

# COMPTON DANDO PARISH COUNCIL

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

**PRESENT:** D Drury (Chair) (DD), P Paget (Vice-Chair) (PP), A Dawes (AD), C Willows (CW), T Butler (TD), J Davis (JD), H Maggs (HM) and 5 members of the public.

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

## MINUTES OF A PARISH COUNCIL MEETING

**HELD ON 19<sup>th</sup> JUNE 2018 IN COMPTON DANDO PARISH HALL**

1. **APOLOGIES FOR ABSENCE:** Councillor TB for being late.
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**  
None
4. **MINUTES OF THE PREVIOUS MEETING HELD ON 15<sup>TH</sup> MAY 2018**

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

Councillor TB arrived at 8.10 pm during the planning application discussions which had been brought forward because members of the public had attended specifically to speak/hear the discussions.

### 5. FINANCE

#### 5.1 Finance Report for Compton Dando Parish Council 19/06/2018

##### Bank Reconciliation for 01/06/2018

The attached Bank Reconciliation was received and noted.

#### 5.2 Schedule of Expenditure for 01/04/2018 to 19/06/2018

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

#### 5.3 Parish Hall Payments for 19<sup>th</sup> June 2018

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

Cheque No.	Payee	Description	Amount
1064	L Fox	Consumables	£14.35
1065	L Fox	Caretaking	£191.86
1066	H Dottridge	Lottery Prizes	£100.00

#### 5.4 TO INFORM THAT CHARTAX WILL CONTINUE TO BE THE INTERNAL AUDITORS FOR THIS FINANCIAL YEAR

Received and noted.

#### 5.5 TO APPROVE AND SIGN SECTION 1 OF THE ANNUAL RETURN

Section 1 of the Annual Return was APPROVED and DULY SIGNED.

#### 5.6 TO APPROVE AND SIGN SECTION 2 OF THE ANNUAL RETURN

Section 2 of the Annual Return was APPROVED and DULY SIGNED.

**5.7 TO VERIFY AND SIGN THE CIL INCOME AND EXPENDITURE FOR THE FINANCIAL YEAR 01 APRIL 2017 TO 31 MARCH 2018**

The Cil Income and Expenditure statement was VERIFIED and DULY SIGNED.

**6. TO RECEIVE UPDATES ON PROGRESS OF RESOLUTIONS FROM THE CDPC MEETING HELD 15<sup>TH</sup> MAY: ITEMS 6.1, 6.2, 6.3**

**6.1 UPDATE ON TRANSFERRING BANK ACCOUNTS FROM THE NAT WEST TO HSBC**

This is in progress.

**6.2 UPDATE ON COSTS FOR PROTECTION OF THE CORONATION TREE TRAFFIC ISLAND – CLLR DD**

It was reported that Keynsham Town Council are waiting for further information in order to finalise costs. Councillor CW offered to get a quote from Jacksons Fencing. Item carried forward. (ACTION CLLR CW)

**6.3 TO RECEIVE ANY UPDATES ON GDPR**

No updates to report.

**7. MATTERS FOR DISCUSSION/DECISION**

**7.1 TO REVIEW THE FREEDOM OF INFORMATION POLICY**

The policy was reviewed and DULY SIGNED.

**7.2 TO REVIEW THE DATA PROTECTION POLICY/ PRIVACY NOTICE**

The policy was reviewed and DULY SIGNED.

**7.3 TO REVIEW AND APPROVE THE DATA AUDIT INVENTORY**

The inventory was APPROVED and DULY SIGNED.

**7.4 TO REVIEW THE CDPC EMAIL CONTACT PRIVACY NOTICE**

The policy was reviewed and DULY SIGNED.

It was suggested that a link to the policy was added to the Clerk's email signature. (ACTION CLERK).

**7.5 TO DECIDE WHETHER TO SUPPORT TIMSBURY IN THEIR REQUEST TO WECA FOR A FRANCHISED TRANSPORT SYSTEM**

It was DECIDED UNANIMOUSLY to SUPPORT the request.

**7.6 TO CONFIRM THE DATES FOR THE DEFIBRILLATOR TRAINING**

The defibrillator training for Burnett residents will take place at 7 pm on 20<sup>th</sup> June in the Parish Hall.

