

COMPTON DANDO PARISH COUNCIL

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

PRESENT: D Drury (Chair), P Paget (PP), A Dawes (AD), C Willows (CW), T Butler (TD), J Davis (JD), H Maggs (HM)

IN ATTENDANCE: S Smith (Clerk)

MINUTES OF A PARISH COUNCIL MEETING

HELD ON 20th FEBRUARY 2018 IN COMPTON DANDO PARISH HALL

1. **APOLOGIES FOR ABSENCE:** Ward Councillor Sally Davis
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 January 2018**

THE MINUTES WERE AGREED BY ALL TO BE A TRUE RECORD AND DULY SIGNED BY THE CHAIR FOLLOWING TWO AMENDMENTS TO ITEM 7.2:

The defibrillator in Compton Dando is checked fortnightly and not monthly and the information is sent to the supplier and not the installer.

5. FINANCE

Councillor TB arrived at 8.08 pm
Councillor HM arrives at 8.10 pm

5.1 Finance Report for Compton Dando Parish Council 20/02/2018 Bank Reconciliation for 31 January 2018

The attached Bank Reconciliation was received and noted.

5.2.1 TO APPROVE THE RE-ISSUE OF THE NOMADS CRICKET CLUB S137 GRANT CHEQUE WHICH HAD BECOME OUT OF DATE

Cheque no: 001355 dated 16/05/2017 will be replaced with cheque no: 001387

The re-issue of the cheque was APPROVED. It was DECIDED that when grants are given in the future, a request is made for the cheque to be paid in as soon as possible after receipt.

5.2 Schedule of Expenditure for 01/04/2017 to 20/02/2018

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

Clerk to check the position with reclaiming VAT on the payment of the cheque for fuel for the Parish Hall (ACTION CLERK).

5.3 Parish Hall Payments for 20/02/2018

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

Chq. No	Payee	Description	Amount
1047	M Kuyser	Repairs & Maintenance	£137.86
1048	L Fox	Consumables	£7.50
1049	H Dottridge	Lottery Prizes	£100.00

5.4 AN S137 APPLICATION HAS BEEN RECEIVED FROM THE 5 VILLAGES YOUTH GROUP REQUESTING £250

The interest was noted.

5.5 AN AMOUNT OF £290 HAS BEEN RECEIVED FROM THE COMMUNITY EMPOWERMENT FUND

Received and noted. A request was made to thank B&NES Council (ACTION CLERK).

5.6 A LETTER OF CONFIRMATION FOR A PRECEPT OF £10,000 AND A GRANT OF £50 HAS BEEN RECEIVED FROM B&NES COUNCIL

Received and noted.

6. TO RECEIVE UPDATES ON PROGRESS OF RESOLUTIONS FROM THE CDPC MEETING HELD ON 16TH JANUARY 2018 (Item 6.1, 7.4 ,7.7, 7.1,7.3, 7.6)

6.1 RESPONSE TO EMAILS REGARDING DESTRUCTION OF THE TRAFFIC ISLANDS AND VERGES, BLOCKED DRAINS AND FLY-TIPPING IN QUEEN CHARLTON – CLERK

The Clerk reported that the fly-tipping had been cleared.

The Clerk also reported that Jim McEwen had said that the drains were clear on Charlton Road so run off down the lanes was not occurring.

It was reported that cars were still driving around the Coronation Tree and up onto the verges avoiding the chicanes.

6.2 PROGRESS REGARDING TRAFFIC MONITORING IN QUEEN CHARLTON – CLLR CW

It was reported that the traffic monitoring was being set up next week.

6.3 FLOODING IN BURNETT BY WHITSON LODGE

It was reported that it would not be legal for B&NES Council to allow residents to put up flood warning signs themselves and that they should contact Council Connect who work out of hours.

