

COMPTON DANDO PARISH COUNCIL

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

PRESENT: D Drury (Chair), P Paget (Vice-Chair), A Dawes (AD), C Willows (CW), T Butler (TD), J Davis (JD), H Maggs (HM) and 13 parishioners.

IN ATTENDANCE: S Smith (Clerk)

MINUTES OF A PARISH COUNCIL MEETING

HELD ON 20TH MARCH 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:**
Three notifications of interest were received:
An interest in item 7.1 by Councillor DD
An interest in item 7.1 by Councillor PP
An interest in item 8.1 by Councillor HM
3. **QUESTIONS ON NOTICE BY MEMBERS**
None

4. **MINUTES OF THE PREVIOUS MEETING HELD ON 20th FEBRUARY 2018**

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

5. **FINANCE**

5.1 Finance Report for Compton Dando Parish Council 20/03/2018 Bank Reconciliation for 27/02/2018

The attached Bank Reconciliation was received and noted.

5.2 Schedule of Expenditure for 01/04/2017 to 20/03/2018

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

5.3 Parish Hall Payments for 20TH March 2018

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

Chq. No	Payee	Description	Amount
1050	Compton Dando Parish Council	Fuel Oil	£499.50
1051	L Fox	Consumables	£58.72
1052	H Dottridge	Lottery Prizes	£50

5.4 TO RECEIVE A LATE S137 GRANT REGISTER OF INTEREST

The register of interest was for a grant for the WWI Commemorative Tea and new noticeboards.

The late register of interest was ACCEPTED.

5.5 TO DECIDE WHAT TO DO ABOUT THE PARISH HALL BANK ACCOUNTS WHEN NAT WEST CLOSES IN JUNE THIS YEAR

It was decided that the best course of action was to collect paying-in envelopes from the bank before it closes as these can be used at any post office.

5.6 THE ANNUAL RENEWAL OF MALWAREBYTES HAS BEEN CONFIRMED AND PAID

Received and noted.

A request to remind applicants that this is not a decision to award the grant and that all documents must be received by 31 March 2018 (ACTION CLERK).

6. TO RECEIVE UPDATES ON PROGRESS OF RESOLUTIONS FROM THE CDPC MEETING HELD ON 20th FEBRUARY 2018: Item 7.7

6.1 COST OF PROTECTION OF CORONATION TREE TRAFFIC ISLAND – CLLR CW

Carried forward.

7. MATTERS FOR DISCUSSION/DECISION

7.1 PREPARING FOR GDPR – TO DISCUSS STEP 7 CONSENT

How consent is sought, recorded and managed needs to be reviewed and any changes made.

Carried forward.

7.2 PREPARING FOR GDPR – TO DISCUSS STEP 8 CHILDREN

To consider if steps need to be put in place to verify and individual's age and to obtain parental or guardian consent for any data processing activity.

Carried forward.

7.3 PREPARING FOR GDPR – TO DISCUSS STEP 9 DATA BREACHES

To consider if the right procedures are in place to detect, report and investigate a personal data breach.

Carried forward.

7.4 TO DECIDE WHETHER TO TAKE PART IN THE REVIEW OF LOCAL GOVERNMENT ETHICAL STANDARDS

The consultation questions can be found at:

<https://www.gov.uk/government/consultations/local-government-ethical-standards-stakeholder-consultation>

The consultation closes on 18th May 2018

Carried forward.

7.5 TO DECIDE ON THE APPOINTMENT OF A DATA PROTECTION OFFICER

The Local Council Public Advisory Service (LCPAS) could provide this service along with a package of support for an annual charge of about £150.

LCPAS also offer two packs at a cost of £30 each, which are free to subscribers. These provide templates and advise.

There was uncertainty about this newly formed company so it was suggested that research should be done (ACTION CLERK).

7.6 TO DISCUSS THE ARRANGEMENT FOR PARISH COUNCILLOR'S EMAIL ADDRESSES WITH REFERENCE TO GDPR

It was reported that Councillors must not use their personal email for Parish Council work under the GDPR regulations and need to create one solely for use for Parish Council business (ACTION ALL COUNCILLORS).

7.7 TO DECIDE ON A DATE FOR THE CLERK'S PERFORMANCE MANAGEMENT REVIEW

Carried forward.

7.8 TO DECIDE IF A RESIDENT OF QUEEN CHARLTON VILLAGE, WHO HAS OFFERED TO ERECT WOODEN POSTS TO PREVENT VEHICLES DRIVING AROUND THE CHICANE ONTO THE GRASS VERGE, CAN DO SO

Contact will be made with B&NES Council once ideas for the structure have been finalised (ACTION CLLR CW).