The defibrillator training for up to 30 residents of the Parish will take place at 7 pm on 10<sup>th</sup> July in the Parish.

It was reported that there are still places and Councillor DD should be contacted should anyone wish to attend.

It was agreed that the Parish Council would pay for the hall hire for both training sessions. The caretaker will be informed (ACTION CLERK).

#### **7.7 TO DECIDE ON PROCEDURE FOLLOWING ANY RESOLUTIONS AT A PARISH COUNCIL MEETING**

It was reported that any resolution made at a Parish Council meeting could not be altered for six months.

#### **7.8 TO DECIDE ON HOW TO INFORM DOG WALKERS TO BE AWARE OF GROUND NESTING BIRDS**

It was that the best way to address this was through the minutes.

**If you are out walking your dog, please take care as ground nesting birds could still be nesting.**

Information from the RSPB website was as follows:

Having a dog to walk is a great reason to get out into the countryside. However, dogs can potentially disturb wildlife or livestock so it is important they are kept under control. Ground nesting birds are particularly vulnerable to disturbance. They may be forced from their nests, which would leave eggs or chicks exposed. Most birds will nest between March and September so disturbing nesting birds should be less of a problem outside this period. Read more at [https://ww2.rspb.org.uk/birds-and-wildlife/bird-and-wildlife-guides/ask-an-expert/previous/dog\\_disturbs\\_bird.aspx#WvBwmzCOBZ7L1u70.99](https://ww2.rspb.org.uk/birds-and-wildlife/bird-and-wildlife-guides/ask-an-expert/previous/dog_disturbs_bird.aspx#WvBwmzCOBZ7L1u70.99)

#### **7.9 TO APPROVE AND SIGN THE FDC LAW TERMS OF BUSINESS FOR THE PROCESS OF REGISTERING THE PARISH HALL WITH THE LAND REGISTRY TO PROCEED**

The Terms of Business were APPROVED and DULY SIGNED.

### **8. PLANNING APPLICATIONS RECEIVED**

**8.1 18/02167/FUL Russets Redlynch Lane Chewton Keynsham Keynsham Bristol Bath And North East Somerset BS31 2SW  
Erection of a single storey rear and side extension.**

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

The amenity of the neighbours would be preserved; the design and materials used are in keeping with the surroundings and in fact are an improvement on what is there, and the scale, height and degree of extension is acceptable (Policy D2, Page 28).

**8.2 18/01959/FUL Warners Farm Chewton Road Chewton Keynsham Keynsham BS31 2SS  
Erection of three dwellings and subdivision of land following demolition of existing buildings at Warners Farm (Resubmission). (CDPC comments only May 2018)**

The Parish Council wished to make COMMENTS ONLY on the revised plans, which are as follows:

Although support was given in the past, it was felt that the balcony on plot 1 was not in keeping with the surroundings so the design was unsatisfactory. (Policy D2 Page 28)

The Parish Council support the alteration of the structural materials to stone and also the use of mixed tiles on the roofs (Policy D2 Page 28).

The Parish Council are happy that B&NES Council have requested a drainage strategy and flood risk assessment (Policy D2 Page 28).

### **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](http://www.bathnes.gov.uk)

10.1 None

**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](mailto: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 LETTER FROM COMPTON DANDO'S CHURCH TRUST INFORMING OF UNSAFE TREES JUST OVER THE BOUNDARY OF THE CHURCH LAND ON FAIRY HILL**

B&NES Council have provided the following reference for the matter:

Case Reference Number	277487
Enquiry Type	Parks and Green Spaces

Received and noted.

**13.2 EMAIL RECEIVED FROM RICHARD DAONE OF B&NES COUNCIL WITH INFORMATION FROM THE RECENT CHARACTER AND SITE ASSESSMENT TOOLKIT TRAINING SESSION**

As well as copies of the information, details of 3 drop in sessions were provided to book slots to discuss issues arising in starting & undertaking the assessment work. Please contact George Blanchard if you wish to book a slot. The sessions will take place in the Civic Centre in Keynsham on 19<sup>th</sup> June, 28<sup>th</sup> August & 26<sup>th</sup> September.

