

The Parish Council's Website contains lots of useful information
and can be found at
www.comptondandopc.org.uk

COMPTON DANDO PARISH COUNCIL

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

PRESENT: D Drury (Chair), P Paget, A Dawes (AD), B ter Haar (BT) and T Bartlett (TBt)

IN ATTENDANCE: S Smith (Clerk)

MINUTES OF A PARISH COUNCIL MEETING

held on the 15th August 2023

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

Councillor TB and Ward Councillor Alison Streatfeild-James

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 18th July 2023

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

5. Ward councillor's update

There as was no update this month.

6. Finance

6.1 Finance Report for Compton Dando Parish Council 15/08/2023

Bank Reconciliation for 24/07/2023

The attached Bank Reconciliation was received and noted.

6.2 Schedule of Expenditure for 01/04/2023 to 15/08/2023

The attached Schedule of Accounts was approved.

6.3 Parish Hall Payments for 15/08/2023

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	Consumables	£8.85
CDPC	Tap replacement	£100.00

7. Clerk's Report

7.1 Highways have considered the request for the change of the National Speed limit stretch to 30 mph on Cockers Hill, and added it to the register of potential future schemes and it will be scored against similar speed limit requests. The next scoring process will take place in October ready to inform the improvement programme for next year.

7.2 Clean and Green were contacted regarding the clearing of gutters in Church Lane, Compton Dando, that was reported to them in February, and no action has been taken since it was reported on FixMyStreet. The drains were cleared and a request to cut back the hedges that cause the blocking of the drains, has been put on FixMyStreet.

Also reported to Clean and Green, was that it was felt when they were actioning a Salford Ward week, the activities were predominantly based in the village of Salford and more rural areas were missing out. This concern has been passed to the manager to see if something more can be done.

7.3 An informative defibrillator training session took place on the 25th July in the Parish Hall.

It was reported that the defibrillator training was excellent.

It was also reported that Keynsham Town Council offer free defibrillator training once a year for up to 90 people.

8. Matters for discussion/decision

8.1 To review the Meeting People for Planning Applications document

The document was REVIEWED and SIGNED.

8.2 To review the Aims and Objectives of the Parish Council

This item was carried forward in order to add detail related to the environment.

Councillor BT will draft the information – (ACTION COUNCILLOR BT AND CLERK).

8.3 To review the Grievance and Disciplinary Policy

This policy was REVIEWED and SIGNED.

8.4 To review the Equal Opportunities statement

The Statement was REVIEWED and SIGNED.

It was recommended that all policies should state the adoption date and any reviews and amendments (ACTION CLERK).

8.5 To review the Staff Appraisal Policy

This policy was REVIEWED and SIGNED.

8.6 To decide if councillors should have email accounts associated with the Parish Council website

The set-up cost for up to 10 accounts is £60 and there is a cost for storage as follows:

250MB - £20 pa per account

1GB - £40 pa per account

4GB - £80 pa per account

This was carried forward as Councillor TB had sent his apologies.

8.7 To decide if the Clerk can increase her email storage using Microsoft 365

I am currently at 3.5Gb of the 5Gb storage limit and have spent quite a lot of time deleting files and archiving. 100Gb would cost £19.99 per annum or £1.99 per month.

The purchase of increased storage annually was APPROVED (ACTION CLERK).

8.8 To decide on the attendee for the Local Plan Workshop on the 14th of September at 14:30 to 19:00

This was carried forward as there was some uncertainty over the date and time, so Councillors could check their diaries.

8.9 To discuss requirements for insurance policy cover renewal on the 1st October

Quotes have been requested from Gallagher (the broker who arranged our current policy and supplies 3 quotes with a recommendation); Zurich and BHIB Councils.

It was reported that Zurich would not provide the cover required and Gallagher had yet to submit their quotes.

It was also reported that BHIB are quoting for insurance cover by Aviva and if this was our current insurer, we could not accept it. The Clerk reported that she thought the current insurer was Pen, but will check (ACTION CLERK).

