

**The Parish Council's Website contains lots of useful information  
and can be found at**  
[www.comptondandopc.org.uk](http://www.comptondandopc.org.uk)

## **COMPTON DANDO PARISH COUNCIL**

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

**PRESENT:** P Paget (Vice-Chair), A Dawes (AD), T Butler (TB), H Maggs (HM), B ter Haar (BT) and T Bartlett (TBt)

**IN ATTENDANCE:** S Smith (Clerk)

## **MINUTES OF A PARISH COUNCIL MEETING**

**held on the 20<sup>th</sup> June 2023**

### **1. Apologies for absence (Local Government Act 1972, s 85 (3))**

Councillor D Drury and Ward Councillor A Streatfeild-James (AJ)

### **2. Notification of any member's personal or prejudicial interest in any item on the agenda:**

Councillor HM on item 8.2 as Treasurer of the Compton Dando Community Association (CDCA) and Councillor BT on item 8.2 as Secretary of the CDCA.

### **3. Questions on notice by members**

None

#### **4.1 To confirm the minutes of the previous meeting held on the 16<sup>th</sup> May 2023**

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

#### **4.2 To confirm the minutes of the Annual Meeting of the Parish Council held on 16<sup>th</sup> May 2023**

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

### **5. Ward councillor's update**

1. Alison SJ apologises for not being able to attend on 19 June. If any matters arise during the meeting or as a result of this report which require my attention, please do contact me, I am happy to talk to you or meet you on a separate occasion.

2. Update on composition of the new Council

B&NES leadership group (councillors) – The cabinet:

- Leader: Cllr Kevin Guy
- Deputy Leader (Climate Change and Sustainable Transport): Cllr Sarah Warren
- Deputy Leader (Council priorities and Delivery): Cllr Dave Wood
- Built Environment and Housing (sustainable development): Cllr Matt McCabe
- Highways: Cllr Manda Rigby\*

- Adult Services: Cllr Alison Born
- Childrens' Services: Cllr Paul May
- Resources: Cllr Mark Elliott
- Neighbourhood Services: Cllr Tim Ball
- Economic and Cultural (sustainable development): Cllr Paul Roper
- (\* Cabinet project lead - Cllr Lucy Hodge co-ordinating Transport Improvement Programme, Highways Maintenance Program, Community Infrastructure Levy).

Other relevant positions:

- Cllr Duncan Hounsell is Chair of the B&NES Planning Committee
- Cllr Alison Streatfield-James is a member of the West of England Combined Authority (WECA) overview and scrutiny committee
- Chair of the Council is Cllr Sarah Moore (Lib Dem)
- Vice- Chair of the Council is Carol Walker (Independent)

3. Any resident can speak in public time to the full Council (meets in the Guildhall, Bath) or in public time at cabinet meetings (meets in the Guildhall and Keynsham Civic Centre). Contact democratic services: 01225 394435 [Democratic\\_services@bathnes.gov.uk](mailto:Democratic_services@bathnes.gov.uk) (note the underscore)

One representative of the Parish Council can speak for 3 minutes to the planning committee on any planning application on the agenda that is in the Parish Council area.

4. The liveable neighbourhood road closure at Queen Charlton public consultation period has now closed. BANES will undertake a smaller consultation with local residents within a defined distance from the road closure in the light of the responses from the wider consultation and to discover local residents' views now that the scheme has been in place for over 6 months prior to a final decision being taken.
5. The West of England Combined Authority (WECA) is expected to announce proposals and begin consultation on the A4 corridor and Metrobus+ during June.
6. Free school meal vouchers for school holidays continues until Easter 2024 B&NES has secured a government grant that will enable families in Bath and North East Somerset who receive benefit-related free school meals to continue to be supported with food costs during school holidays until the end of Easter next year.
7. Please use FixMyStreet <https://fix.bathnes.gov.uk> or [council\\_connect@bathnes.gov.uk](mailto:council_connect@bathnes.gov.uk) (Note the underscore) to report problems such as full litter bins to BANES. An emergency to report to BANES is anything that involves public safety where there is a present danger e.g., significant broken glass, missing manhole cover, fallen tree on highway or pavement - Phone BANES on 01225 39 40 41 (listen to the options – emergency is option 9). It is advisable that every parish councillor makes a note of this number
8. Reminder of info given in relation to Keynsham Recycling Centre:

The first part of the new Keynsham Recycling Centre is open to the public at Pixash Lane, access via Pixash Lane.

