

**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), T Butler (TB), H Maggs (HM), B ter Haar (BT) and T Bartlett (TBt) + 1 member of the public

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

MINUTES OF A PARISH COUNCIL MEETING

held on the 5th September 2023

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

None

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 15th August 2023

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

5. Ward councillor's update

1. This report was presented orally at the meeting but was also sent to the Parish Clerk for convenient references.
2. Note that most B&NES committees do not meet in August and many officers take leave at this time.
3. WECA consultation on A4 Bristol/Bath corridor – already on the CDPC agenda, ASJ has attended a meeting on this with a presentation from the officers (as the PC may also have done) and happy to discuss any details of interest. Consultation open until 1 October 2023 at www.haveyoursaywest.co.uk together with details of drop in events etc.
4. Heritage Open Days – Keynsham Pop-Up Museum

The Keynsham Local Cultural Programme team are organising a Pop-Up Museum to be open in Keynsham during the National Heritage Open Week and B&NES Museums Week.

The museum will be in the MakeSpace Keynsham Community Centre, 2 Riverside Square, Keynsham, Bristol BS31 1HF

The Keynsham and Saltford Local History Society is going to “man” the Museum. The Keynsham Abbey history group and the Saltford Brass Mill volunteers have prepared display panels.

The event times are:

Friday 8 September:	1000-1600
Saturday 9 September:	1000-1600
Sunday 10 September:	1000-1600
Friday 15 September:	1000-1600
Saturday 16 September:	1000-1600
Sunday 17 September:	1000-1600

5. WECA e-scooters

There will be a new provider for the WECA e-scooter trial. This Autumn e-scooters will be changing colour to green and will be branded WESTscoot. WECA has negotiated a contract with a new provider TIER which takes over from VOI. Alongside 4000 WESTScoot e-scooters there will also be 1500 e-bikes, and 20 e-cargo bikes available to hire. Note that this scheme remains a trial as part of national trials to inform future government legislation. At present e-scooters used on the highway (including pavements) that are not part of a trial scheme are illegal. There are two types of hire – hop on/hop off in designated zones, and longer period rental.

6. Discovery cards

There were 30,000 free Discovery Cards issued in B&NES in 2022 which gives free entry to many local attractions and other discounts. Residents can sign up for their Discovery Card on-line at <https://beta.bathnes.gov.uk/bath-residents-discovery-card>

Criteria as per website:

Residents' Discovery Card

If you live within Bath and North East Somerset, you can get a Discovery Card, which entitles you to certain offers and discounts in the area e.g., to Roman Baths, Victoria Art Gallery and Parade Gardens – all details on website

Eligibility

To be eligible, you must live in Bath and North East Somerset, and belong to one of the following groups:

- Adults (18+) who pay Council Tax to Bath & North East Somerset Council (BANES), or can provide another proof of residency (please see the list below of types of proof that we can accept)
- Children aged 14+ (children under 14 do not need their own cards, as they are included with an adult card holder)
- Students in full-time education on a course which lasts for one year or more

6. Finance

6.1 Finance Report for Compton Dando Parish Council 05/09/2023 Bank Reconciliation for 24/07/2023

The Clerk reported that there was no bank reconciliation for this meeting because of the change of meeting date as the bank statement had not been received. However, the cheques to be paid this month were listed with last month's reconciliation.

6.2 Schedule of Expenditure for 01/04/2023 to 05/09/2023

The attached Schedule of Accounts was approved.

6.3 Parish Hall Payments for 05/09/2023

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

Payee	Description	Amount
Dottridge	Lottery Prizes	£50.00
Edwards Carpentry	Repair toilet door	£70.00

7. Clerk's Report

7.1 A request for covert action to determine the perpetrator(s) of the repeated fly-tipping in Queen Charlton has been made to BANES. The request has been passed to the Cleansing Enforcement Team.

7.2 BANES have been contacted to determine the ownership of the litter bin in Woollard and they forwarded a map to identify which bin was being referred to.

7.3 The PCAA secretary has been informed that the Parish Council support their comments on Bristol Airport's application 23/P/1509/FUL without amendment.

7.4 As part of the Saltford Ward week, Clean and Green have done some work on Church Lane and Fairy Hill in Compton Dando.

It was reported that the Clean and Green Team had done a very good job on the 2 lanes in Compton Dando.