It was reported that although initially Jim McEwen thought there was nothing wrong with the pipework and that the problem was down to a large amount of water, it was then thought that there were some blocked pipes on the opposite side of the road which may well be causing the pooling of the water.

It was requested that Council Connect should be asked to collect the flood warning signs as drivers would ignore them if they were constantly on show (ACTION CLERK).

6.4 REQUIREMENTS FOR THE REPAIR OF THE BENCH ON WOOLLARD BRIDGE – CLLR AD

Councillor AD will replace the necessary slats (ACTION CLLR AD).

6.5 MAINTENANCE OF THE CHARLTON ROAD ROUNDABOUT

It was reported that the roundabout is **under 'Barratts' ownership** until the development is finished and handed over to the Council to take on as adopted highway. It is anticipated that this will continue until April 2019, thereafter a remedial list will be issued to the developer to repair any damage that may have occurred etc. Thereafter the planting will be taken out and revert back to grass and parks will maintain. Paul Fowler, Senior Engineer for Transport and Developments at B&NES Council has suggested that the Town or Parish Council could carry out the planting and maintenance if they wished and should contact him with their decision.

The Clerk reported that she had not been contacted by Keynsham in Bloom but it was reported that the meeting had yet to take place.

It was DECIDED that the Parish Council would not take over the maintenance of the roundabout as this area is not in our Parish. Paul Fowler will be informed (ACTION CLERK).

6.6 RESULT OF ALCA ANNUAL DRAW FOR THE ROYAL GARDEN PARTY ATTENDEES ON 5TH JUNE 2018

ALCA will be represented by Alveston and Backwell Parish Councils.

The Parish Council's nominee has been informed.

7. MATTERS FOR DISCUSSION/DECISION

7.1 DEFIBRILLATORS

7.1.1 TO DECIDE IF DEFIBRILLATOR TRAINING SHOULD TAKE PLACE FOR THE PARISH

It was DECIDED that the Parish Council should organise a training session for the Parish to take place in the Parish Hall. Costs will be determined (ACTION CLLR DD).

7.1.2 LOCATION OF NEW DEFIBRILLATOR IN BURNETT

It was reported that there had been no update.

7.2 TO APPROVE THE HEALTH AND SAFETY POLICY FOR THE PARISH HALL

The Health & Safety policy was DULY SIGNED by the Chair of the Hall Management Committee and the Chair of the Parish Council.

A thank you will be sent to all those responsible (ACTION CLERK).

7.3 TO DECIDE ON ANY MODIFICATIONS TO THE PARISH HALL RAMP – CLLR AD

It was reported that this was in hand.

7.4 TO NOTE THAT THE TWO-HEADED MAN FINGERPOST HAS BEEN REFURBISHED

It was confirmed that the restored fingerpost had now been put back in position and was looking very smart.

7.5 TO DECIDE ON THE DATES OF THE VILLAGE MEETINGS

Chewton Keynsham's own village meeting will take place at 7.30 pm on Monday 12th March so the parish village meeting can take place beforehand at 7 pm.

The Queen Charlton village hall is available on the 13th March and it was DECIDED that the meeting should start at 7 pm.

It was DECIDED to hold the Burnett village meeting following on from the Chewton Keynsham meeting, to start at 8 pm in Burnett church. Details to be confirmed with the booking clerk (ACTION CLERK).

It was DECIDED that the Woollard village meeting will be held at 7.30 pm on 20th March, followed by the Compton Dando village meeting at 7.45pm, with the Parish Council meeting following on at 8.00pm

7.6 TO DECIDE IF A RESERVE POLICY FOR THE PARISH HALL FUNDS IS REQUIRED

Information from the Charities Commission website:

A reserves policy explains to existing and potential funders, donors, beneficiaries and other stakeholders why a charity is holding a particular amount of reserves. A good reserves policy gives confidence to stakeholders that the charity's finances are being properly managed and will also provide an indicator of future funding needs and its overall resilience.