Opening hours: Mon – Fri 8am – 4.15pm; Sat 9am – 3.45pm; Sunday 9am – 1pm

<https://beta.bathnes.gov.uk/keynsham-recycling-centre>

9. Westlink bus service is now in operation for the regions and can be booked via the app or by phone. Details are on the Westlink website (below). It operates outside of Bath and Bristol city centres and operates to take passengers from where they are to a main bus route. Alison and Duncan would be interested in any feedback from local people as to their experiences in using this service.

<https://travelwest.info/westlink/#what>

10. [There will be a road closure on the Wellsway in Keynsham this summer. Full details are in the email to me which I have sent to your clerk; in short the B3116 Wellsway will be closed to through between the Rockhill Estate to the junction with the Bath Road outside the New Inn pub from 24 July for 12 weeks for vital sewage system replacement works.](#)

Received and noted.

## 6. Finance

### 6.1 Finance Report for Compton Dando Parish Council 18/06/2023

#### Bank Reconciliation for 23/05/2023

The attached Bank Reconciliation was received and noted.

### 6.2 Schedule of Expenditure for 01/04/2023 to 18/06/2023

The attached Schedule of Accounts was approved.

### 6.3 Parish Hall Payments for 18/06/2023

The Schedule of Accounts was approved and the payments will be made by the Clerk with delegated power, using internet banking.

Payee	Description	Amount
H Dottridge	Lottery Prizes	50.00
C Cooper	Back dated salary increase	37.28
C Cooper	Consumables April	5.34
C Cooper	Consumables May	14.48
Compton Dando PC	Heating oil	549.00

### 6.4 To receive the internal audit report for the financial year ending 31<sup>st</sup> March 2023

Received and noted.

### 6.5 To approve and sign section 1 of the annual governance and accountability return 2022/2023

Section 1 of the AGAR was APPROVED and SIGNED.

### 6.6 To approve and sign section 2 of the annual governance and accountability return 2022/2023

Section 2 of the AGAR was APPROVED and SIGNED.

## **6.7 To announce the notice of public rights to view the accounts for the financial year ended 31 March 2023**

The right to inspect commences on Monday 26<sup>th</sup> June and finishes on Tuesday 8<sup>th</sup> August 2023.

Received and noted.

## **6.8 Bath & NE Somerset Council (BANES) have notified the Parish Council that an amount of Community Infrastructure Levy (CiL) funding of £2,531.06 has been paid into the bank account from the planning application 18/04892/ADCOU Rosebank Common Lane, Compton Dando.**

The CiL money should be spent within 5 years, unless BANES has been notified of a reason to delay the spending.

Received and noted.

## **6.9 To decide on a quote for the repair of the Millennium Green fence (details circulated prior to the meeting)**

It was DECIDED to go with the quote from Greenways GB for £1045.29. The Clerk will inform the companies of the decision made (ACTION CLERK).

It was DECIDED that some of the CiL funding should be used for the payment.

## **7. Clerk's Report**

### **7.1 Update on the DMMO for Park Copse appeal:**

The response from the Planning Inspectorate was as follows:

"In normal circumstances, you would expect to receive an Appeal Decision within 30 weeks of the Appeal being deemed Valid.

However, because of the backlog of cases still needing to be checked, this cannot be guaranteed. In addition, the availability of Inspectors to take cases can also delay them being dealt with."

### **7.2 Comments have been submitted to the consultation on Short-Term Lets.**

**7.3** Contacted BANES regarding a recommendation of anyone to repair the Millennium Green fence posts foundations and they suggested reporting the matter on FixMyStreet, but the land is not the responsibility of BANES. Three companies have now provided quotes.

### **7.4 Cracks on Compton Bridge have been reported on FixMyStreet following photos being sent to me.**

The reference number is **4663333**. A response has been received:

"I have been passed your enquiry about Compton Dando Bridge aka Turn Bridge. Thank you for reporting this issue, we are aware of the condition of the bridge and recognise that works are required to return the bridge to good condition. We have commissioned a specialist architect to carry out a full condition survey of the bridge. They will then specify repairs and apply for the listed building consent as well as the Ancient Monument consent.