Councillors DD and PP will attend a session on 28<sup>th</sup> August. George Blanchard will be informed (ACTION CLERK).

It was decided to put an item on July's agenda to discuss the current requirements. Councillor DD will distribute information from a previous assessment prior to the meeting (ACTION CLLR DD).

**14. CORRESPONDENCE FOR INFORMATION**

**14.1 EMAIL RECEIVED FROM B&NES COUNCIL INFORMING THAT WEED SPRAYING WOULD TAKE PLACE ON 9<sup>TH</sup> JUNE**

The details provided were as follows:

### A few things about the spraying:

- They will have 2 people from a company called Charlton Environmental carrying targeted spraying on foot.
- They will be using back packs with spray lances and will target spray weeds, that is they **won't** blanket spray everywhere. The system is called CDA (Controlled Droplet Application) which also reduces the amount of drift spray.
- They will be using weed killing chemical called Monsanto Amenity 360 which contains glyphosate. This will kill the plant that the chemical used **only targets the plants it is sprayed on, it has no residual properties, and so will not prevent any future germination** of plant material
- It will take about 2 to 3 weeks to take effect and we advise that once the plant is dead that it is removed shortly after.
- We are unable to return to spray weeds that grow after we have sprayed.
- As you may be aware glyphosate has been in the news as some organisations have stated that it **may** be carcinogenic. In December 2017 the EU Commission reviewed the use of GL and extended the legal use of GL for a further 5 years.
- [https://ec.europa.eu/food/plant/pesticides/glyphosate\\_en](https://ec.europa.eu/food/plant/pesticides/glyphosate_en)

Received and noted.

A request was made to find out which villages have been done and if all villages will be treated (ACTION CLERK).

#### 14.2 EMAIL FROM B&NES COUNCIL INFORMING THAT THE LITTER FROM CROSSPOST LANE WILL BE REMOVED ON THE NEXT SCHEDULED VISIT TO THE AREA

Received and noted.

#### 14.3 EMAIL FROM B&NES COUNCIL REGARDING RESEEDING OF THE MUDDY PATCH NEAR THE COMPTON BRIDGE

Case Reference Number	277487
Enquiry Type	Parks and Green Spaces

Concerns that the ground would be too hard were reported.

Received and noted.

#### 14.4 EMAIL FROM B&NES COUNCIL WITH THE REFERENCE OF 1318846 FOR THE POOR CONDITION OF UPLANDS LANE

Received and noted.

#### 14.5 EMAIL FROM B&NES COUNCIL WITH A REFERENCE OF 679741 FOR THE REQUEST TO ATTACH A CCTV WARNING SIGN TO THE 'NO THROUGH ROAD' SIGNPOST IN TUCKINGMILL LANE

The sign has now been attached.

Received and noted.

#### 14.6 NALC HAVE INFORMED THAT THERE IS A REQUIREMENT TO PAY AN ICO PAYMENT OF £40 PER COUNCILLOR IF COUNCILLORS KEEP PERSONAL DATA OF RESIDENTS ON THEIR COMPUTERS

The NALC advice is:

Any councillor who processes personal data on a computer (e.g. names and addresses of residents contacted about planning matters, or for election canvassing) is a data controller separate from the council. Such a councillor would have to pay the Data Protection fee of £40.

A councillor who does not process personal data or does so without using a computer is not required to pay the fee. Legal Briefing L05-18 issued in April provides some further information.

Received and noted.

**14.7 INFORMATION FROM ALCA ON SITE VISIT PROTOCOL (APPENDED)**

Received and noted.

**14.8 ADVICE RECEIVED FROM ALCA RECOMMENDING THAT THE NAMES OF MEMBERS OF THE PUBLIC ATTENDING A PARISH COUNCIL MEETING ARE NOT RECORDED IN THE MINUTES**

Received and noted.

**14.9 LARGE POT HOLES IN GYPSY LANE BURNETT REPORTED BY PARISHIONER TO COUNCIL CONNECT**

Received and noted.

