

COMPTON DANDO PARISH COUNCIL

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

PRESENT: D Drury (Chair), A Dawes (AD), C Willows (CW), T Butler (TD), J Davis (JD), H Maggs (HM) and two members of the public

IN ATTENDANCE: S Smith (Clerk), S Davis (Ward Councillor)

MINUTES OF A PARISH COUNCIL MEETING

HELD ON 16th JANUARY 2018 IN COMPTON DANDO PARISH HALL

Before the commencement of the meeting there was one minute's silence in memory of a previous Chairman John Lee who died recently.

The Chair read out the pre-meeting address used when there is a member of the public present at the meeting.

Ward Councillor SD arrived.

1. **APOLOGIES FOR ABSENCE:** Apologies from Ward Councillor SD and Councillor TB for lateness.

2. **NOTIFICATION OF ANY MEMBER'S PERSONAL OR PREJUDICIAL INTEREST IN ANY ITEM ON THE AGENDA:**
District Councillor S Davis requested that it be recorded that any comments made by her on planning matters would be in line with papers before the Parish Council.

3. **QUESTIONS ON NOTICE BY MEMBERS**

To consider the draft and approved minutes being sent to a parishioner at the same time they are forwarded to the Councillors

The parishioner had already confirmed by email that it was the intention to distribute the draft and approved minutes to a list of Compton Dando parishioners who had already given their permission in-line with new GDPR legislation coming into place in May 2018.

It was APPROVED that the Clerk should forward the draft and approved minutes for circulation by the parishioner who has offered to do this.

4. **MINUTES OF THE PREVIOUS MEETING HELD ON 19TH DECEMBER 2017**

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

Councillor TB arrived at this point at 8.15 pm.

A member of the public addressed the Parish Council:

A member of the public spoke asking the Parish Council to contact B&NES Council and support his concerns over the storage of a large quantity of maize to be used at the Resourceful Earth site with the future of the site being uncertain, as Resourceful Earth are now in liquidation. There was also concern over the large number of polytunnels. The maize storage did not have planning permission and it was contrary to the Core Strategy.

There was also concern that open composting, with resulting bad odours, may take place at the site in the future.

The Parish Council were asked if they had any information about Resourceful Earth's liaison group by another member of the public.

The members of the public were informed that the concerns raised could not be discussed at the meeting because they were not on the agenda. An item would be put on the 20th February agenda.

5. FINANCE

5.1 Finance Report for Compton Dando Parish Council 16/01/2018 Bank Reconciliation for 27/12/2017

The attached Bank Reconciliation was received and noted.

5.2 Schedule of Expenditure for 01/04/2017 to 16/01/2018

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

The Clerk brought to the attention of the Councillors that following recent training, she would annotate spending variances when appropriate to aid understanding of the Financial Report.

5.3 Parish Hall Payments for 16th January 2018

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

Cheque No.	Payee	Description	Amount
1045	L Fox	Consumables	£8.95
1046	H Dottridge	Lottery Prizes	£50.00

5.4 CONFIRMATION OF COST FOR RESTORATION OF THE FINGER POST ON THE JUNCTION OF REDLYNCH LANE AND CHEWTON ROAD WHICH IS BEING PAID FOR FROM CiL FUNDING

Mark Prior (recommended on a list of recognised and approved suppliers to the Council), and who is currently finishing the commission of the post finial for Wellsway sign has quoted £950 +VAT.

A template would need to be commissioned. This would cost £450.00. It would match size and form on Chewton Road fingerpost. The cost of castings for all three fingers would be £525.00 + VAT. Total cost for the work is £975.00 + VAT. This excludes installation and any painting which can be done by volunteers from Chewton Keynsham village providing B&NES Council and the Parish Council are happy that this can be done safely.

6. TO RECEIVE UPDATES ON PROGRESS OF RESOLUTIONS FROM THE CDPC MEETING HELD ON 21ST NOVEMBER 2017 AND 19TH DECEMBER 2017:

6.1 THE BY-WAY KNOWN AS ENGINEHOUSE LANE IN QUEEN CHARLTON (MENTIONED AS COALPIT LANE AT THE DECEMBER MEETING) (7.7 December 2017)

The response from Cheryl Hannan was as follows:

The byway is open to all traffic so it would not be possible to prevent 4 X 4 vehicles from using it. However, if the quad bikes are not licenced vehicles then they should not be on the roads and this should be reported to the police to deal with.

The Highways Inspector for the area, Kevin Penny, has been informed about the condition of the Coronation Tree triangle and the 4 x 4 vehicles driving around the chicane, the latter information being passed on to the Clerk by a resident.

The Clerk reported that B&NES Council had been emailed about fly-tipping and blocked drains as well as the by-way related issues.

