

COMPTON DANDO PARISH COUNCIL

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

PRESENT: P Paget (PP) (Vice- Chair)), A Dawes (AD), C Willows (CW), J Davis (JD), T Butler (TD)

IN ATTENDANCE: S Smith (Clerk), S Davis (Ward Councillor) and 1 Parishioner

MINUTES OF A PARISH COUNCIL MEETING

HELD ON 15th NOVEMBER 2016 IN COMPTON DANDO PARISH HALL

1. **APOLOGIES FOR ABSENCE:** Cllr Dawn Drury, Cllr H Maggs and District Cllr S Davis for a late arrival.
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 18TH OCTOBER 2016**
THE MINUTES WERE AGREED BY ALL TO BE A TRUE RECORD AND DULY SIGNED BY THE VICE CHAIR.
5. **FINANCE**

5.1 Finance Report for Compton Dando Parish Council 15/11/2016

Bank Reconciliation for 25th October 2016

The attached Bank Reconciliation was received and noted.

5.2 Schedule of Expenditure for 01/04/2016 to 15/11/2016

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

5.3 Parish Hall Payments for 15th November 2016

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

Cheque no.	Payee	Description	Amount
994	L Fox	Consumables	£8.35
995	K Bunyan	Lottery Prizes	£75.00
996	K Webb	Lottery Prize	£25.00

5.4 NAT WEST ACCOUNTS SIGNATURE CHANGES

To be completed.

5.5 TO APPROVE THE PROFORMA INVOICE FOR £111.72 FOR FIVE SAT NAV SIGNS AND SIGN THE CHEQUE IN ORDER FOR THE ORDER TO BE PROCESSED BY EUROSIGNS GB

It was APPROVED that the proforma invoice should be paid and the cheque was duly signed.

5.6 NAT WEST REQUESTED THE COMPLETION OF A FORM IN ORDER THAT THEY MAY COMPLY WITH ANTI-MONEY LAUNDERING AND OTHER REGULATORY OBLIGATIONS

The Clerk reported that she had completed the form and returned it to Nat West.

5.7 TO APPROVE THE ORDERING OF TWO NEW LANTERN SYSTEMS FOR THE TELEGRAPH POLES AT COURT HILL/RANKERS LANE/COCKERS HILL JUNCTION AND AT THE BOTTOM OF BATHFORD HILL

The Clerk reported that Richard Jones of Western Power has agreed to pay the invoices for the replacement of the Court Hill junction lantern and the lantern at the bottom of Bathford Hill.

These will be attached to the new telegraph poles recently erected by Western Power. Richard will liaise with SSE Lighting to organise the installation.

6. MATTERS ARISING

6.1 REPAIR OF THE FINGER POSTS AT THE 2 HEADED MAN JUNCTION AND THE JUNCTION OF CHARLTON ROAD AND WOOLLARD LANE – UPDATE CLERK

The Clerk reported that George Bottin, Principal Engineer for B&NES Council has now put the repair of the 2 Headed Man junction finger post onto the 2017-2018 program of works.

The repairs and maintenance of the finger post at the junction of Charlton Road and Woollard Lane will have to be funded by other means. Applications for funding are reported on in points 7.3 and 13.2.

6.2 POLICE SUPPORT FOR SAT NAV UPDATING – UPDATE CLERK

An email was received from T/Insp Adrian Fallows, the Neighbourhood Manager at Bath Police Centre, who said the police were happy to support the Parish Council in this matter and when any incidents occurred.

7. MATTERS FOR DISCUSSION/DECISION

7.1 TO DECIDE ON FLOOD REPRESENTATIVES FOR THE PARISH

To be carried forward to the December meeting.

7.2 TO DECIDE ON ANY ADJUSTMENTS TO THE BUDGET FOR 2017 – 2018 BEFORE APPROVAL IN THE DECEMBER MEETING

It was AGREED that increases need to be made to the amount of money allocated to the annual insurance and training budgets. The Clerk's working hours have been increased and there is another pay rise in April 2017 as part of the National Pay Award, so this budget item would also need increasing.