The Clerk reported that she had already emailed the team to say what an improvement the clearing work had made to the appearance of the lanes.

8. Matters for discussion/decision

8.1 To inspect the Asset Register

The Asset Register was SIGNED after the inspection.

8.2 To review the Publication Scheme

An amendment to the date for the Parish Council meetings was required, so this item is carried forward to the October meeting.

8.3 To review the Document Retention Policy

The policy was reviewed and then SIGNED.

8.4 To review the Accessibility Statement on the website

The statement was reviewed and then SIGNED.

8.5 To review the Aims and Objectives of the Parish Council

Suggestions for amendments were made, so this item is carried forward to the October meeting.

8.6 To discuss any requirements for Remembrance Sunday

The Parish Council are required to lead the event and provide insurance cover for Remembrance Sunday, so the Clerk was asked to write to the Vicar and Church Wardens to offer to work with the church for this occasion. (ACTION CLERK).

8.7 To review the street light timings

In September 2022 it was decided to leave the street light timings as they currently were and review again this September.

It was DECIDED to leave the timings as they are.

It was suggested to review again when the electricity contract terminates on 31/08/2024 would be appropriate.

It was suggested consideration should be given to the new solar powered lights that are very efficient and cheap compared to the cost of replacing the street light lanterns with LED.

Councillor DD will send information to the Clerk to look into the cost of replacing the street lights with solar powered lights (ACTION COUNCILLOR DD AND CLERK).

8.8 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

It was decided not to go ahead with this option as it was too expensive.

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

Councillor PP offered to attend the workshop and the Clerk will book her place (ACTION COUNCILLOR PP AND CLERK).

8.10 To decide on the insurance cover company required from the 1st October 2023 (documents circulated before the meeting)

The current cover is provided by Pen which is part of AXA.

BHIB have quoted £1208.37 and Gallagher have recommended Hiscox with a premium of £1876.50.

BHIB however, will not provide joint policy holder cover with the Parish Hall. The Clerk is yet to receive the extra quote.

It was DECIDED to give the Clerk DELEGATED POWERS in consultation with the Chair and Vice-Chair, to make the decision on the insurance renewal, as the cover expires on the 30th of September, which is before the October meeting.

8.11 To decide on the action to be taken for the replacement of the litter bin in Woollard

The Clerk reported that she had not heard back from BANES regarding the ownership of the bin, so in the meantime it was DECIDED to monitor the situation with regard to the bin being too small for the amount of litter.

8.12 To discuss payment request from Greenways GM

Since the request for payment was for new posts and labour and the work carried out was not as per their quote and no new posts were used, it was DECIDED that payment should not be made.

8.13 To discuss new quotes received for repair of the Millennium Green fence

It was DECIDED to ask Boundary Fencing to carry out the repair work, for which they have quoted £900.00 (ACTION CLERK).

9. Planning applications received

9.1 23/02971/FUL Fords Farmhouse Queen Charlton Lane Queen Charlton Bristol BS31 2SH

Proposal: Erection of single storey rear extension and greenhouse, internal alterations, demolition of modern single storey farm store, reinstatement of stone boundary wall and replacement with new farm store to west end of garden.

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

There will be an improvement to the appearance of the property so no adverse impact on the Green Belt (Policy GB1).

The amenity of neighbours is not affected and there will be less external light pollution and no impact on the local natural environment (Policy D6).

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

It was thought that the development contributes to the distinctiveness and history of the property (Policy D1b).

9.2 23/02972/LBA Fords Farmhouse Queen Charlton Lane Queen Charlton Bristol BS31 2SH

Proposal: Internal and external alterations for the erection of single storey rear extension and greenhouse, internal alterations, demolition of modern single storey farm store, reinstatement of stone boundary wall and replacement with new farm store to west end of garden

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

There will be an improvement to the appearance of the property so no adverse impact on the Green Belt (Policy GB1).

The amenity of neighbours is not affected and there will be less external light pollution and no impact on the local natural environment (Policy D6).

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

It was thought that the development contributes to the distinctiveness and history of the property (Policy D1b).