**14.10 THE DAMAGE TO CUT WATERS ON TURN BRIDGE NOTICED BY A PARISHIONER AND REPORTED TO B&NES COUNCIL WILL BE REPAIRED IN DUE COURSE**

Received and noted.

Turn Bridge is the name given to the bridge in Compton Dando by B&NES Council, Highways.

**14.11 INVITE TO BRISTOL AIRPORT'S SUMMER EVENT**

Parish Council members are invited to join us for a Somerset cream tea and Pimms on Wednesday 11 July at 6pm for 6:30pm.

The event will be held in the Bristol Room of the Administration Building, with parking available in the staff and visitors car park (complimentary exit tickets will be provided).

Please confirm details of Council members planning to attend by contacting Olga Ortega [oortega@bristolairport.com](mailto:oortega@bristolairport.com)

Received and noted.

**15 REPORTS**

**15.1 PARISH HALL REPORT (APPENDED)**

**15.2 VILLAGE UPDATES**

**15.2.1** It was reported that the Queen Charlton fete had been an enjoyable event and raised just over £3000.

**15.2.2** A pothole by the sewer manhole on Bathford Hill reported to B&NES Council has been filled in and a new tap has been fitted to where mains water was leaking on to the lane near Compton Green.

**15.3 REPORT FROM EMERGENCY PCAA MEETING HELD ON 16<sup>TH</sup> MAY – CLLR CW**

To be carried forward.

It was reported that no reply had been received for correspondence on concerns over Bristol Airport expansion, sent to Councillor Tim Warren (Leader) (and Tim Bowles (Metro Mayor).

It was reported that the turnaround on correspondence can be up to one month.

**15.4 PLM 30<sup>TH</sup> MAY – CLERK AND DD (APPENDED)**

Received and noted.

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

Noticeboard poster to show the type of information available on the Parish Council website.

**DATE OF NEXT MEETING IS 17<sup>th</sup> JULY 2018 AT 8.00PM IN COMPTON DANDO PARISH HALL**

**THE MEETING CLOSED AT 9.15 PM**

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....

**Bank Reconciliation**  
Compton Dando Parish Council

Meeting Date: 19/06/2018

Prepared by: Clerk Susan Smith

Date:

18/06/2018

Approved by : Chair

Date:

19/06/2018

Bank Reconciliation Date: 01/06/2018

Bank Balance at Date: 12,526.94

Unpresented cheques 250.00

Bank Balance less unpresented cheques 12276.94

Cashbook Balance at Date 12276.94

**Unpresented cheques**

15/05/2018 CDCA Youth Gp S137 Grant	001406	250.00
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**Unpresented cheques**

250.00

**Cheques to be paid**

Description	Cheque No	Amount
Chartax internal audit for PC	001408	120
Chartax internal audit for PH	001409	120
PCAA annual subscription	001410	50
Clerk's salary + expenses	001411	471.48
FDC Law for PH Land Registration retain	001412	350



Financial Report				
From	01/04/2018	To	19/06/2018	
	Net	Budget	Variance	%Variance
Clerk's Salary	737.75	4133.20	-3395.45	-82.15%
Clerk's Expenses	11.52	64.26	-52.74	-82.07%
Clerk's PAYE	0.00	0.00	0.00	
Audit Fees	0.00	367.20	-367.20	-100.00%
Solicitor Fees	0.00	0.00	0.00	
Donation	0.00	25.50	-25.50	-100.00%
Grants Given	500.00	2040.00	-1540.00	-75.49%
Grass Cutting	0.00	816.00	-816.00	-100.00%
Hall Hire	144.00	171.36	-27.36	-15.97%
Hall Refurb	0.00	0.00	0.00	
ICO	35.00	35.70	-0.70	-1.96%
Parish Hall Insurance	0.00	1224.00	-1224.00	-100.00%
Memberships and Subs	0.00	267.24	-267.24	-100.00%
Signs Notice boards	0.00	0.00	0.00	
Mobile Top Up	10.00	71.40	-61.40	-85.99%
Postage	8.04	30.60	-22.56	-73.73%
Office Supplies	0.00	40.80	-40.80	-100.00%
Telephone Kiosks	0.00	102.00	-102.00	-100.00%
Street Light Electricity	0.00	546.72	-546.72	-100.00%
Street Light Maintenance	66.96	382.40	-315.44	-82.49%
Training	0.00	306.00	-306.00	-100.00%
CiL Payments	0.00		0.00	
Website	0.00	122.4	-122.40	-100.00%
Parish Hall Expenses	631.99		631.99	