It was reported that the grant figures from B&NES Council have not yet been made available but that it was expected that they will be reduced.

An amended budget showing up to 3% increases will be brought to the December meeting for approval (ACTION CLERK).

7.3 TO DECIDE ON ANSWERS TO QUESTIONS IN THE APPLICATION FOR HERITAGE FUNDING APPLICATION FOR FINGER POSTS MAINTENANCE

7.3.1 IDEAS OF HOW THE PROJECT WILL ENGAGE THE LOCAL COMMUNITY/GRPOUPS/SCHOOLS

HLF suggested this could be done through activities e.g. looking at the history of the finger posts.

It was reported that there was information related to finger posts in the documents created as part of the Assets of Community Value application.

It was AGREED that it would be acceptable for the Clerk to contact Cllrs DD and PP with requests for help in answering the funding applications questions, rather than waiting to bring the questions to a meeting which would delay the process.

7.3.1 HLF NEED TO KNOW THE OWNERSHIP OF THE POST AND WHETHER B&NES COUNCIL HAVE A DUTY TO MAINTAIN THE FINGER POSTS

The Clerk reported that George Bottin confirmed by email that the finger post are publicly maintainable highway assets and are the responsibility of B&NES Council as local Highway Authority, but funding to maintain the posts is limited and it would be appreciated if funds could be found by other means.

7.3.2 HLF NEED TO KNOW IF B&NES COUNCIL SUPPORT THIS METHOD OF FUNDING THE REPAIRS/MAINTENANCE

George Bottin also confirmed that there is no objection to the proposed works should funding be secured.

A parishioner arrived at this point to be present when the planning application 16/05390/FUL was discussed.

7.4 TO DECIDE ON AN APPRAISAL DATE FOR THE CLERK

It was reported that Cllr HM has appraisal experience and is happy to lead the appraisal of the Clerk (confirmed by email prior to the meeting). Cllr DD also has appraisal training but cannot chair the appraisal committee because she is Chair of the Parish Council, but is happy to be part of the process (confirmed by email prior to the meeting).

It was decided to carry forward the decision of the appraisal date until the February 2017 meeting.

7.5 TO DECIDE ON WHETHER TO PAY THE BUGLE PLAYER AT THE REMEMBRANCE SERVICE AT THE WAR MEMORIAL IN COMPTON DANDO

It was AGREED that the amount of £25 should be paid retrospectively to the bugler.

David Brunskill is to be contacted for details (ACTION CLERK).

8. PLANNING APPLICATIONS RECEIVED

8.1 16/05390/FUL Elm Park Court Chewton Road Chewton Keynsham Bristol Bath And North East Somerset BS31 2SS

Erection of two storey front entrance porch.

The applicant spoke in support of the application.

The Parish Council unanimously SUPPORT the application because it will have no impact on the Green Belt (Policy GB2) and because of the satisfactory materials to be used, the new porch will be an improvement on the existing one (Policy D2).

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

10.1 16/03502/FUL Parcel 6464 Culverhay Compton Dando Bristol (CDPC SUPPORTED)

Erection of 4 x 8 metre telegraph poles.

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.

It was reported that B&NES Council wanted to know if the Parish Council wish the enforcement with regard to the Travellers' site at Queen Charlton to continue as there is a hearing in Cardiff in March 2017. It was AGREED that the enforcement should continue and the case officer should be informed (ACTION CLERK).

12. ITEMS FOR ACTION

12.1 None

13. CORRESPONDENCE FOR ACTION

13.1 DRAFT RESPONSE RECEIVED FROM THE PCAA FOR COMMENTS CONCERNING ARTICLE 4 AIRPORT PARKING CONSULTATION

Article 4 Direction airport parking consultation:

Please see the link to http://consult-ldf.n-somerset.gov.uk/consult.ti/article4_airportparking/consultationHome

This consultation is about restricting off-site car parking. Details are on line with a map showing the boundary for removing permitted development rights on off-site parking.
The deadline for comments is 30 November.

