a large amount of soft plastic film recycling and pill box recycling. Three green bins had not been sufficient to hold all the items.

Ward Councillor AS has been asked to look into the tender that BANES have out for recycling soft plastic film.

It was reported that any tin foil should be squashed into quite a large ball for it to be successfully recycled. Small amounts would likely end up in landfill. This information will be added to the next ALCA agenda for the information to be circulated (ACTION COUNCILLOR DD).

It was reported that Tesco in Keynsham was one of the stores to start recycling soft plastic film. More information can be found out by clicking on the links below:

<https://www.tescopl.com/news/2021/tesco-to-launch-uk-s-biggest-network-of-recycling-points-for-soft-plastic/>

<https://recyclingtechnologies.co.uk/2019/11/our-collection-trial-with-tesco-successfully-completed/#:~:text=The%20plastics%20trial%20begins%20with,the%20manufacture%20of%20new%20plastic.>

Some background information follows on the set up of the recycling scheme at Tesco Keynsham:

Keynsham Plastic Reaction Group sprang up immediately after being inspired watching the film “Plastic Ocean”, which was shown as a result of a chance listening to a Radio Bristol interview with the Bristol based producer of the film, and swiftly organised by Avon Wildlife Trust Keynsham Group. Keynsham got a place in the pilot following the successful campaign by Keynsham Plastic Reaction, shop-and-leave-your-plastic-behind shopping sessions at Keynsham Tesco, their work and publicity.

8.11 To receive an update on the S137 applications for the Bug Hotel and Bench – Councillor BT

It was reported that the bench had been installed yesterday.

A donation from the Compton Dando Community Association (CDCA) has led to a second bench being purchased. Both are located along the walk from Compton Dando to Chewton Keynsham on private land with the kind permission of the landowners. One of the benches has no back because the view in both directions is good.

The bug hotel is still work in progress.

8.12 To receive information on the new bridge outside the Parish Hall – Councillor BT

It was reported that a new bridge had been installed next to the Parish Hall only a few months after the previous one was successfully repaired, which seems a waste of money. It was also surprising that there had been no notification of the installation.

The following concerns have been raised over the bridge:

- There are no anti-slip coverings on the slats. Will any be added?
- The new bridge requires a massive step up to get onto it. Will a provision be added to be enable the more infirm to be able to get on and off the bridge?

It was DECIDED that the Clerk should check if BANES had installed the bridge, then raise the concerns with them (ACTION CLERK).

9. Planning applications received

9.1 21/03659/FUL 4 Chewton Place Chewton Road Chewton Keynsham, Bristol Proposal: Single storey rear extension

The Parish Council unanimously support the application for the following reasons:

There will be a minimal visual impact on the Green Belt (PolicyGB1: LP108).

The amenity of the neighbours' is preserved and there is no impact on the local environment (Policy D6: LP 74).

The materials and design are satisfactory as is the scale and height of the extension (Policy D2: LP 71).

10. Appeals

10.1 None

11. Decisions

11.1 21/02553/LBA Chewton Place, Chewton Road, Chewton Keynsham, Keynsham, Bath and North East Somerset

Proposal: External alterations for repairs to boundary wall

CONSENT

11.2 21/00435/ERE03 Ministry of Defence Storage and Distribution Centre Pixash Lane Keynsham Bristol

Proposal: Redevelopment and consolidation of existing depot site and adjacent land with associated staff parking and access and landscaping works to include the provision of the following:

(i) a public re-use and recycling centre (RRC); (ii) material recovery facility (MRF); (iii) waste transfer station (WTS); (iv) Trader (bulky waste); Trade Waste Transfer Station (TWTS); (v) vehicle fleet storage and maintenance; (vi) MOT centre (public); (vii) BANES Parks and Grounds maintenance storage; (viii) BANES Highways winter service and salt store; and ancillary offices.

PERMIT

11.3 21/ 02885/CLEU Parcel 1977 Charlton Road Keynsham

Proposal: siting of a caravan for residential use, a container for storage and the storage of caravans/mobile homes on the site (CDPC unable to object)

REFUSE

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 Email received regarding a consultation on: *How can we make travelling between Bristol and Bath better on foot, by bike and by bus?*

“We are currently engaging local residents on plans to provide better and more sustainable transport between Bath and Bristol - to help people move around more easily, reduce congestion, lower carbon emissions and improve the environment. This is being done in partnership with Bath and North East Somerset Council and Bristol City Council Bristol.

This early engagement on the Bristol to Bath Corridor Project will help us to develop more detailed proposals to improve travel between Bath and Bristol, through better bus services and encouraging more cycling and walking.

We want to hear from people who live near, or travel along, the A4 for work or leisure, including anyone whose main route into Bristol or Bath is via the A4. We want to find out what issues they currently experience and what improvements they would like to see.