The Charities SORP requires a statement of a charity's reserves policy within its annual report. In addition, if a charity operates without a reserves policy, the regulations require this fact to be stated in the annual report.

It was DECIDED that the Parish Hall should have a Reserve Policy. Dick Whittington of WERN had suggested appropriate wording for the policy. This will be discussed further at the next Sole Trustees meeting on 17th April.

7.7 TO DECIDE ON REQUIRED ACTION FOR MAINTENANCE OF THE CORONATION TREE TRIANGLE NOW THAT RESOURCEFUL EARTH HAS GONE INTO LIQUIDATION

Different methods for protecting the area from vehicles is to be investigated (ACTION CLLR CW).

It was suggested that the cost could be provided from CiL funding.

7.8 GDPR UPDATE FROM ALCA

It was reported that no update has been received.

7.9 TO DISCUSS STEP 3 OF THE 12 STEPS TO PREPARING FOR GDPR

Communicating Privacy Information:

The current Privacy Notice needs to be reviewed and a plan put in place for making any necessary changes.

It was DECIDED to add the Privacy Notice as a subsection of the current Data Protection Policy (ACTION CLERK).

7.10 TO DISCUSS STEP 4 OF THE 12 STEPS TO PREPARING FOR GDPR

Individual's Rights:

Procedures need to be checked to ensure they cover all the rights individuals have, including how personal data would be deleted or provided, both electronically and in a commonly used format.

It was DECIDED that an individual's rights would be protected by not passing on any of their information. This would be added to the Privacy Notice (ACTION CLERK)

7.11 TO DISCUSS STEP 5 OF THE 12 STEPS TO PREPARING FOR GDPR

Subject Access Requests:

Procedures need to be updated and a plan made to handle any requests and provide any additional information.

It was DECIDED that the Freedom of Information Policy would be reviewed.

The policy should be on the Parish Council website (ACTION CLERK).

7.12 TO DISCUSS STEP 6 OF THE 12 STEPS TO PREPARING FOR GDPR

Lawful Basis for Processing Personal Data:

Identify the lawful basis for the Parish Council's processing activity in the GDPR, document it and update the Privacy Notice to explain it.

It was DECIDED to wait for advice from ALCA before taking a decision.

8. PLANNING APPLICATIONS RECEIVED

8.1 18/00441/CLEU Parcel 5001 Woollard Lane Publow Bristol

Use of the land for equestrian use (Certificate of lawfulness for an existing use)

The Parish Council have NO OBJECTION to the issue of a Certificate of Lawfulness as they have no reason to believe it is unlawful.

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 17/06252/TCA Brook Cottage Hunstrete Lane Woollard Bristol BS39 4HU

T1. Norway Spruce-Fell.

T2. Goat Willow-Fell. (CDPC No objection January 2018)

NO OBJECTION

10.2 17/05209/FUL Chewton Place Chewton Road Chewton Keynsham Keynsham

Construction of an ornamental garden building (CDPC supported Nov 2017)

REFUSE

10.3 17/05900/LBA Priory Barn Vicarage Lane Compton Dando Bristol Bath And North East Somerset

Internal and external alterations for the erection of orangery garden room following demolition of existing conservatory. (CDPC supported Jan 2018)

WITHDRAWN

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

A notice of enforcement has been received from B&NES Council with regard to Resourceful Earth.

12. ITEMS FOR ACTION

12.1 None

13. CORRESPONDENCE FOR ACTION

13.1 None

14. CORRESPONDENCE FOR INFORMATION

14.1 NOTICE OF MAKING OF AN ORDER FROM B&NES COUNCIL (APPENDED)

Public footpaths BA8/51 and BA8/52, Acres End, Compton Dando, Public Footpath Diversion Order 2018.

The Order and Notice of Order have been received by the Clerk.