It was DECIDED that the Parish Council would SUPPORT the comments of the PCCA in this matter and had nothing to add. Judith Hoskin is to be informed (ACTION CLERK).

13.2 EMAIL RECEIVED REGARDING FUNDING FROM TESCO'S FOR COMMUNITY PROJECTS **13.2.1 TO DECIDE ON WHETHER TO APPLY TO TESCO BAGS OF HELP FOR FINGER POST FUNDING**

Bags of Help is Tesco's local community grant scheme where the money raised from the 5p bag levy in Tesco stores is being used to fund thousands of community projects across the UK. The Tesco Bags of Help scheme is moving into its next round with a new revised scheme and applications will now be accepted on a permanent basis. Some changes to the scheme are;

- Bags of Help will now see the money raised by the 5p bag charge in Tesco stores opened up to a greater range of projects including revenue projects that support community participation in the development and use of open spaces. Projects that will now get the green light will include volunteer training, physical improvements of open spaces, equipment purchases, community events and sports and leisure activities.
- Three projects will be shortlisted to go forward to a public vote in each of the Tesco regions every month.
- Following a public vote, three projects in each of the 200 Tesco regions will receive a grant each month, with first place receiving up to £5K, second place up to £2K and third place up to £1K. This means we can award grants on a monthly basis, to more community groups.
- There is no longer a maximum amount of match funding. The grant can fund 100% of your project, or can be a part of a larger project.

Please see this link for more information about the scheme and details on how to apply - <http://www.groundwork.org.uk/Sites/tescocommunityscheme/pages/Category/apply-for-a-boh-grant-tes2>

13.2.2 TO DECIDE ON A PROJECT NAME IF THE PARISH COUNCIL DECIDE TO PROCEED It was AGREED to call the project "Project Fingerposts".

13.2.3 TO DECIDE ON A 'BEFORE' PHOTOGRAPH TO SUBMIT Cllr PP will send a suitable photograph to the Clerk (ACTION CLLR PP)

13.2.4 TO DECIDE ON THE STARTING TIME AND LENGTH OF THE PROJECT It was AGREED that a suitable time for the project to start was Spring 2017 and that it would probably take one year to complete.

13.2.5 TO DECIDE ON THE FUNDING REQUIRED It was DECIDED that £3500 of funding should be applied for.

13.3 THE PCAA INTEND SENDING A NOTIFICATION AND A STATEMENT OF CONCERN TO THE MARKETING AUTHORITY

The PCAA would like to take Bristol Airport to the Competition and Marketing Authority. The Draft Competition and Marketing Authority Form and Statement of Concern has been looked at and improved by the PCAA Working Group. The PCAA would like any comments on the documents before 1 December.

It was DECIDED that the Parish Council would support the comments of the PCCA in this matter and had nothing to add. Judith Hoskin is to be informed (ACTION CLERK).

13.4 EMAIL OFFERING AN INFORMAL TALK ON SMART METERS FOR MONITORING ENERGY USAGE IN THE HOME

Karen Smith, Senior Project Worker for Household Energy Services has offered to talk to parishioners informally. Besides giving local residents the opportunity to find out about smart meters and discuss any queries, the session would also be an opportunity for people to find out about other support that can be offered.

CSE is an impartial Bristol charity which offers free energy advice to householders in the South West. They help people to stay affordably warm in their homes, to benefit their health and financial circumstances.

They are also organising a **short training event on smart meters** and how to get the most from them in **the Pavilion Room at Publow Memorial Hall on Wednesday 13th December**.

It was DECIDED that this information on Smart Meters should be forwarded to the CDCA, via Cllr HM for distribution in the community (ACTION CLERK).