Once these items of preparatory work have been completed, we can then tender the work required to specialist masonry contractors and ensure the work is in keeping with this historic bridge. It is likely that the actual works will not take place until next year.

I will keep you up to date with developments."

Received and noted.

## **8. Matters for discussion/decision**

### **8.1 To receive notice that the Parish Hall has been booked so that the Parish Council meetings can take place from the 1<sup>st</sup> Tuesday of the month from September 2023**

Received and noted.

### **8.2 To consider the S137 Grant Applications (details circulated prior to the meeting)**

#### **8.2.1 An application for £370 to rehang the noticeboard doors and re-seal the wood of the noticeboard opposite the Compton Inn**

It was DECIDED to grant £250 to this project.

#### **8.2.2 An application for £920 to replace 4 Perspex windows in the Cricket Club House, the labour will be given free by a local glazing company**

It was DECIDED to grant £750 to this project.

### **8.3 To review the Yearly Risk Assessment Summary Document**

It was DECIDED to carry this review forward to the July meeting as it was felt the title and layout of the document required amendment.

### **8.4 To review the Risk Assessment Schedule**

The schedule was APPROVED and SIGNED.

### **8.5 To review the Security Incident Response Policy**

The policy was APPROVED and SIGNED.

### **8.6 To review the GDPR Consent to Hold Information Form**

The form was APPROVED and SIGNED.

### **8.7 To review the Accident & Injury Record for the Clerk**

The form was APPROVED and SIGNED.

### **8.8 To decide on a course of action regarding BANES not giving receipts for licensing payments, so reclaims cannot be made – Councillor BT**

This has previously been on the agenda but has not been resolved.

The Clerk reported that she has been in contact with Licensing at BANES and they are looking into the possibility of issues with their software.

### **8.9 To receive notice that defibrillator training is arranged for Tuesday the 25<sup>th</sup> July in Compton Dando Parish Hall, starting at 6 pm**

Received and noted.

It was requested that a reminder be sent to the Councillors on the 10<sup>th</sup> July to circulate the information again to residents (ACTION CLERK).

## **9. Planning applications received**

### **9.1 23/01716/FUL 2 Culverhay, Compton Dando, Bristol BS39 4LQ**

**Proposal: Erection of 2-storey rear extension, front porch extension and raised patio to provide additional living accommodation**

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

There will be minimal change to the neighbours' amenities and to external lighting and no expected impact on the flora and fauna (Policy D6).

The design and materials are satisfactory, as is the scale, height and degree of the extension.

The drainage arrangements are satisfactory (Policy D1b).

### **9.2 23/01850/FUL Chewton Place, Chewton Road, Chewton Keynsham, Bristol**

**Proposal: External alterations for erection of railings on boundary wall.**

The Parish Council SUPPORT the application for the following reasons:

There is no impact on the flora and fauna (Policy D6).

The railings are in keeping with the property (Policy D1b).

However, regarding Highways impact some councillors felt the closeness of the rails will obscure visibility to an extent for drivers on this sharp bend and narrow lane, as did the old railings.

### **9.3 23/01851/LBA Chewton Place, Chewton Road, Chewton Keynsham, Bristol**

**Proposal: External alterations for erection of railings on boundary wall.**

The Parish Council SUPPORT the application for the following reasons:

There is no impact on the flora and fauna (Policy D6).

The railings are in keeping with the property (Policy D1b).

However, regarding Highways impact some councillors felt the closeness of the rails will obscure visibility to an extent for drivers on this sharp bend and narrow lane, as did the old railings.

### **9.4 23/02034/LBA Penn Hill Farm Cottage Queen Charlton Lane Queen Charlton Bristol**

**Proposal: External alterations for the replacement of four windows to the front elevation.**

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

There will be no adverse effect on the Green Belt (Policy GB1) and they are in keeping with the property.

