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COMPTON DANDO PARISH COUNCIL

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

PRESENT: D Drury (Chair), P Paget, T Butler (TD) and B ter Haar (BT) + 3 members of the public

IN ATTENDANCE: S Smith (Clerk) and A Streatfeild-James (AJ)

MINUTES OF A PARISH COUNCIL MEETING

held on the 19th July 2023

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

Councillors Maggs and Bartlett

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 the 20th June 2023

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

Councillor TB arrived at 8.02 pm

Item 9.1 was brought forward for the agent to speak in support of the application.

Item 9.2 was brought forward for the applicant to speak in support of the application.

5. Ward councillor's update

1. The West of England Combined Authority (WECA) is likely to hold the consultation on proposals for metrobus+ and the A4 corridor from mid-August until late September. The scheme is to improve the infrastructure to enable more efficient bus transport and thus encourage a modal shift from the use of cars etc. The website for the consultation will be the website currently being used for the A37 consultation: www.haveyoursaywest.co.uk
2. Each B&NES councillor has £3000 available to allocate to local projects that align with the Council's corporate priorities. This is the Ward Councillor Empowerment Fund. The fund opens on 1st July 2023 and is open until 31st March 2026.

3. Duncan Hounsell (co-ward councillor) has written to Avon & Somerset Police and Crime Commissioner, Mark Shelford, about two issues – the idea raised at a local “Meet the Police” event of having educational postcards which can be placed on windscreens to deter pavement parking, and the use of Neighbourhood Watch to help provide evidence to solve live cases.
4. A reminder that the B3116 Wellsway Keynsham will be closed to through traffic as from 24th July for around 12 weeks for essential works by Wessex Water. Traffic will be routed to Keynsham via the A4 through Saltford and local roads marked Access only. A draft map has been circulated to BANES Councillors and can be shared if not sent to the Parish Council and is of interest.
5. More planned ROADWORKS:
 - Wales & West, 17th – 21st July Pennyquick Road closed from the Globe roundabout junction to repair a gas leak. Note the dates are changed from the original announcement to allow for appropriate Health and Safety measures.
6. At the Parish Council meetings attended by Duncan Hounsell he is informing PCs on the process for planning applications to be referred to the planning committee, if CDPC would find that helpful I will ask him to provide this information to CDPC.
7. The development of the Local Plan – options stage: ASJ will raise this at the meeting.
8. B&NES stats for 2022:
 - 17,612 FixMyStreet reports completed
 - 23,700 tonnes of recycling collected
 - 85 outdoor events facilitated
 - 2638 potholes repaired
 - 1139 food hygiene inspections
 - 114,995 m2 of highway resurfaced
 - 21% reduction of Nitrous Oxide fumes thanks to CAZ
 - 1800 burials and cremations facilitated
 - £1.3m income from managing B&NES as a filming location

6. Finance

6.1 Finance Report for Compton Dando Parish Council 18/07/2023

Bank Reconciliation for 28/06/2023

The attached Bank Reconciliation was received and noted.

6.2 Schedule of Expenditure for 01/04/2023 to 18/07/2023

The attached Schedule of Accounts was approved.

6.3 Parish Hall Payments for 18/07/2023

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	£75.00
Chubb Fire & Security	Servicing	£63.50

7. Clerk's Report

7.1 Greenways GM have been offered the work for the repairs required on the Millennium Green.

7.2 The damage caused to the all at the bottom of Bathford Hill by the road sweeper has now been repaired.

8. Matters for discussion/decision

8.1 To review the Policies and Processes Review Document

The document was approved and signed.

8.2 To review the Freedom of Information Policy

The policy was approved and signed.

8.3 To review the Data Protection Policy/Privacy Notice document

The document was approved and signed.

8.4 To review the Email Contact Privacy Notice document

The document was approved and signed.

8.5 To review the Data Audit Inventory

The inventory was approved and signed.

8.6 To review the Transparency Code

The code was approved and signed.

8.7 To review the Code of Conduct

The document was approved and signed.

8.8 To consider providing funding towards a defibrillator in Queen Charlton

It was DECIDED that the Parish Council would not contribute towards the purchase of the defibrillator, as they hadn't helped financially with either the one in Compton Dando or Burnett, but they would pay for replacement pads and batteries, and the Parish Council insurance has defibrillator cover.