13.5 EMAIL FROM LOUISE FRADD RESPONSIBLE OFFICER FOR THE JSP AND JTS OFFERING THE OPPORTUNITY TO TAKE PART IN THE NEW CONSULTATION

The consultation documents can be viewed and comments made at www.jointplanningwofe.org.uk. Documents are available in local libraries and council offices throughout Bath and North East Somerset, Bristol, North Somerset and South Gloucestershire.

District Cllr SD arrived at this point in the meeting.

It was reported that this consultation is informal and that there will be a formal consultation next year. Parishioners and Councillors are welcome to comment on this informal consultation. It was reported that it is worth submitting comments at this stage as this is the stage that the documents are created for the formal consultation.

The Parish Council have represented the Parish at many workshops over the last year and will submit a response stating their alarm at many of the potential adverse impacts on the Parish and are happy to receive input from parishioners. A draft comment document will be drawn up and distributed to Councillors for their input prior to submission (ACTION CLLR CW).

14. CORRESPONDENCE FOR INFORMATION

14.1 THE PCAA HAS SENT AN INVITATION TO COUNCILLORS TO THE ANNUAL REVIEW ON TUES 6 DECEMBER

These events give Parish Councils the opportunity to review Bristol Airport's activity over the last 12 months and identify areas of interest or issues of concern for the year ahead.

Parish Council members are invited to mince pies and mulled wine on Tuesday 6th December at 6pm for 6:30pm.

The event will be held in the Bristol Room of the Administration Building, with parking available in the staff and visitors' car park (complimentary exit tickets will be provided).

Confirmation of attendance is requested.

Councillor CW will attend as the representative of the Parish Council.

Judith Hoskin will be informed (ACTION CLERK).

14.2 POSTERS RECEIVED FROM B&NES COUNCIL TO DISPLAY CONCERNING TICK AWARENESS

It was thought necessary to have a poster in all the parish noticeboards. Two more are to be requested (ACTION CLERK).

14.3 NEW DIAL A RIDE SERVICE (DETAILS APPENDED)

Received and noted.

14.4 THE CHARITIES COMMISSION HAVE CONFIRMED THAT THEY HAVE ACCEPTED THE COMPTON DANDO PARISH HALL AS A REGISTERED CHARITY

It was DECIDED that a meeting with Dick Whittington should be requested to clarify what is required of the Parish Council following the charitable status designation.

It was suggested that the meeting could be held before the Parish Council meeting in February or at another time to suit Dick. Members of the Parish Hall Management Committee would also be invited (ACTION CLERK).

14.5 EMAIL RECEIVED FROM SARA DIXON OF B&NES COUNCIL INFORMING OF THE HERITAGE LOTTERY EVENT (DETAILS APPENDED)

The HLF event will take place at the Guildhall in Bath on the 21st November from 10.00am to 12.30pm.

Received and noted.

14.6 EMAIL FROM SIMON MORRISSEY THE SENIOR ENGINEER FOR DRAINAGE AND FLOODING AT B&NES COUNCIL, INFORMING THE PARISH COUNCIL THAT WORK WILL START ON THE TRASH SCREEN OUTSIDE THE COMPTON DANDO PARISH HALL ON TUESDAY 8 NOVEMBER

It was reported that the work had started and was progressing well. The topping stones have been provided by Cllr AD.

14.7 REMINDER FROM SIMON DE BEER OF B&NES COUNCIL THAT THE PUBLIC CONSULTATION ON B&NES CORE STRATEGY REVIEW IS OPEN FROM 7 NOVEMBER TO 19 DECEMBER

The Core Strategy Review will allocate strategic sites at locations identified in the Joint Spatial Plan and other development opportunities will be identified and allocated. This is also an opportunity to look again at other policy areas such as renewable energy targets and what infrastructure is needed to support additional development.

You can make comments [online](#) or via e-mail to core_strategy@bathnes.gov.uk

Received and noted.

14.8 EMAIL FROM MARTIN LAKER INFORMING OF THE ANNUAL PARISH ONLINE MEETING AT BATH SPA UNIVERSITY ON 6 DECEMBER AT 6.30 PM

Cllr DD will be attending.