## **10. Appeals**

### **10.1 None**

## 11. Decisions

### 11.1 23/01148/FUL Chewton House Chewton Road Chewton Keynsham Bristol

Proposal: Erection of a bin store, the formation of an access to lodge garden and the installation of entrance gates

PERMIT

### 11. 23/01149/LBA Chewton House Chewton Road Chewton Keynsham Bristol

Proposal: Erection of a bin store, the formation of an access to lodge garden and the installation of entrance gates

CONSENT

### 11.3 23/01766/NMA Manor House, Watery Lane, Burnett, Keynsham, Bristol BS31 2TF

Proposal: Non-Material Amendment to application 21/03965/FUL allowed on appeal 22.02.2023 (Installation of solar PV panels and ground source heat pump pipe work to eastern paddock to provide renewable energy sources for manor house. Connection of pipework to eastern paddock to provide renewable energy sources for manor house. Connection of pipework to existing lower ground floor plant room.

WITHDRAWN

## 12. Enforcements

*Members of the Parish that may have a concern regarding suspected unauthorised building works, retrospective planning or non-permitted change of use to a building may report this directly to the Enforcement Department of Bath and North East Somerset Council by emailing [development\\_management@bathnes.gov.uk](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:

12.1 None

## 13. Items for action

13.1 None

## 14. Correspondence for action

### 14.1 Email from BANES concerning the Local Green Space Review

BANES is at the early stage of preparing its **new Local Plan**, which will establish the planning framework to guide future change in B&NES up to 2042. It will contain a vision, strategy and policies to guide and manage how the district grows and changes over the next 20 years and how planning applications for new development will be decided.

In addition to allocating development sites the new local plan will seek to identify green areas of particular importance to be designated as Local Green Spaces. This is in line with the National Planning Policy Framework (NPPF), and Planning Practice Guidance (PPG) which encourages local communities to identify and nominate green areas of particular importance to them for special protection.

You have been identified as a local community **organisation/group** with an interest in this process and are therefore invited to **put forward sites for consideration**. It should be noted that local green spaces are already designated through the Placemaking Plan and therefore, please only put forward any additional sites for consideration. The attached letter and appendix set out further details and guidance on the nomination process.

Please can nominated sites be submitted to the Council by Friday 5pm 14<sup>th</sup> July 2023 in order to enable consideration in preparing the Local Plan Options document. If Parish/Town Council meetings are taking place after this date Parishes may wish to submit spaces subject to formal ratification at the next meeting of the Parish/Town Council.

More information and an application form to nominate a site, can be found on the Parish Council website by clicking on this link: <https://comptondandopc.org.uk/banes-consultations/>

After due consideration, the Councillors decided that there were no green spaces not already designated, to put forward.

## **15. Correspondence for information**

### **15.1 Email from Keynsham Active Transport (KAT) informing of a CiL fund application to make travelling safer along Charlton Road**

The aim of the CiL project would be:

Completion of a Feasibility Study and a Concept Design for the provision of active travel infrastructure for an underserved section of Charlton Road in Keynsham, between the Bilbie Green Roundabout and Redlynch Lane Junction. Users of this infrastructure should include (but are not limited to) pedestrians, runners, cyclists, horse-riders, wheel chair users, mobility scooter riders, e-bike riders and e-scooter riders. This work should adhere to principles of safety, inclusivity and accessibility, and should follow best practice as described in (e.g.) Local Transport Note 1/20 (July 2020).

Received and noted.

It was reported that it was disappointing that the new developments on the edge of Keynsham, along Charlton Road, had no facilities such as bus stops and post boxes. Better infrastructure is required as part of new developments.

### **15.2 The Parish Councils Airport Association (PCAA) have objected to the Planning application 23/P/1039/AOC by Bristol Airport (the objection was circulated with the pre-meeting documents)**

The Parish Councils Airport Association (PCAA) object to the application to discharge conditions 20 & 25 (Integrated Landscape and Biodiversity Mitigation and Management Plan details), Condition 23 (Biodiversity Construction Management Plan details) and Condition 24 (Scheme of Grassland Mitigation and Translocation) on application 18/P/5118/OUT - Bristol Airport Ltd.

Received and noted.



**16. Reports**

**16.1 Parish Hall report**

There was no report his month.

**16.2 Village updates**

**16.2.1** It was reported that Queen Charlton had a successful fete raising in the order of £4,500.00.

**16.2.** It was suggested that during the Local Plan workshops in July, that the lack of infrastructure in the areas of new builds, needs to be addressed.