It was recommended that someone should be available to regularly monitor the defibrillator and also register it with The Circuit. Ward Councillor (AJ) stated that this would not be a problem.

HeartSafe was recommended as a possible make of defibrillator, because replacement batteries were easily and quickly acquired.

9. Planning applications received

9.1 23/01789/FUL 1 Culverhay, Compton Dando Bristol, BS39 4LQ

Proposal: Erection of extensions including front garage and extended front terrace

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

There is no adverse effect on the Green Belt and it was thought to be a visual improvement (Policy GB1).

The change to external lighting is acceptable and the earth movement required, is not significantly detrimental to the local environment (Policy D6).

The design is good and the materials to be used are appropriate and the height, scale and degree of the extension is acceptable.

9.2 23/02315/FUL Bell Farm, Hunstrete Lane, Woollard, Bristol, BS39 4HU

Proposal: Change of use from Agricultural to mixed Agricultural and Commercial, and erection of Shepherd's Hut/Cafe and Toilet Hut

The Parish Council SUPPORT the application for the following reasons:

There is no adverse effect on the Green Belt and it was thought to be a visual improvement (Policy GB1).

There will be a net gain to the biodiversity (Policy D6).

There maybe an issue with parking, but the impact could fluctuate. Some concerns have been raised by residents of Woollard (policy ST7).

The shepherd's hut materials are in keeping with the location.

10. Appeals

10.1 None

11. Decisions

11.1 23/01480/TCA Tanglewood Barn, Penn Hill Lane, Queen Charlton, Bristol, BS31 2SJ

Proposal: Willow tree - Fell.

NO OBJECTION

11.2 23/01181/VAR Warners Farm, Chewton Road, Chewton Keynsham, Keynsham, Bristol BS31 2SS

Proposal: Variation of conditions 1 (Plans List (Compliance)), 2 (Materials - Submission of Schedule and Samples (Bespoke Trigger)), 3 (Maintenance of surface water drainage network (pre-occupation)), 4 (Implementation of Wildlife Mitigation (Pre-occupation)), 5 (Contaminated Land - Verification Report (Pre-occupation)), 7 (Bound/Compacted Vehicle Access (Pre-occupation)), 9 (Hard and Soft Landscaping (Pre-occupation)) and 14 (Water Efficiency - Rainwater Harvesting (Pre-occupation)) of application 22/01601/VAR (Variation of condition 22 (Plans List) of application 18/01959/FUL (Erection of three dwellings and subdivision of land following demolition of existing buildings at Warners Farm (Resubmission)).
(CDPC did not comment)

PERMIT

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 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 None

15. Correspondence for information

15.1 Email from the Clean and Green Projects Officer stating that Clean and Green will be in the Saltford Wards for an Action Week 21st – 25th August 2023.

Please let the Parish Clerk or Lauren at cleanandgreen@bathnes.gov.uk know your priority areas for cleansing and these will be reviewed and a schedule of works for the action week put together.

Please continue to report any highway priorities and reports of overhanging vegetation or cleaning of signs on fix my street: <https://fix.bathnes.gov.uk/>

See the Clean and Green webpage has more information about the campaign:
<https://beta.bathnes.gov.uk/clean-and-green-bath-north-east-somerset>

It was reported that the list sent to Clean and Green the last time they were working in the Saltford ward, was forwarded to FixMyStreet and has not been acted on.

Also, Clean and Green seemed to work predominantly in Saltford village and the more rural areas were not receiving attention.

It was DECIDED that Clean and Green should be contacted about these two matters (ACTION CLERK).

16. Reports

16.1 Parish Hall report (appended)

16.2 Village updates

16.1 Compton Dando held a very successful fete raising £7,400, a third of which was given to the Parish Hall.

16.2 It was reported that no action has been taken to alter the national speed limit section on Cockers Hill. The Clerk will contact Stefan Chiffers (ACTION CLERK).

16.3 Report from the Keynsham Area Forum on the 6th July

The Clerk will circulate the minutes (ACTION CLERK).

16.4 Report on Keynsham, Salford and the Surrounding Area local Workshop on the 18th July

It was reported that Housing and Economic Land Availability and Assessment (HEELA), was the main topic for discussion. A view was expressed that Keynsham North is the only suitable area for further development, but will require infrastructure to be put in place first.