The Order and Notice of Order have been posted on the Parish Council website and the Order and map are also available to see free of charge in the One Stop Shop in Keynsham. They can be purchased for a cost of £5 – to purchase please telephone 01225 394161.

The new path would be created without limitations; however, it is anticipated that a gate/kissing gate will be authorised at field boundaries for the purpose of stock control under section 147 of the Act.

Should anyone wish to make any representations or objections, these must include particulars of the grounds on which they are made and must be received by the Rights of Way team by 22nd February 2018.

Received and noted.

14.2 TO NOTE THAT AN ITEM THAT WAS BROUGHT TO THE LAST MEETING BY A MEMBER OF THE PUBLIC HAS BEEN FORWARDED TO ENFORCEMENTS AT B&NES SOMERSET COUNCIL

Noted.

14.3 A RESIDENT HAS REPORTED A POTHOLE IN RANKERS LANE, COMPTON DANDO TO COUNCIL CONNECT

Received and noted.

14.4 B&NES COUNCIL WILL BE CONSIDERING PROPOSALS IN THE BUDGET TO PROTECT FRONT LINE SERVICES AND INVESTMENT IN THE FUTURE

Details can be viewed on their website:

<https://democracy.bathnes.gov.uk/ieListDocuments.aspx?CId=122&MId=4721>

The Cabinet meeting to consider this was on Wednesday 7th February at 4.00 pm.

Received and noted.

14.5 REPORTED FLY TIPPING IN QUEEN CHARLTON

This has been reported as dealt with. The case reference is 246177.

Received and noted.

14.6 THE ANNUAL LITTER PICK OF THE LANES OF COMPTON DANDO TOOK PLACE ON SUNDAY 18TH FEBRUARY

It was reported that many residents took part and more litter than usual was picked up.

14.7 RESIDENT HAS REPORTED 8 BAGS OF FLY-TIPPING AT THE TOP OF SLATE LANE TO COUNCIL CONNECT

Received and noted.

14.8 THE PCAA REPORTED THAT A NEW COMMUNITY OWNED WEBSITE HAS BEEN SET UP TO PROVIDE INFORMATION ABOUT BRISTOL AIRPORT

The website can be found at : <http://www.bristolairportwatch.org.uk/> and any contributions should be sent to Judith Hoskin judithhoskin@live.co.uk

Received and noted.

14.9 A RESIDENT OF CHEWTON KEYNSHAM HAS REPORTED YET ANOTHER INCIDENT OF DAMAGE TO HER HOUSE FRONTAGE, CAUSED BY PASSING LARGE VEHICLES, TO B&NES COUNCIL

Plant pots have been broken, a CCTV camera has been knocked off the wall and about 5 metres of railings on the opposite side of the road have also been damaged.

Received and noted.

The Clerk has asked the resident to keep the Parish Council informed.

14.10 REFERENCE RECEIVED FOR REPORTED FADED 'SLOW' SIGN IN LANE NEAR WICK FARM, RANKERS LANE, COMPTON DANDO

Case Reference Number	268889
Enquiry Type	Road Marking Repair
Location	Rankers Lane. Compton Dando.

Received and noted.

It was requested that B&NES Council should be informed that the 'Slow' road markings on Fairy Hill have also faded (ACTION CLERK).

14.11 INFORMATION SESSION ON THE WEST OF ENGLAND JOINT SPATIAL PLAN, B&NES LOCAL PLAN AND HOUSING & EMPLOYMENT LAND AVAILABILITY ASSESSMENT WILL TAKE PLACE ON 6TH MARCH AT THE SOMER CENTRE IN MIDSOMER NORTON BETWEEN 6.00 – 8.00 PM

This session will update Town & Parish Councils on these projects and will outline the proposed approach for involving Town & Parish Councils in this work. At this stage attendance will be limited to 2

representatives of each Town/Parish Council. Please reply to george_blanchard@bathnes.gov.uk confirming attendees.

Received and noted.