**16.3 Report from ALCA AGM on the 7<sup>th</sup> June**

The Clerk will circulate the minutes (ACTION CLERK).

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

None.

**Date of next meeting is the 18<sup>th</sup> July at 8.00pm**

The meeting closed at 21:43

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....

## Bank Reconciliation

Statement Date 23/05/2023

## Statement Entries

Bank Date	Cashbook Date	Details	Description	Paid Out	Paid In	Balance
20/04/2023			Opening Balance			19536.58
05/05/2023	18/04/2023	001507	ALCA annual membership	147.28		19389.30
09/05/2023	09/05/2023		YU Energy for April	37.43		19351.87
10/05/2023	10/05/2023		YU Energy March	41.73		19310.14
17/05/2023	16/05/2023	001677	Clerk's salary & expenses	424.68		18885.46
23/05/2023	16/05/2023	001676	Glebe Land Annual Rental	20.00		18865.46

## No Reversed Entries

## Outstanding Entries

Cashbook Date	Details	Description	Paid Out	Paid In	Balance
19/04/2022	001612	Queen Charlton village hall hire	9.00		-9.00
20/12/2022	001639	ALCC union membership	50.00		-59.00
21/03/2023	001505	Queen Charlton hall hire	9.00		-68.00

## Reconciliation

Closing Bank Balance	18865.46
Outstanding	-88.00
Closing Bank Balance + Outstanding	18797.46
Cashbook Balance	18797.46

## Transactions since Statement

Transactions to 20/06/2023

Cashbook Date	Date Reversed	Details	Description	Paid Out	Paid In	Balance
20/06/2023		001678	Parish Council internal audit	192.00		18605.46
20/06/2023		001679	PH audit	192.00		18413.46
20/06/2023		001680	Clerk's salary and expenses	524.51		17888.95
20/06/2023		001681	PAYE months 1, 2, 3	174.80		17714.35

Page 1

Printed 16/06/2023 14:31:49

Cashbook Date	Date Reversed	Details	Description	Paid Out	Paid In	Balance
20/06/2023		001682	PH fuel	576.45		17137.90

Page 2

## Performance against Budget

For year beginning 01/04/2023

Name	Description	2023-24 Budget	Actual at 20/06/2023	Difference	Variance
AUDIT	Audit Fees	315.00	320.00	5.00	1.59%
DONATIONS	Donation	26.25	0.00	-26.25	-100.00%
EXPENSES	Clerk's Home Expenses	105.00	35.78	-69.24	-65.94%
GRANTS GIVEN	Grants Given	1050.00	0.00	-1050.00	-100.00%
GRASS CUTTING	Grass Cutting	974.40	0.00	-974.40	-100.00%
HALL HIRE	Hall Hire	201.60	0.00	-201.60	-100.00%
ICO	ICO	36.75	0.00	-36.75	-100.00%
KIOSKS	Telephone Kiosks	52.50	0.00	-52.50	-100.00%
MAINTENANCE	Maintenance	1050.00	0.00	-1050.00	-100.00%
MOBILE	Mobile Top Up	42.00	0.00	-42.00	-100.00%
PAYE	Clerk's PAYE	599.55	174.80	-424.95	-70.88%
PH INSURANCE	Parish Hall Insurance	892.50	0.00	-892.50	-100.00%
POSTAGE	Postage	42.00	0.00	-42.00	-100.00%
SALARY	Clerk's Salary	6766.90	1331.32	-5435.58	-80.33%
SIGNS	Signs Notice boards	210.00	0.00	-210.00	-100.00%
SL ELEC	Street Light Electricity	472.50	75.39	-397.11	-84.04%
SL MAINT	Street Light Maintenance	3150.00	0.00	-3150.00	-100.00%
SOLICITOR	Solicitor Fees	0.00	0.00		
STREET FURNITURE	Street Furniture	262.50	0.00	-262.50	-100.00%
SUBS	Memberships and Subs	735.00	163.90	-571.10	-77.70%
SUPPLIES	Office Supplies	78.75	5.83	-72.92	-92.60%
TRAINING	Training	315.00	0.00	-315.00	-100.00%
WEBSITE	Website	231.00	0.00	-231.00	-100.00%
TOTAL		17609.20	2106.80	-15502.40	-88.04%