### Planning Committee Site Visit Protocol

The purpose of a visit to the site of a planning application by Planning Committee Councillors is to allow them to familiarise themselves with the land in question, its location and surroundings, and any particular physical or geographical features. Persons accompanying the PC Councillors on a site visit i.e. applicants, neighbours, property developers etc., may point out particular features or aspects referred to in their representation, but the Councillors must not discuss the merits of the application with parties during their visit. Such discussion is for the Council meeting itself.

Members of the Planning Committee will:

1. View the site from the public highway wherever possible. Where it is not possible an appointment should be made, well in advance of the visit, with the

applicant.

2. Treat the site visit only as an opportunity to observe the site and seek relevant information and clarification

3. Not express personal opinions or views to anyone

4. Should politely avoid engaging in private conversations with applicants, agents or objectors as this can give the wrong impression to others present or anyone observing the site visit.

5. Not give the impression they can represent the views of others (applicants, objectors etc.) at the Parish Council meeting. Encourage those involved to attend the Parish Council meeting to represent themselves or respond independently on the Planning Authority website.

6. Not give any indication as to how they will vote at the Parish Council meeting

7. Can alert third parties to relevant planning applications in the Parish, without comment and inform them how to engage with the formal planning process.

*See 5. Above*

8. Apply the rules in the councillors' code of conduct and code of good practice, and follow this site visit protocol

9. Treat every person they come into contact with as a result of the site visit with respect and courtesy.

## **Parish Hall Report**

**June 2018**

A recent service of the Hall's 20 plus years old boiler revealed that its exhaust flue (my terminology) has failed, effectively condemning the whole boiler as, although it still works, it is taking in its own exhaust gases which make it extremely fuel inefficient and will lead to eventual failure. I should add that we have noticed an increase in consumption of late.

We have a quote of some £550 to effect a repair of the flue but are advised that the durability of such a repair is uncertain but a couple of years at best.

As a consequence, the Hall Committee believes that we should follow the advice of the boiler engineers we have consulted and install a replacement. This will mean an expenditure of approximately £3500 and a change to a more efficient modern condensing boiler.

We have quotes from Tinknells and an independent engineer and are awaiting a quote from Ford Fuels and shall be seeking your permission for this expenditure once a choice has been made.

Whilst on the subject of boilers, we are also going to fit our oil tank with a remote level gauge as we are advised that the present sight tube is not permitted in as close proximity to a watercourse as is ours.

Boilers apart, the Hall runs smoothly!

John Dottridge

## PARISH LIAISON NOTES FROM MEETING 30<sup>TH</sup> MAY 2018

New Chair - Karen Walker.

### **WECA update by Tim Warren**

Current transport service is de-regulated so bus companies ask for funding from the Council for routes that are not making profits. The Council can no longer fund these routes. Franchising system is proposed using WECA funds, which hopefully would allow a few non-profit routes. This has to be voted through then passed to the West of England Mayor for approval.

A small vehicle shuttle service would be a possible method for use e.g. in the Chew Valley – suitable for getting to and from work.

### **Apprenticeships – Chantal Young**

A year ago, the Government introduced an apprenticeship levy for employers with a pay bill in excess of £3 million, to help fund training for new roles or current employees who require training.

The apprenticeship has to be for one year minimum and could lead to a degree qualification or just extra training required for a current employee. The salary itself is not funded. 20% of the time must be allocated to ‘off the job activities’.

The Council are looking for one PC at the moment to test out the procedure. If successful further employers will be sought.

### **Update on Changing Together Programme– David Trethewey**

Changes are needed due to budget gap.

Business rates are undecided.

The changing Together Programme provides the operating framework that will manage the Council’s change process leading to new structure supporting smarter ways of working. This will be completed on 30/06/2018. The next step will include CCG integration and wider Council restructuring for 2019/2020. Council will look at procurement and how they can become more self-sufficient in tourism, property, council tax, car parking etc.