7.9 TO DECIDE ON THE COURSE OF ACTION FOR A SURVEY OF RESIDENTS IN BURNETT VILLAGE FOR THEIR OPINION ON BURNETT AS A CONSERVATION VILLAGE

At this point the Clerk chaired the meeting because the Chair and Vice- Chair had declared an interest.

The Chair had requested a Dispensation, which had been granted by the Clerk, to read out a statement at this point.

This stated that a decision had been taken by the Parish Council (minuted October 2016) that the Parish Council would not take any further action until they were instructed to do so by the village of Burnett residents.

A statement was then read out by a parishioner.

To summarise, this stated that some residents of Burnett had been excluded from the survey as they were not home owners and the survey was considered undemocratic. A request was made for the Parish Council Clerk to send unbiased, balanced information and then survey all residents on the Electoral Register.

The Clerk reported that she had spoken to a member of the Planning Department at B&NES Council who said usually there is not a vote by residents of the village as a conservation appraisal was usually parish council lead.

The Clerk also read out what John Davey, a Conservation Consultant who works for B&NES Council, had said in an email concerning the appraisal process:

When the council carries out public consultations on topics such as conservation area designations, it would not normally consult each household individually.



It carries out a broad public consultation exercise which is inclusive for anyone to respond to, including those not necessarily resident. The public are made aware of the consultation through publicity in local press, parish & church magazines and newsletters, posters displayed locally, drop-in events, use of the council's web site and so on.

Relevant groups/organisations (such as Parish Councils) would be specifically consulted.

The Clerk reminded everyone that the cost of the appraisal would have to be funded by the village of Burnett residents.

The general feeling was that the villagers needed to decide amongst themselves.

It was suggested that there should be an agreed, acceptable method of voting and everyone on the Electoral Register was considered to be appropriate.

It was reported that Historic England in their Guidance on the Management of Conservation Areas, suggest that both residents and homeowners are consulted.

Another suggestion was a two-stage system. Firstly, to see if villagers would agree to the format of the survey and then to take part in the survey.

It was also suggested that legal advice should be sought but there were concerns over the cost.

It was reported that the Parish Council are members of NALC (National Association of Local Councils), ALCA (Avon Local Councils Association) and SLCC (Society of Local Council Clerks), all of which could give free advice if they were able.

The Parish Councillors unanimously DECIDED that the best place to start, was to seek advice from NALC/ ALCA and SLCC.

The Clerk reported that this item would be on the agenda again once suitable advice had been received.

7.10 TO DECIDE IF A BEACON SHOULD BE LIT TO COMMEMORATE WW1 AT 7 PM ON SUNDAY 11TH NOVEMBER

This would be part of a nationwide event called 'Battle's Over – a Nation's Tribute & WWI Beacons of Light.

It was DECIDED that this should be a village lead event and that all information should be circulated to parishioners (ACTION CLERK).

8. PLANNING APPLICATIONS RECEIVED

8.1 18/00653/FUL Bristol Outdoor Pursuits Common Wood Hunstrete Marksbury Bristol BS39 4NT Change of use of part of a building currently used as storage and as ancillary facilities to an outdoor pursuit use (quad biking and paintball) to a dog training centre (Use Class Sui Generis).

Compton Dando Parish Council SUPPORT this application for the following reasons:

Externally there will be no change so the amenity of neighbours (light, access, noise) will be preserved (Policy D2 page 28 LP). There will be no expected impact on flora and fauna (Policy D2 page 28 LP).



The slight increase in traffic was thought acceptable and the parking arrangements are satisfactory (Policy D2 page 28 LP).

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

10.117/05899/FUL Priory Barn Vicarage Lane Compton Dando Bristol Bath And North East Somerset
Erection of garden room following demolition of existing conservatory. (CDPC support Jan 2018)

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 REQUEST TO HAVE FLOOD WARNING SIGNS REMOVED IN BURNETT

Case Reference Number	269672
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It was reported that the warning signs have now been removed.

14.2A RESIDENT HAS REPORTED TWO LARGE POTHoles ON FAIRY HIL TO COUNCIL CONNECT

Received and noted.

14.3 WATER SEEPING THROUGH THE PAVEMENT IN WOOLLARD VILLAGE REPORTED TO THE CLERK BY A RESIDENT HAS NOW BEEN REPORTED TO B&NES COUNCIL AND BRISTOL WATER

A case reference of 271625 has been sent by B&NES Council.

It was reported that the Bristol Water had also come out but no action has yet been taken by either B&NES Council or Bristol Water.

14.4 NEW BOLLARDS HAVE BEEN PUT UP OUTSIDE THE PARISH HALL

Received and noted.