8.9 To discuss the request for a re-varnished noticeboard in Woollard - Councillor BT

It was reported that the request was for a resident of Woollard to do the re-varnishing.

Permission was granted and Councillor AD will inform the resident (ACTION COUNCILLOR AD).

8.10 To discuss the request for a larger bin next to the bench and noticeboard in Woollard Councillor – BT

The ownership of the bin needs to be determined first because if the bin belongs to Bath & NE Somerset Council (BANES), the Parish Council could not replace it. Clerk to find out (ACTION CLERK).

Councillor Dawes to check the size of bin (ACTION COUNCILLOR AD).

8.12 Update on the Millennium Green Fence repair

It was RESOLVED that the Parish Council would accept the company's option to 'walk away now'. Clerk to inform (ACTION CLERK).

9. Planning applications received

9.1 None.

10. Appeals

10.1 None

11. Decisions

11.1 23/01850/FUL Chewton Place, Chewton Road, Chewton Keynsham Bristol

Proposal: external alterations for erection of railings on boundary wall (CDPC support June 2023)

PERMIT

11.2 23/01581/LBA Chewton Place, Chewton Road, Chewton Keynsham Bristol

Proposal: external alterations for erection of railings on boundary wall (CDPC support June 2023)

CONSENT

11.3 23/1789/FUL 1 Culverhay, Compton Dando Bristol BS39 4LQ

Proposal: Erection of extensions including front garage and extended front terrace (CDPC support July 2023)

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 Email from the Parish Councils Airport Association (PCAA) asking if we support their comments on Bristol Airport’s planning application 23/P/1509/FUL (comments appended)

The application is open for comments until the 21st August:

<https://planning.n-somerset.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RXSIF4LPHT200>

The Parish Council will support the PCAA’s comments (ACTION CLERK).

15. Correspondence for information

15.1 None

16. Reports

16.1 Parish Hall report (appended)

16.2 Village updates

16.2.1 It was reported that there have been recent occurrences of fly-tipping in Queen Charlton which have been reported on FixMyStreet. The rubbish has been quickly removed by BANES but there is concern that this will continue if not investigated.

It was suggested that the situation should be monitored and if it continues the Clerk will contact BANES and request that covert action be taken (ACTION COUNCILLOR TBt AND ACTION CLERK).

16.3.1 Report from the Parish Liaison Meeting 19th July

The Clerk will circulate the minutes when received.

16.3.2 Report from Local Plan workshop for Whitchurch on 27th July

It was reported that the workshop was heavily biased towards Whitchurch. It was reported that suggestions at the last workshop had been listened to.

Three hundred new houses have been built but there is a lack of facilities such as doctor’s surgeries and pharmacies. Also, the newer residents tend not to get involved in local activities.

20% of the attendees were retired and in general, Whitchurch Village was their main area of focus.

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

None.

Date of next meeting is the 5th September at 8.00pm

The meeting closed at 8.55 pm

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....

Bank Reconciliation

Statement Date 24/07/2023

Statement Entries

Bank Date	Cashbook Date	Details	Description	Paid Out	Paid In	Balance
29/06/2023			Opening Balance			20250.12
10/07/2023	10/07/2023		YU Energy June 2023	32.84		20217.28
14/07/2023	20/12/2022	001639	ALCC union membership	50.00		20167.28
19/07/2023	20/07/2023	001683	Clerk's salary and expenses	437.88		19729.40
21/07/2023	21/07/2023	001688	PH Hire April to June	48.00		19681.40
24/07/2023	18/07/2023	001684	S137 Grant to Nomads Cricket Club	750.00		18931.40

Reversed Entries

Cashbook Date	Date Reversed	Details	Description	Paid Out	Paid In	Balance
19/04/2022	13/07/2023	001612	Queen Charlton village hall hire - Reversed by: cheque lost on 13/07/2023	9.00		-9.00
21/03/2023	13/07/2023	001505	Queen Charlton hall hire - Reversed by: cheque lost on 13/07/2023	9.00		-18.00