10. Appeals

10.1 None

11. Decisions

11.1 None

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 To decide on any comments on the consultation on transport between Bath and Bristol via Keynsham and Saltford

The six-week public engagement is open between **Monday 21 August, and 1 October 2023**. This engagement is taking place at a very early stage of the project, so that residents and anyone potentially affected can review and comment on the proposals before they are developed further. Detailed information on the proposals, how residents can get involved via a series of online and drop-in engagement events, and an online questionnaire, can all be found on the dedicated website www.haveyoursaywest.co.uk

Concerns were raised by Councillors, that the suggested alterations would cause traffic tailbacks in Saltford and Keynsham, resulting in an increase in rat-running through the villages of the Parish.

It was also reported that the ideas for decreasing the use of cars and encouraging more bus journeys, cycling and walking was based on the predication that there was an excellent, fast bus service, which there is not.

The Parish Council broadly object to the proposal put forward on the consultation.

Comments to be submitted by the Clerk (ACTION CLERK).

14.2 Email received from BANES informing that a webinar on renewable energy is taking place on 14th September 2pm to 3.30pm

The Centre for Sustainable Energy (CSE) is hosting an online webinar to discuss its Future Energy Landscapes approach – a bottom-up way to demonstrate community-led support for renewable energy deployment.

Bath & North East Somerset Council (BANES) recently commissioned CSE to carry out community engagement with three local parishes to start a conversation with residents about renewable energy. You can find the report [here](#).

Any community groups or parish councils are welcome to attend the webinar. There is more information [on the CSE website](#).

The Future Energy Landscapes toolkit webinar will take place on Thursday 14 September, 2pm to 3.30pm. Tickets are available [on Eventbrite](#) and cost £15.

Received and noted.

15. Correspondence for information

15.1 Bristol Airport are holding an event on the 12th September from 6.00 pm

Parish Council members and Clerks for drinks and light refreshments on Tuesday 12 September arriving from 6pm for 6.30pm start. The evening should end by 8pm.

The event will be held in the Bristol Room, Lulsgate House, (directions from A38 follow the signs to Silver Zone with parking available in the Private Car Park. A complimentary ticket to exit the car park will be provided.

RSVP as soon as possible to Jacqui Mills Jacqui.mills@bristolairport.com

Received and noted.

16. Reports

16.1 Parish Hall report

There was no report this month.

16.2 Village updates

16.2.1 Fly-tipping was still happening regularly on Queen Charlton Lane.

The Clerk stated that this had been reported to the Cleansing Enforcement team, but as yet had no response.

It was requested that Cleansing Enforcement be contacted again (ACTION CLERK).

16.2.1 It was reported that there had been no update from BANES regarding the recycling of soft plastic.

Councillor DD will take this to the next Keynsham Area Forum meeting (ACTION COUNCILLOR DD).

It was reported that no recycling had been brought to the coffee mornings in Compton Dando recently.

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

None.

**Date of next meeting is the 3rd October 2023 at 8.00pm
Preceded by a Sole Trustees meeting at 7.45pm**

The meeting closed at 9:05 pm

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....

Compton Dando Parish Council

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 05/09/2023

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		001090	Tallowood Defib training	175.00		18588.40
15/08/2023		001091	Clerk's salary and expenses	382.68		18205.72
05/09/2023		001092	ALCA Planning Training for 1 councillor	40.00		18165.72
05/09/2023		001093	ALCA Planning Training for 1 councillor	40.00		18125.72
05/09/2023		001094	PCAA annual membership	75.00		18050.72
05/09/2023		001095	Clerk's salary and expenses + annual cost of extra data storage on laptop	352.03		17698.69
05/09/2023		001096	PAYE months 4,5, 6	193.88		17504.81
05/09/2023		001097	ALCA Good Councillor training for 1 councillor	40.00		17464.81
05/09/2023		001098	SLCC Budget training for Clerk	36.00		17428.81

Compton Dando Parish Council

Performance against Budget

For year beginning 01/04/2023

Name	Description	2023-24 Budget	Actual at 05/09/2023	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	71.52	-33.48	-31.89%
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	368.48	-231.07	-38.54%
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	2434.96	-4331.94	-64.02%
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	238.90	-496.10	-67.50%
SUPPLIES	Office Supplies	78.75	25.82	-52.93	-67.21%
TRAINING	Training	315.00	325.00	10.00	3.17%
WEBSITE	Website	231.00	0.00	-231.00	-100.00%
TOTAL		17809.20	4766.68	-12842.52	-72.93%