15. REPORTS

15.1 PARISH HALL REPORT

The Clerk reported that after due consideration there was nothing to report.

15.2 VILLAGE UPDATES

15.2.1 It was reported that Councillor CW would be attending the PCAA meeting on 22nd March and would be presenting a detailed report on Bristol Airport finances.

15.2.2 The Clerk read out the following update from John Davey on the draft Conservation Appraisal of Queen Charlton village:

The democratic process required is virtually completed. By the end of March, the council will have agreed adoption of the appraisal and management plan. We then have to place a notification in the London Gazette.

I will contact the Parish Council when this completed to confirm for you.

15.2.3 It was reported that there was a puddle by Wick's Farm in Rankers Lane. It was DECIDED to monitor it.

15.2.4 It was reported that the bench in Woollard village had now been repaired and was looking much improved.

15.3 PARISH LIAISON MEETING ON 28TH FEBRUARY – CLLR DD AND THE CLERK (APPENDED)

15.4 WEST OF ENGLAND SPATIAL PLAN INFORMATION SESSION 6TH MARCH 2018 – CLLR PP

It was reported that the plan was working towards considering 400 different sites for new building and this would be reduced to 140 sites once suitability based on the ecology, flooding, heritage etc. had been assessed. It was said that it was up to the parish councils to work with them on further assessment.

It was reported that there are none of these sites in Compton Dando Parish but some are on the border and the question asked if parish councils on the border would be consulted, was not properly answered.

It was said that they are learning from mistakes that had been made when Green Belt had been built on in the past.

It was reported that there are two places for training on the Local Plan and HELAA on 3rd May in Timsbury from 3 – 7 pm. Details will be forwarded to Councillors (ACTION CLERK).

15.5 KEYNSHAM AREA FORUM 19TH MARCH 2018

This meeting was cancelled due to the weather conditions.

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

None.

DATE OF NEXT MEETING IS 17th APRIL 2018 AT 8.00PM IN COMPTON DANDO PARISH HALL



THIS WILL BE PRECEDED BY A SOLE TRUSTEES MEETING AT 7.30PM

THE MEETING CLOSED AT 9.30 PM

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

17th April 2018

Signed (Chairman).....



Bank Reconciliation
Compton Dando Parish Council

Meeting Date: 20/03/2018

Prepared by: Clerk Susan Smith
Approved by: Chair

Date:
Date:

08/03/2018
20/03/2018

Bank Reconciliation Date:
Bank Balance at Date:
Unpresented cheques
Bank Balance less unpresented cheques

27/02/2018
9,815.15
870.34
8944.81

Cashbook Balance at Date

8944.81

Unpresented cheques

18/10/2017 CDCA for Defibrillator maintenance/£001346	110.34
20/02/2018 Refund to BANES overpayment on CE	1384 260.00
20/02/2018 Compton Dando Nomads Cricket Clul	1387 500.00

Unpresented cheques 870.34

Cheques to be paid

Description	Cheque No	Amount
NALC and ALCA Membership 2018 to 20 001389		103.38
Queen Charlton village hall hire	001390	8
Clerks Salary and Expenses + Malwareby 001391		388.19



Financial Report	From	01/04/2017	To	20/03/2018	
	Net	Budget	Variance	%Variance	
Clerk's Salary	3598.81	4133.20	-534.39	-12.93%	National Pay increase Apr 2017
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 \$137 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%	3-year contract reduced fee
Memberships and Subs	216.00	267.24	-51.24	-19.17%	NALC/ALCA still to be paid
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		

NOTES ON PARISH LIAISON MEETING 20TH FEBRUARY 2018

UPDATE – CLLR CHARLES GERRISH

The Joint Local Transport Plan is being incorporated into the Joint Spatial Plan. There will be further consultations.

WECA – West of England Combined Authority – is closely linked to the Local Enterprise Partnership (this includes N. Somerset). The same staff will be used as they are in place which will help lower costs. WECA Funding Streams:

LEP Funding; Revolving Infrastructure Fund; Local Growth Fund; Economic Development Fund; Sustainable transport Package

WECA Funding:

Gain share Funding is to be used to improve the transport infrastructure; Housing Infrastructure Fund; Housing Deal.

Projects relevant to the area:

- JTS – highway infrastructure to support development in Keynsham North and Whitchurch.
- East of Bath Link.
- A37 to A362 Improvements
- Hick's Gate roundabout A4174 link to A4.
- Freezing Hill Lane junction – study to improve access to Lansdown Park and Ride.
- Employment Support Innovation Pilot.

LEP Projects relevant to the area (there are 11 in total):

- Sustainable Transport Fund – provision of mixed use and cycling in Keynsham.
- Metro west Phase 1

More funding will become available over the coming months as WECA matures. BANES bids for opportunities where they allow the progression of economic growth in the region.