15. REPORTS

15.1 PARISH HALL REPORT (APPENDED)

15.2 VILLAGE UPDATES

15.2.1 It was reported that Truespeed are working on the installation of Broadband in Queen Charlton village.

15.3 ALCA MEETING ON 24TH JANUARY 2018 (APPENDED)

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

16.1 GDPR – data protection officer

16.2 GDPR – Parish councillors email addresses

16.3 The Clerk's Performance Management review

**DATE OF NEXT MEETING IS 20th MARCH 2018 AT 8.00PM IN COMPTON DANDO PARISH HALL
THIS WILL BE PRECEDED BY THE WOOLLARD VILLAGE MEETING AT 7.30PM AND THE COMPTON DANDO VILLAGE
MEETING AT 7.45 PM**

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		

NOTICE OF MAKING OF AN ORDER

HIGHWAYS ACT 1980

Bath and North East Somerset Council

**Bath and North East Somerset Council (Public Footpaths BA8/51 and BA8/52,
Acres End, Compton Dando) Public Path Diversion Order 2018**

To: Ms Susan Smith
Of: Clerk to Compton Dando Parish Council, 28 Kenilworth Drive, Willsbridge,
Bristol, BS30 6UP

The above order made on 18th January 2018 under section 119 of the Highways Act 1980, will divert:-

- The public footpath running from grid reference ST 6501 6462 (point C on the Order Map) and proceeding in a generally northerly direction for approximately 11 metres to a junction with Public Footpath BA8/52 at grid reference ST 6501 6463 (point B on the Order Map) and turning in a generally northwesterly direction for approximately 11 metres to grid reference ST 6501 6464 (point D on the Order Map); and
- The public footpath running from a junction with Bathford Hill at grid reference ST 6478 6456 (point A on the Order Map) and proceeding in a generally east-northeasterly direction for approximately 241 metres to a junction with Public Footpath BA8/51 at grid reference ST 6501 6463 (point B on the Order Map);

to a line running from:

- Grid reference ST 6501 6462 (point C on the Order Map) and proceeding in a generally northwesterly direction for approximately 18 metres to a junction with Public Footpath BA8/52 at grid reference ST 6500 6463 (point K on the Order Map) and turning in a generally northeasterly direction for approximately 8 metres to grid reference ST 6501 6464 (point D on the Order Map); and
- a junction with Bathford Hill at grid reference ST 6482 6455 (point E on the Order Map) and proceeding in a generally northerly direction for approximately 22 metres to grid reference ST 6483 6457 (point G on the Order Map) and turning in a generally east-northeasterly direction for approximately 191 metres to a junction with Public Footpath BA8/51 at grid reference ST 6500 6463 (point K on the Order Map);

as shown on the order map.

A copy of the order and the order map have been placed and may be seen free of charge at The One Stop Shop at Civic Centre, Market Walk, Keynsham during normal office hours. Copies of the order and map may be bought from the Council at the price of £5.00 – to purchase please telephone 01225 394161.

Any representations about or objections to the order may be sent in writing to the Public Rights of Way Team, Bath and North East Somerset Council, Lewis House, Manvers Street, Bath, BA1 1JG not later than **22nd February 2018**. Please state the grounds public by the Council and that the substance of any representation together with the name and address of the person making it will become available for public inspection.

If no such representations or objections are duly made, or if any so made are withdrawn, the Bath and North East Somerset Council may confirm the order as an unopposed order. If the order is sent to the Secretary of State for Environment, Food & Rural Affairs for confirmation any representations or objections which have not been withdrawn will be sent with the order.