6.2 TO RECEIVE UPDATES ON THE WAR MEMORIAL IN COMPTON DANDO (6.4 November 2017)

It was reported that the resident whose shrubbery backs onto the wall memorial has agreed to cut it back as far as necessary. The Parish Council wishes to thank the resident for this kind offer. It was DECIDED that the shrubbery needs to be as close to the wall as possible. Councillor HM offered to liaise with the resident (ACTION CLLR HM).

The Clerk reported that she was still waiting for a second quote before the application could be sent to the War Memorial Trust for funding to restore the memorial.

7. MATTERS FOR DISCUSSION/DECISION

7.1 CHAIR TO SIGN THE COMMUNITY EMPOWERMENT FUNDING APPLICATION

The Community Empowerment Funding application form was DULY signed.

The Clerk will email it to B&NES Council (ACTION CLERK).

7.2 TO DECIDE IF THE TELEPHONE KIOSK IN BURNETT CAN BE USED FOR THE INSTALLATION OF THE DEFIBRILLATOR AND THAT IT WOULD BE COVERED BY THE PARISH COUNCIL'S INSURANCE

The Clerk reported that the insurance covers defibrillators to the value of £5000.

It was reported that discussions in Burnett village with regard to the location of the Burnett defibrillator were ongoing and the telephone kiosk is still a possibility.

It was reported that defibrillators need a source of electricity to keep the battery charged.

It was reported that BT offer free electricity for defibrillators that are located in adopted telephone kiosks.

It was reported that the responsibility for the maintenance of the defibrillator would be in the hands of the residents of Burnett.

It was reported that the Compton Dando defibrillator is checked fortnightly by a resident in Compton Dando and the information is passed on to the supplier.

7.3 TO DECIDE IF THE CHARLTON ROAD DEVELOPERS SHOULD BE CONTACTED WITH REGARD TO THE SUITABILITY OF THE FLOWERS ON THE CHARLTON ROAD ROUNDABOUT CONSIDERING ITS LOCATION CLOSE TO THE GREEN BELT

It was suggested that wild flowers would be more in keeping with the proximity to the Green Belt.

It was DECIDED to leave the landscaping to Keynsham in Bloom and to add suitable comments to any future development planning applications.

A letter will be drafted to send to Keynsham in Bloom and Keynsham Town Council suggesting suitable types of planting (ACTION CLLR PP AND CLERK).

7.4 TO DECIDE IF A TRAFFIC SURVEY FOR QUEEN CHARLTON SHOULD BE FUNDED

It was DECIDED to contact Sadie Cox-Alcuaz at B&NES Council to ask if 'before' and 'after' traffic monitoring could be set up for the traffic driving through Queen Charlton village if funding was provided (ACTION CLERK).

A resident has offered to pay for the 'before' monitoring and the 'after' monitoring would be paid by the Parish Council, from CiL funding.

7.5 TO DECIDE IF THE PARISH HALL RAMP NEEDS MODIFICATION TO FACILITATE EASIER ACCESS BY WHEELCHAIR USERS

It was reported that Councillor AD has a meeting with John Dottridge next week and will report back to the February meeting (ACTION CLLR AD)

7.6 TO DECIDE ON A NOMINATION FOR THE ALCA DRAW FOR AN ATTENDEE TO THE ROYAL GARDEN PARTY ON 5TH JUNE 2018

The nominations deadline is 31st January 2018.

It was DECIDED that ex-Chairman Trudie Mitchell should be nominated (ACTION CLERK).

7.7 TO DECIDE ON THE BEST COURSE OF ACTION TO REPAIR THE WOODEN BENCH ON WOOLLARD BRIDGE

Councillor AD will check on what work is required (ACTION CLLR AD).

8. PLANNING APPLICATIONS RECEIVED

- 8.1 17/06252/TCA : Brook Cottage Hunstrete Lane Woollard Bristol BS39 4HU**
T1.Norway Spruce-Fell.
T2.Goat Willow-Fell.

The Parish Council have NO OBJECTION to this application.

- 8.2 17/05899/FUL Priory Barn Vicarage Lane Compton Dando Bristol Bath And North East Somerset BS39 4LA**
Erection of orangery garden room following demolition of existing conservatory.

- 8.3 17/05900/LBA FUL Priory Barn Vicarage Lane Compton Dando Bristol Bath And North East Somerset BS39 4LA**
Internal and external alterations for the erection of orangery garden room following demolition of existing conservatory.

Compton Dando Parish Council unanimously support these applications for the following reasons:

The materials and design are satisfactory (Policy D2 page 8). The scale, height and degree of the extension are acceptable (Policy D2 page 8). There is no adverse visual impact on the Green Belt (Policy GB2 Page 154 of the Local Plan).