The budget has a capital of £217 million with 151 schemes. £7.1 million will be saved on staff during 2018/2019.

The aim is to work better with partners and communities. The Parish Charter is part of this.

There is a revised structure of the Council: there will be less senior managers, better corporate working and further staff reductions (300FTE out of 2000FTE).

The Council are committed to protecting young children, the young and vulnerable.

Intend having better use of digital and on-line technologies; modern library system; efficiencies in public transport; increase income from commercial estates and manage growth in adult care by better commissioning.

### **Update from the Cabinet Member for Economic and community regeneration –Cllr Paul Myers**

- **Parish Sweeper** – the 2 workshops have defined the baseline cleansing service.

Continuing with the service can be phased in to help with the PC’s budget/precept increases.

- **Community Asset Transfer**

Trying to finalise a policy for this defining what type of body you need to be and the rules involved in the process.

A benefit to the community will need to be demonstrated.

- **Fix My Street**

Thanks to those who helped test the programme.

There are still a few problems but can be used for everything except Waste Cleansing and Parks and Grounds.

The information will be forwarded to who deals with it if Council don't.

Can use 'Report It' link on website and it will take you straight to Fix My Street.

- **GDPR**

May be contacted by different staff as they use different lists – should be less now.

- **Calculation of Tax Base for council tax/precept (appended)**

- **Parish Charter**

The Parish Charter has been agreed by Cabinet and endorsed by Council.

### **Communities Libraries Update – Cllr Karen Warrington**

An integrated One-Stop Shop and library has just opened in Midsomer Norton. The same integration is currently underway in Bath.

The Council are looking for communities to take over the 5 branch libraries.

Saltford community have combined the recently closed post office, which has re-opened, with the library.

Paulton PC are consulting with parishioners. Weston is consulting with volunteers.

Volunteers are needed in Midsomer Norton and Moorland.

£275,000 is available for communities to organise a library to suit their community. £5000 is available per community.

Five villages are currently in consultation with the Council with a view to taking over the library including Bishop Sutton, Chew Valley and Peasedown St. John.

Mobile library only has one driver so although continuing the service may not be regular.

**Purdah starts March 2019 so be careful what is said in next year's village meetings.**

**Question from Keynsham Town Council:**

**How is the taxbase calculated for council tax / precept setting? Housing numbers have increased significantly in Keynsham but the figures do not seem to correspond.**

**Response from Corporate Finance, Bath & North East Somerset Council:**

The Local Authorities (Calculation of Council Tax Base) Regulations 2012 specify formulae for calculating the council tax base. The tax base calculation is determined annually by identifying the number of properties liable to be levied and the banding in which the properties are placed and then by applying relevant exemptions, discounts (e.g Single Occupier discounts), including the local council tax support scheme and banding reductions.

The information is compiled for each parish using information on dwellings registered on the Council Tax system and the authority's tax base is built up from these bands. The resultant figures are then adjusted to allow a provision of growth in respect of the larger parishes and any anticipated losses on collection. The information must be agreed and notified to preceptors between **1st December and 31<sup>st</sup> January** in the financial year preceding that to which the tax base applies.

The provision for growth is based on estimates using Planning information of anticipated new build delivery for the coming year, this figure needs to take into consideration that council tax will only become chargeable as properties become occupied and is risk adjusted to allow for any potential delays, council tax exemptions and discounts that might apply to the new dwellings.

In respect of Keynsham's taxbase for 2018/19 the following table provides a summary of the calculation showing that 99.50 Band D equivalents were added for the full year:

	<b>2018/19 Taxbase Calculations (Band D Equivalent Properties)</b>
Council Tax Base - including impact of exemptions and discounts	6474.06
Local Council Tax Support Scheme	-585.62
Estimate New Homes Growth - Band D Equivalents	99.50
<b>Sub Total</b>	<b>5987.94</b>
Estimated Collection Rate	98.75%
<b>Final Council Tax base - 2018/19</b>	<b>5913.09</b>

The taxbase for 2019/20 will reflect the actual number of additions in 2018/19 plus an estimate of new builds for 2019/20.