Public Rights of Way Team
Bath and North East Somerset Council
Lewis House, Manvers Street
Bath BA1 1JG
Dated: 25th January 2018


Kelvin Packer
Group Manager: Highways & Traffic

PUBLIC PATH DIVERSION ORDER

HIGHWAYS ACT 1980

BATH AND NORTH EAST SOMERSET COUNCIL

**BATH AND NORTH EAST SOMERSET COUNCIL
(PUBLIC FOOTPATHS BA8/51 AND BA8/52, ACRES END, COMPTON DANDO)
PUBLIC PATH DIVERSION ORDER 2018**

This order is made by Bath and North East Somerset Council ("the authority") under section 119 of the Highways Act 1980 ("the 1980 Act") because it appears to the authority that in the interests of the owners of the land crossed by the footpaths described in paragraph 1 of this order it is expedient that the line of the paths should be diverted.

Mrs J Thomas has agreed to defray any expenses which are incurred in bringing the new site of the paths into a fit condition for use by the public.

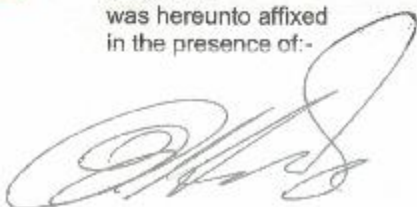
BY THIS ORDER:

1. The public rights of way over the land situated at Acres End, Bathford Hill, Compton Dando and shown by bold continuous lines on the map contained in this order and described in Part 1 of the Schedule to this order shall be stopped up after seven days from the date of confirmation of this Order or from the date that the authority certifies that work has been carried out to bring the site of the new public footpaths mentioned in Article 3 into a fit condition for use by the public, whichever is the sooner.
2. No statutory undertakers rights are affected by this order.
3. There shall be at the end of seven days from the date of confirmation of this Order, or at the date that the authority certifies that work has been carried out to bring the site of the public footpaths into a fit condition for use by the public, whichever is the sooner, public footpaths over the land situate at Acres End, Bathford Hill, Compton Dando described in part 2 of the Schedule and shown by bold broken lines on the map contained in this order.
4. The rights conferred on the public under this order shall be subject to the limitations and conditions set out in Part 3 of the Schedule.

Given under the Common Seal of the Bath and North East Somerset Council on the 18th day of January 2018.

The COMMON SEAL of the
BATH AND NORTH EAST SOMERSET
COUNCIL

was hereunto affixed
in the presence of:-



Authorised signatory



8732

SCHEDULE

PART 1

DESCRIPTION OF SITE OF EXISTING PATH OR WAY

The full width of a section of Public Footpath BA8/51 commencing from grid reference ST 6501 6462 (point C on the Order Map) and proceeding in a generally northerly direction for approximately 11 metres to a junction with Public Footpath BA8/52 at grid reference ST 6501 6463 (point B on the Order Map) and turning in a generally northwesterly direction for approximately 11 metres to grid reference ST 6501 6464 (point D on the Order Map).

The full width of Public Footpath BA8/52 commencing from a junction with Bathford Hill at grid reference ST 6478 6456 (point A on the Order Map) and proceeding in a generally east-northeasterly direction for approximately 241 metres to a junction with Public Footpath BA8/51 at grid reference ST 6501 6463 (point B on the Order Map).

PART 2

DESCRIPTION OF SITE OF NEW PATH OR WAY

A section of public footpath commencing from grid reference ST 6501 6462 (point C on the Order Map) and proceeding in a generally northwesterly direction for approximately 18 metres to a junction with Public Footpath BA8/52 at grid reference ST 6500 6463 (point K on the Order Map) and turning in a generally northeasterly direction for approximately 8 metres to grid reference ST 6501 6464 (point D on the Order Map).

Width: 2 metres between grid reference ST 6501 6462 (point C on the Order Map) and grid reference ST 6501 6464 (point D on the Order Map).

A public footpath commencing from a junction with Bathford Hill at grid reference ST 6482 6455 (point E on the Order Map) and proceeding in a generally northerly direction for approximately 22 metres to grid reference ST 6483 6457 (point G on the Order Map) and turning in a generally east-northeasterly direction for approximately 191 metres to a junction with the Public Footpath BA8/51 at grid reference ST 6500 6463 (point K on the Order Map).