FINANCE UPDATE – CLLR CHARLES GERRISH

80% of the revenue budget will go on adult and social care. The aim is to identify further savings and increase innovation and efficiency and find new sources of income. Staffing levels will be reduced by 15% as part of the efficiencies. Money as below has been allocated:

£3.9 million – adult care services

£3.1 million increase on children's services

£3.7 million increase for schools

£19 million over 2 years on roads and transport

Help for carers by reductions in council tax

£3 million per year to support affordable housing

£18 million on school buildings

£3 million towards the libraries programme

Funding for superfast broadband

Lewis House had been refurbished and the space made available due to staff reductions will be rented out. Hoping to get Government permission for a Tourism Levy and to put business rates on student accommodation.

Council Tax will rise by 1.95% - a maximum amount of 3.1% could have been charged.

The long-term aim is for BANES to become self-sufficient.

There will only be a charge for by-elections but there will be exemptions related to deaths. A budgeting figure was requested.

ECONOMIC AND COMMUNITY REGENERATION–CLLR PAUL MYERS

Planning Briefing

Once notification has been received of an application, the case officer can be contacted for help/information.

Policy Controls come into play once an application goes to committee.

Parish Sweeper

There is a meeting on the 5th March for users and non-users of the scheme to discuss issues.

Community Empowerment

54 projects have taken place, which bring in extra funding and voluntary hours.

Fix My Street

There is a delay on the release. Volunteers are going to work with the IT staff to iron out the problems.

Conference to Mark the 20th Anniversary of PLM

Options are being looked at and costs are also being considered. Date will be set for the autumn.

PARISH CHARTER UPDATE – CLLR PAUL MYERS AND ROSEMARY NAISH

84% of parishes have responded to the consultation and either agreed or strongly agreed with the content.

Aim - To create a framework in order to work together.

Five Chapters set out the Core Principles. There is a Toolkit to help use the information.

BANES need to have their understanding of the Charter raised and there needs to be improved communications both ways.

The role of the Working Group will continue.

UPDATE ON MODERN LIBRARIES PROGRAMME – CLLR KAREN WARRINGTON

Keynsham was now up and running. Midsomer Norton were going to integrate the library and One-Stop Shop and the same is happening in Bath. Saltford library is going to be run by the Saltford Community Association and will also include the post office. In Paulton the Parish Council are looking into taking it on. In Radstock it will be taken into the doctor's surgery. Timsbury and Stowey Sutton are consulting with the community; Chew Valley School will incorporate the library. There is no permanent library in Peasedown St John.

The mobile library service is being reviewed. 15-minute stop overs are not long enough. May be able to stay longer in some areas once the new libraries are up and running.

PLANNING CiL ALLOCATION AND PROCESSES – SIMON DE BEER

The charging policy will be renewed this year. It is decided annually but is part of a long-term programme to ensure a co-ordinated approach.

Some of S106 funding is now becoming CiL funding. 15% goes to parish councils with a cap of £100 per dwelling.

CiL is split into Strategic (goes to BANES) and Local goes to parishes and town councils.

The Regulation 123 List (appended) states what CiL funding can be spent on – to be used within 5 years on infrastructure.

During July to September BANES will approach parish and town councils to see if some of the Strategic Funding could be used in their areas.

CiL funding expenditure needs to be published on parish and town council websites.

**Bath and North East Somerset Council Community Infrastructure Levy
Infrastructure List (Regulation 123 list)
April 2015**

The following comprises Bath & North East Somerset Council's Draft Infrastructure List (Regulation 123 list), which includes the infrastructure that the Council may apply CIL revenues to.

Infrastructure List (Regulation 123 list)

- Strategic Transport Infrastructure including cycling and walking infrastructure, and public transport (excluding development specific mitigation works on, or directly related to, a development site)
- Green infrastructure to deliver the requirements set out in the Green Infrastructure Strategy, including specific green space requirements identified in the Green Space strategy (excluding on site provisions)
- The Early Years provision set out in the Childcare Sufficiency Assessment (Except for the Whitchurch Strategic Site and Bath Western Riverside Charging Zone proposal)
- School Schemes set out in the Schools Organisation Plan (Except primary schools and places required by strategic site and the Bath Western Riverside Charging Zone proposals)
- Social Infrastructure, including social and community facilities, sports, recreational, play infrastructure and youth provision, and cultural facilities (excluding on site provisions)
- Strategic Energy Infrastructure (excluding on site provisions)
- Health and Well-being Infrastructure (excluding on site provisions)
- Strategic Waste Facilities
- Strategic Flood Risk Management Infrastructure (excluding on site provisions)