There was also discussion on the development of the A4 into a road with bus stops, cycling and pedestrian lanes.

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

17.1 To consider having councillor emails connected to the Parish Council website.

Date of next meeting is 15th August 2023 at 8.00pm

N.B. THE AUGUST MEETING IS THE LAST MEETING ON THE 3RD TUESDAY OF THE MONTH. FROM THE 5TH SEPTEMBER, MEETINGS WILL BE HELD ON THE 1ST TUESDAY OF THE MONTH.

The meeting closed at 9.15 pm

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....

Bank Reconciliation

Statement Date 28/06/2023

Statement Entries

Bank Date	Cashbook Date	Details	Description	Paid Out	Paid In	Balance
24/05/2023			Opening Balance			18865.46
05/06/2023	05/06/2023		CiL from BANES		2531.06	21396.52
08/06/2023	08/06/2023		YU Energy for May 2023	35.84		21360.68
21/06/2023	21/06/2023		PH fuel oil		549.00	21909.68
23/06/2023	20/06/2023	001678	Parish Council internal audit	192.00		21717.68
23/06/2023	20/06/2023	001679	PH audit	192.00		21525.68
23/06/2023	20/06/2023	001680	Clerk's salart and expenses	524.51		21001.17
26/06/2023	20/06/2023	001682	PH fuel	576.45		20424.72
28/06/2023	20/06/2023	001681	PAYE months 1, 2, 3	174.60		20250.12

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	20250.12
Outstanding	-68.00
Closing Bank Balance + Outstanding	20182.12
Cashbook Balance	20182.12

Transactions since Statement

Transactions to 20/07/2023

Cashbook Date	Date Reversed	Details	Description	Paid Out	Paid In	Balance
13/07/2023			cheque lost - Reverses: Queen Charlton hall hire on 21/03/2023		9.00	20191.12

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Cashbook Date	Date Reversed	Details	Description	Paid Out	Paid In	Balance
13/07/2023			cheque lost - Reverses: Queen Charlton village hall hire on 19/04/2022		9.00	20200.12
18/07/2023		001684	5137 Grant to Nomads Cricket Club	750.00		19450.12
18/07/2023		001685	PH hire for defib training	30.00		19420.12
18/07/2023		001686	QC hall hire combined re-issue of reversed cheques issued on 19/04/2022 and 21/03/2023	18.00		19402.12
20/07/2023		001683	Clerk's salary and expenses	437.88		18964.24

Performance against Budget

For year beginning 01/04/2023

Name	Description	2023-24 Budget	Actual at 20/07/2023	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	47.68	-57.32	-54.59%
GRANTS GIVEN	Grants Given	1050.00	750.00	-300.00	-28.57%
GRASS CUTTING	Grass Cutting	974.40	0.00	-974.40	-100.00%
HALL HIRE	Hall Hire	201.60	30.00	-171.60	-85.12%
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	13.20	-28.80	-68.57%
SALARY	Clerk's Salary	6766.90	1744.08	-5022.82	-74.23%
SIGNS	Signs Notice boards	210.00	0.00	-210.00	-100.00%
SL ELEC	Street Light Electricity	472.50	109.52	-362.98	-76.82%
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	3358.81	-14250.39	-80.93%

Parish Hall Report July 2023

The Hall Management team was disappointed late last month to discover utterly unnecessary damage to fittings in the Hall. We cannot be certain of the culprits but take it as a personal affront when we work so hard to keep the Hall smart and presentable.

Much more positively, we were delighted make a small contribution to the outstanding success of this year's fete and, thanks to the persistence of our Treasurer, Ken Webb, persuade Bath & North East Somerset council to accept a simplified form of reporting of our very small weekly lottery. Their original reporting requirements were more appropriate for the National Lottery!

Finally, we were delighted to host the last quarterly meeting of the West of England Rural Network's halls manager's discussion group. This group, which is extremely useful to us, provides both legal and practical guidance on the management of halls and rotates around the region's halls on a regular basis.

The summer, after the fete, is always a quiet period but we are well equipped to cope with an upturn in activity as autumn arrives.

John Dottridge
July 2023