Width: 2 metres between grid reference ST 6482 6455 (point E on the Order Map) and grid reference ST 6500 6463 (point K on the Order Map).

PART 3

LIMITATIONS AND CONDITIONS

None

There is almost nothing to report from the last month. Bookings are at healthy levels and, in terms of the risk of flooding, the weather has been benign.

An external security light has been fitted above the emergency exit, making it much safer, should it be necessary to use it “in anger”.

We continue to liaise with the Parish Council over matters such as possible changes to the wheelchair access, the paving slabs on the footpath along the front of the Hall and the possibility of erecting bollards on the roadside to prevent the parking that leaves the grass bank so unsightly and brings mud into the Hall.

John Dottridge

Notes from Avon Local Councils Association meeting on Wednesday 24th January 2018

Report from ALCA Regional Committee.

- Election of the Committee – The same people have been elected to the posts.
- The AGM was positive and went well. The next agenda is Health & Wellbeing.
- GDPR was discussed, further information below.
- Transparency code – Funds are still available for those that have not submitted and application. Funding closes mid-February 2018
- Next regional committee meeting will be in Weston-Super-Mare
- 12th April 2018 – Frome Conference – recommended.
- Feedback from National Organisation – There is no threat of precept capping.
- CIL funding – There will campaigning to ensure that CIL money is forwarded to the locality where the development occurred.
- Libraries and cuts
- WECA – It is essential that communications within the west extend to the wider West Country.
- Auditing – Auditors involvement in the future with TC's and PC's.

GDPR

- NALC is still waiting for more information and comments on their GDPR Guidance notes.
- A good start is the ICO website – follow the 12 steps.
- Required to conform – Data Processor – This is the Clerk & Data Controller – role to appointed.
- Beware lots of commercial companies are offering the service of Data Controller and the fees can extortionate.
- It may be possible to ask a clerk from another PC to be your Data Controller.
- NALC are doing a lot of work on this and hope to offer a network of Data Controllers in the future.
- ALCA are advising TC's and PC's to keep calm and carry on as normal. Do not pay any money for services until advice is received from ALCA. B&NES however are

concerned that the May compliance date is fast approaching and their legal team and advising councils to work towards the May deadline for compliance.

- There will more ALCA training on GDPR arranged.
- The problem arises where GDPR gives Parishioners the right to challenge a PC's data control system.
- Storing data – old job applications should not be retained for more than three months.

Internal and external audit arrangements

- Those Councils with a total income of £25,000 will have PJ Littlejohn as their auditors unless they appoint their own. All info regarding the audit process is on their website.
- Councils with an income of less than £25,000 DO NOT need to be externally audited but still need to get accounts audited internally.
- All Councils will receive paperwork via email from P J Littlejohn and those with income less than £25,000 have to sign a Positively Exempt Certificate. The signing of this document needs to be recorded in the PC minutes.
- All annual returns still need to be published on the PC website the first meeting after the year end.
- A copy of a power point presentation on Internal and external audit arrangements will be sent to ALCA and Deborah will forward this to all Clerks.

Local Government Finance Settlement

- B&NES Council will be receiving NO new money from Central Government.
- A 2% - 3% increase will trigger a referendum so the unitary Authority have their hands tied.
- Adult and Social Care is taking up a huge chunk of the local authority budget.
- Several areas in the country are being selected as pilot areas where business rates instead of going to Central Government will be collected in and spent in the same town/village.
- Currently, there is no cap on how much a PC/TC can increase their budget by but this may change in the future and this will have to be taken into consideration when planning 2019/2020 budgets.
- The recommendation is for the next three years to hold and improve so that there is a good reserve for the Council.
- If capping is brought in it must be remembered that if a referendum is called costs may equate to more than the actual financial increase gained from a percept % request.