Please can you help us to raise awareness with your residents. There is an online survey <https://consultation.westofengland-ca.gov.uk/infrastructure/bristolto baths survey> or we can receive comments via an [interactive map of the route](#). We are also making paper copies of the survey available on request.

To find out more about the Bristol to Bath Corridor project please visit: www.travelwest.info/bristolto bath”

The consultation closes on the 10th of September.

Councillor DD will circulate the video of the meeting where this consultation is discussed.

15. Correspondence for information

15.1 An email updating the Parish Council has been received by Protect Our Keynsham Environment (POKE) and circulated to the Councillors

Received and noted.

16. Reports

16.1 Parish Hall report (appended)

16.2 village updates

None.

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

Date of next meeting is the 21st September 2021 at 8.00pm

The meeting closed at 9:10 pm

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....

Statement Date 28/07/2021

Bank Reconciliation

Statement Entries

Date	Cashbook Date	Reference	Description	Debit	Credit	Balance
01/07/2021			Opening Balance			12780.27
22/07/2021	20/07/2021		Clerk's Salary & Expenses	494.09		12286.18
28/07/2021	20/07/2021		PAYE month 2	20.20		12265.98

Outstanding Entries

Cashbook Date	Reference	Description	Debit	Credit	Balance
15/10/2019		PAYE 06 Sep to 5 Oct month 6	9.60		-9.60
22/06/2021		PCAA membership	75.00		-84.60

Reconciliation

Closing Bank Balance	12265.98
Outstanding	-84.60
Closing Bank Balance + Outstanding	12181.38
Cashbook Balance	12181.38

Transactions to 17/08/2021

Transactions since Statement

Cashbook Date	Reference	Description	Debit	Credit	Balance
17/08/2021		Defibrillator adult pads	108.11		12073.27
17/08/2021		S137 Grant payment for bench	224.00		11849.27
17/08/2021		Clerk's salary and expenses	409.17		11440.10

Performance against Budget

Name	Description	Budget	Actual	Difference	Variance
AUDIT	Audit Fees	204.00	100.00	-104.00	-50.98%
DONATIONS	Donation	204.00	0.00	-204.00	-100.00%
EXPENSES	Clerk's Expenses	73.44	23.56	-49.88	-67.92%
GRANTS GIVEN	Grants Given	1020.00	224.00	-796.00	-78.04%
GRASS CUTTING	Grass Cutting	918.00	0.00	-918.00	-100.00%
HALL HIRE	Hall Hire	214.20	0.00	-214.20	-100.00%
ICO	ICO	35.70	35.00	-0.70	-1.96%
KIOSKS	Telephone Kiosks	0.00	0.00		
MAINTENANCE	Maintenance	1020.00	90.09	-929.91	-91.17%
MOBILE	Mobile Top Up	40.80	0.00	-40.80	-100.00%
PAYE	Clerk's PAYE	275.40	81.80	-193.60	-70.30%
PH INSURANCE	Parish Hall Insurance	1326.00	0.00	-1326.00	-100.00%
POSTAGE	Postage	40.80	20.40	-20.40	-50.00%
SALARY	Clerk's Salary	5712.00	2192.53	-3519.47	-61.62%
SIGNS	Signs Notice boards	510.00	0.00	-510.00	-100.00%
SL ELEC	Street Light Electricity	510.00	102.96	-407.04	-79.81%
SL MAINT	Street Light Maintenance	510.00	346.06	-163.94	-32.15%
SOLICITOR	Solicitor Fees	0.00	0.00		
STREET FURNITURE	Street Furniture	0.00	107.57		
SUBS	Memberships and Subs	540.60	91.62	-448.98	-83.05%
SUPPLIES	Office Supplies	71.40	0.00	-71.40	-100.00%
TRAINING	Training	489.60	0.00	-489.60	-100.00%
WEBSITE	Website	198.90	10.49	-188.41	-94.73%
TOTAL	Total for year to date	13914.84	3426.08	-10488.76	-75.38%

Parish Hall Report for August 2021

After relaxation of Covid rules on 19th, yoga class, Pilates, table tennis, music group have continued and then on 10th August, with our kitchen we reopened and were able to welcome back the first Community Association Coffee Morning for 15 months with 20 people attending and lots of others dropping by to bring their recyclable items for passing on to organisations handling items not yet taken by BathNES, such as contact lenses, toothpaste tubes, soft plastics etc (full list available from Cllr Ter Haar).

We will review numbers allowed in the hall towards the end of August, once infection and hospitalisation figures become clearer. Until then we are cautiously maintaining most previous restrictions but the kitchen is now open and hand gel, cleaning products, posters and spacing markers remain. Users still need to maintain lists of attendees and use the QR code so that in the case of new infection people can be alerted.