9. APPEALS

- 9. 1 None.**

10. DECISIONS BANES DECISION NOTICE GIVING FULL DETAILS CAN BE FOUND ON THE B&NES PLANNING PORTAL at www.bathnes.gov.uk

- 10.1 17/05890/TCA St Margaret's Church Queen Charlton Lane Queen Charlton Bristol Bath And North East Somerset**

- T1. Yew - Cut branches 15 to 60cm, light prune to upper crown 15-30cm cuts.**
T2. Yew - Crown lift height to 3m. Light pruning of tree. (CDPC supported the application in Dec 2017)

NO OBJECTION

- 10.2 17/04279/CLPU (FOR INFORMATION ONLY AS COMMENTS ARE NOT INVITED FOR THIS TYPE OF APPLICATION)**

Middle Field Queen Charlton Lane.

Reinstatement of Queen Charlton Quarry involving the restoration of the land to agricultural use (Certificate of Lawfulness of Proposed Use)

REFUSED

10.3 17/05313/LBA Chewton Place House Chewton Road Chewton Keynsham Keynsham BS31 2
Internal and external alterations to the window and door positions of the permitted Coach House and to include first floor accommodation. (CDPC support Dec 2017)

LISTED BUILDING CONSENT NOT REQUIRED

10.4 17/05312/FUL Chewton Place House Chewton Road Chewton Keynsham Keynsham BS31 2SX
Internal and external alterations to the window and door positions of the permitted Coach House and to include first floor accommodation. (CDPC supported Dec 2017)

PERMIT

11. 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:

11.1 None

12. ITEMS FOR ACTION

12.1 None

13. CORRESPONDENCE FOR ACTION

13.1 None

14. CORRESPONDENCE FOR INFORMATION

14.1 EMAIL RECEIVED FROM B&NES COUNCIL FOLLOWING THE REPORT OF VEHICLES DRIVING AROUND THE CHICANE ON THE APPROACH TO QUEEN CHARLTON VILLAGE FROM THE WHITCHURCH DIRECTION

Case Reference Number	263066
Enquiry Type	Traffic Calming

15. REPORTS

15.1 PARISH HALL REPORT (APPENDED)

15.2 VILLAGE UPDATES

15.2.1 Flooding at Whitson Lodge, Burnett

It was reported that although water drains more quickly in the vicinity of Whitson Lodge, it is still a hazard for traffic until it clears, as the water cannot be seen at this location on the bend and is particularly dangerous at night as there are no lights.

It was DECIDED that Jim McEwen should be updated and his view obtained on a resident keeping flood warning signs to be put out when the temporary flooding occurs (ACTION CLERK).

15.2.2 Muddy area near Compton Dando Bridge

The Clerk reported that the area of mud near to Compton Bridge is to be seeded by B&NES Council in the spring and temporary protection will be put up until the grass grows.

15.3 CHARITIES ACCOUNTING: WHAT YOU NEED TO KNOW TRAINING ON 10TH JANUARY 2018 (APPENDED)

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

Two-Headed Man fingerpost maintenance which is meant to be carried out at the end of January.

DATE OF NEXT MEETING IS 20th FEBRUARY 2018 AT 8.00PM IN COMPTON DANDO PARISH HALL

THE MEETING CLOSED AT 9.25 PM

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....

Bank Reconciliation
Compton Dando Parish Council

Meeting Date: 16/01/2018

Prepared by: Clerk Susan Smith

Date:

10/01/2018

Approved by : Chair

Date:

16/01/2018

Bank Reconciliation Date:	27/12/2017
Bank Balance at Date:	11,851.97
Unpresented cheques	2209.65
Bank Balance less unpresented cheques	9642.32
 Cashbook Balance at Date	 9642.32

Unpresented cheques

16/05/2017	Compton Dando Nomads Cricket Club (£001355	500.00
18/10/2017	CDCA for Defibrillator maintenance/par 001346	110.34
19/12/2017	LexisNexis (Arnold Baker Ref book)	1350 64.80
19/12/2017	PCC St Mary's (wreath)	1376 17.00
19/12/2017	ALCA Risk Assessment training	1378 30.00
19/12/2017	SLCC membership	1379 100.00
19/12/2017	ALCC membership	1380 30.00
19/12/2017	B&NES CiL fund payment CK road sign	1381 1357.51
Unpresented cheques		2209.65

Cheques to be paid + DD

Description	Cheque No	Amount
EDF inv 000003642398 (Direct Debit)		81.32
SSE Contracting Ltd inv no 806993	001382	80.35
Clerk's Salary & Expenses	001383	373.53