Local Government Review (Wards)

- The number of Councillors has been reduced to 59. There will be 36 wards and there will be 29 boundary changes. The changes are required to even up the number of ward councillors
- PCs/TCs have until 19th February to challenge.
- Some PCS are challenging the changes to the wards as they do not reflect the community identity.
- The new ward boundaries come into force on 8th May 2018.

Update from Parish Liaison meeting – October 2017

- Broadband vouchers are available from B&NES to help get connected to faster broadband.

- Giga Band Clear are picking up some of the Connecting Somerset – Cornwall contracts and ultra-fast broadband will be rolled out between now and early 2019. This includes the village of Woollard.

Other updates

- ALCA are holding the next Planning in Plain English training course on 17th March 2018.
- There will be a course for Clerks on VAT. Important to remember that Parish Council's and Town Council's cannot claim VAT back on any building works.
- A course is to be arranged on social media.

Emerging W of E and JSP

- The consultation closed on 10th of month – the final draft will go to the inspector in early 2018.
- B&NES Local Plan consultation finished on 10th January. The inspection of this will follow after that of the JSP document.

Parish Charter Review (Notes appended)

Suggestions for next meeting – Parish Liaison 21st Feb 2018

- 2019 cuts to Parish Sweeper Scheme. A workshop needs to be set up and all parishes consulted properly.
- Joint Transport Strategy
- BANES budget up date
- Libraries update
- Footpaths – Rights of Way legislation change
- Issues of Social Care in B&NES and how it is being managed.

Future meetings

B&NES ALCA Area Group 19:30	B&NES Council Parishes Liaison 18:30
Wed 9 th May 2018	Wed 28 th February 2018
Wed 19 th September 2018 - Saltford	May/June 2018 TBC
Wed 23 rd January 2019	Wed 24 th October 2018
	Wed 20 th February 2019

Date of next ALCA meeting Wed 9th May at Whitchurch village Hall

Update on the Parish Charter for presentation at the ALCA meeting on 24th January 2018

On Thursday 18th January 2018, the Parish Charter Review Working Group considered all proposed amendments and comments to the Final Draft of the Parish Charter between B&NES and Town, Parish and Village Councils. Many amendments and comments were received and every single submission was considered.

The Parish Charter Review Working Group members thank everyone for their input. Thanks was also expressed to all members of the Parish Charter Review Working Group for putting the document together.

The amended Parish Charter will now be presented for feedback from other parties following a timetable as follows:-

- 21st February 2018 - Presentation of the Charter to B&NES Senior Management Team and Divisional Directors Group.
- 12th March 2018 – Presentation of the Charter to the B&NES Council CTE Over View and Scrutiny Panel.
- 11th April 2018 – Presentation of the Charter to Cabinet.
- 10th May 2018 – Presentation of the Charter to B&NES full Council for sign off at the AGM of Council.
- The final Parish Charter document will be prepared between August and September for adoption by Cabinet, Full Council. ALCA will adopt the Parish Charter at its AGM on 19th September 2018.

At present, the Parish Liaison agendas are set through consultation between the Council and parish councils, allowing for full ALCA input into the process. As part of the Parish Charter Review, the Council and ALCA will seek to formalise this arrangement. Subject to agreement, we will explore the option of utilising a Parish Charter Steering Group for this purpose, with appropriate Terms of Reference.

The Terms of Reference for this new, Parish Charter Steering Group will be inserted into the Parish Charter.

It is hoped that the Parish Charter Steering Group will meet four times a year to consider any enquiries and matters that arise from the Parish Charter. A dedicated mail box will be set up via the B&NES website for submission of such enquiries and matters. It is proposed that one of the four Parish Charter Steering Group meetings will be used to undertake an annual review of the Parish Charter. This will ensure that it continues to be an up to date and living document. The Steering Group will also be tasked with producing an annual report that will be presented at the ALCA AGM annually.