Outstanding Entries

Cashbook Date	Details	Description	Paid Out	Paid In	Balance
18/07/2023	001685	PH hire for defib training	30.00		-30.00
18/07/2023	001686	QC hall hire combined re-issue of reversed cheques issued on 19/04/2022 and 21/03/2023	18.00		-48.00

Reconciliation

Closing Bank Balance	18931.40
Outstanding	-48.00
Closing Bank Balance + Outstanding	18883.40
Cashbook Balance	18883.40

Transactions since Statement

Transactions to 15/08/2023

Cashbook Date	Date Reversed	Details	Description	Paid Out	Paid In	Balance
15/08/2023		001689	TRT Plumbing and Heating for tap replacement in the PH	120.00		18763.40

Cashbook Date	Date Reversed	Details	Description	Paid Out	Paid In	Balance
15/08/2023		001690	Tallowood Defib training	175.00		18588.40
15/08/2023		001691	Clerk's salary and expenses	382.68		18205.72

Performance against Budget

For year beginning 01/04/2023

Name	Description	2023-24 Budget	Actual at 15/08/2023	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	59.60	-45.40	-43.24%
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	78.00	-123.60	-61.31%
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	2114.84	-4652.06	-68.75%
SIGNS	Signs Notice boards	210.00	0.00	-210.00	-100.00%
SL ELEC	Street Light Electricity	472.50	140.80	-331.70	-70.20%
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	175.00	-140.00	-44.44%
WEBSITE	Website	231.00	0.00	-231.00	-100.00%
TOTAL		17609.20	3995.77	-13613.43	-77.31%

Parish Hall Report August 2023

The Hall Management Secretary has arranged repair of the door damage reported last month and the leaking tap in the kitchen has been replaced. Contacts made at the recent West of England Rural Network's halls manager's discussion group enabled her to find available contractors who have done the work promptly at a reasonable cost.

The hall is now being used by the Community Association Youth group for activities and tuck shop on a Friday evening and the Cricket Club younger groups will use the hall on an ad hoc basis should wet weather make outdoor training difficult.

Whilst the summer can be a quiet period the weather has meant we have parties booked in the hall for August and regular bookings already in the calendar over the winter.

We would be delighted to welcome more local residents to help with the hall management, in particular with specific tasks such as helping on the flood rota, supporting the Treasurer and Secretary with specific projects and becoming involved so as to ensure smooth long-term continuity as current members age or leave. We only have four meetings a year but work well all year round as a small team of about half a dozen members with an interest in active participation and community support.

Please contact her to find out more if you would like to help.

Harriette Dottridge
Secretary to the Hall Management Team
August 2023

Comments by the PCAA on planning application 23/P/1509/FUL:

The proposal is for a fairly substantial new enclosure at Mezzanine (2nd floor) level of the south-east corner of the existing Main (East) Terminal Building. As such it will face the main runway and the airside activities area (movement/parking of planes, transport of passengers to and from aircraft etc) between the terminal and the runway.

There are 15 documents accompanying the application, including site location and layout plans, existing and proposed roof plans, elevations, sections and floor plans, and photographs of the existing east and south east elevations. These demonstrate that the south east corner of the building will be built up to a height marginally above that of the existing roof line, increasing the overall height of the terminal building in this location. We were surprised that a Landscape and Visual Impact Assessment (LVIA) has not been included with the application (as in the document requirements listed by NSC guidance) as we would have thought an extension with this degree of massing, even though predominantly affecting the airside of the terminal building rather than the passenger arrival / departure side, will certainly be visible from within the airport itself, and may well be visible from parts of the surrounding area. Views may also be possible from the main access road as people (car-borne or pedestrian) arrive at the airport, once they are beyond the high boarded fencing along its south side, and also potentially from parts of the car park north of the access road.

For these reasons the PCAA considers that a LVIA would be appropriate given the scale of development proposed, and request that one is submitted to aid consideration of its impacts on the surrounding area prior to determination.'