Financial Report

From	01/04/2017	To	16/01/2018		
	Net	Budget	Variance	%Variance	
Clerk's Salary	3598.81	4133.20	-534.39	-12.93%	
Clerk's Expenses	40.59	64.26	-23.67	-36.83%	Home expenses less this year
Clerk's PAYE	0.00	0.00	0.00		
Audit Fees	300.00	367.20	-67.20	-18.30%	
Solicitor Fees	0.00	0.00	0.00		
Donation	108.95	25.50	83.45	327.25%	Paid for defib parts
Grants Given	1250.00	2040.00	-790.00	-38.73%	Less given as S137 grants
Grass Cutting	800.00	816.00	-16.00	-1.96%	
Hall Hire	168.00	171.36	-3.36	-1.96%	
Hall Refurb	0.00	0.00	0.00		
ICO	0.00	35.70	-35.70	-100.00%	Not due until March
Parish Hall Insurance	1037.68	1224.00	-186.32	-15.22%	
Memberships and Subs	216.00	267.24	-51.24	-19.17%	
Signs Notice boards	0.00	0.00	0.00		
Mobile Top Up	20.00	71.40	-51.40	-71.99%	Now using a 'Lite Tariff'
Postage	14.36	30.60	-16.24	-53.07%	Use email as much as possible
Office Supplies	62.22	40.80	21.42	52.50%	Printer drum purchased
Telephone Kiosks	47.58	102.00	-54.42	-53.35%	
Street Light Electricity	422.24	546.72	-124.48	-22.77%	
Street Light Maintenance	200.88	382.40	-181.52	-47.47%	
Training	222.80	306.00	-83.20	-27.19%	
CiL Payments	1131.26		1131.26		
Website	0.00	122.4	-122.40	-100.00%	
Parish Hall Expenses	0.00		0.00		

Parish Hall Report

January 2018

I cannot let this report begin without paying tribute to my predecessor John Lee. John worked quietly and effectively for the village, both as chairman of the Parish Council and the Hall committee and he is sadly missed.

As for the last month: the flood panels were put up on Christmas night and stayed there until into the New Year, preventing what, judging from high water marks, would have been a flooded hall on the day after Boxing Day. That apart, the new grating by the front door of the Hall works well and is easier to keep clear than the old one. Meanwhile, a couple of committee members and Ben Wall, in particular, have been keeping the large upstream grating clear enough to function.

As I write this report, it is my understanding that B&NES will be sending in a team to properly clear the large grating and I hope that they will work at removing the silt bank that has built up to one side of that grating.

Finally, I can report that I have had confirmation that the limited use of the Hall's kitchen for cooking and food preparation means that the Food Standards Agency does not intend to inspect the premises. I must say, that had they done so, I very much doubt that they would have had cause to complain as Lorraine Fox does such a thorough job of maintaining kitchen hygiene for which we are very grateful.

John Dottridge

TRUSTEE ACCOUNTS: WHAT YOU NEED TO KNOW – TRAINING 10TH JANUARY 2018

- You need to show effective governance and accountability.
- Need to develop a strategy to raise the funds required and diversify the sources of income.
- Need a good understanding of the core income streams.
- Need to develop a reserve policy.

Types of fund:

1. **Unrestricted** – the fund can be spent on anything.
2. **Restricted** – the fund must be spent on whatever the donor stated. Try to avoid this type of fund but if accept make sure the donor's requirements are clear and well documented as they will be carefully audited. It is best to try and avoid creating restricted funds.

Endowment funds are considered to be restricted funds. In the case of a permanent endowment the charity is expected to protect the funds. Any gains or losses on an endowment would affect the ring fencing. Any income is considered to be unrestricted unless a restriction is added by the donor. If an endowment is used to set up a charity then it is controlled by the charity's rules.

If the situation for the donation no longer exists then the donor should be contacted and if they do not agree to the fund being transferred to another use, then the remaining fund must be returned to the donor. Should the donor have died then the Charities Commission should be contacted.

3. **Designated** – this is an earmarked unrestricted general fund and any decisions on it are made by the charity and not the donor. Designated funds can be undesignated.

Fund Raising

If fund raising is done for a particular project and not enough money is raised to do the project, then the money must be returned to the donors as the appeal is considered to have failed. Also if too much money is raised the appeal is considered to have failed. It is recommended that the publicity for the appeal states that the money will go into general funding should the appeal fail.

Cash Accounting -Do not show an expected amount of money in the accounts until it is actually received.

Accrual Accounting -Can show a promise of funds as a debt.

Internet Banking – dual ID

Barclays and CAF banks (Charities Aid Foundation) definitely use dual IDs.

Good Practise

Produce management accounts on a timely basis with documentation to explain variances and aid understanding.

The internal audit is used to detect fraud not the external audit.

Charities commission

Their website has a self-audit exercise to help you check your accounts and governance – form CC8.