14.9 EMAIL RECEIVED FROM THE CARER'S CENTRE AND VILLAGE AGENT INFORMING OF A FREE CHRISTMAS EVENT AT PENSFORD MEMORIAL HALL ON 6 DECEMBER 1.45-4.30 PM

There will be seasonal refreshments and Stalls selling Christmas crafts, raffle prizes, live music by Jeff Wilkins 'Boots'. Transport can be arranged – please call 01761 431388.

Received and noted.

15. REPORTS

15.1 PARISH HALL REPORT (APPENDED)

15.2 VILLAGE UPDATES

A valued member of the Parish including long standing member of the Parish Hall Committee, Katherine Bunyan, sadly died on 11th November.

15.3 DEVELOPMENT MANAGEMENT COMMITTEE MEETING FOR PLANNING APPLICATION 16/02055/FUL – COUNCILLOR CW

Erection of 100 no. 1, 2, 3 and 4 bedroom dwellings including public open space, attenuation and associated works. New vehicular access from Queen Charlton Lane.

It was reported that the planning application was approved and that access being left only, a condition requested by the Parish Council, became part of the application.

15.3 JSP WORKSHOP ON 15 NOVEMBER 2016 AT WHITCHURCH PARISH HALL

Information is recorded against point 13.5.

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

None.

DATE OF NEXT MEETING IS 20 DECEMBER 2016 AT 8.00PM IN COMPTON DANDO PARISH HALL

THE MEETING CLOSED AT 10.10 PM

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....

Bank Reconciliation and Cheques to be paid.

Compton Dando Parish Council

Meeting Date: 15/11/2016

Prepared by: Clerk Susan Smith

Date:

09/11/2016

Approved by : Vice Chair

Date:

15/11/2016

Bank Reconciliation Date:

25/10/2016

Bank Balance at Date:

9,965.14

Unpresented cheques

0.00

Bank Balance less unpresented cheques

9965.14

Cashbook Balance at Date

9965.14

Unpresented cheques

0.00

Cheques to be paid

Description

Cheque No

Amount

Direct Debit

EDF Electricity inv no 000002131474

107.38

Eurosigns (UK) Ltd PF 1707

001286

111.72

Hannah Maggs paint finger posts

001287

18.32

Clerk's Salary & Expenses

001288

323.88

Financial Report

From	01/04/2016	To	15/11/2016			
	Net	Vat	Gross	Budget	Variance	%Variance
Clerk's Salary	2776.30	0.00	2776.30	2980	-203.70	-6.84%
Clerk's Expenses	39.23	3.33	42.56	160	-117.44	-73.40%
Clerk's PAYE	0.00	0.00	0.00	0	0.00	
Audit Fees	220.00	20.00	240.00	350	-110.00	-31.43%
Solicitor Fees	450.00	0.00	450.00	0	450.00	
Donation	0.00	0.00	0.00	0	0.00	
Grants Given	650.00	0.00	650.00	1050	-400.00	-38.10%
Grass Cutting	90.00	0.00	90.00	650	-560.00	-86.15%
Hall Hire	168.00	0.00	168.00	180	-12.00	-6.67%
Hall Refurb	557.00	0.00	557.00	0	557.00	
ICO	35.00	0.00	35.00	35	0.00	0.00%
Parish Hall Insurance	1116.30	0.00	1116.30	1109	7.30	0.66%
Memberships and Subs	86.00	0.00	86.00	255	-169.00	-66.27%
Signs Notice boards	0.00	0.00	0.00	0	0.00	
Mobile Top Up	40.00	3.33	43.33	0	43.33	
Postage	22.19	0.00	22.19	25	-2.81	-11.24%
Office Supplies	20.37	3.33	23.70	70	-46.30	-66.14%
Telephone Kiosks	0.00	0.00	0.00	200	-200.00	-100.00%
Street Light Electricity	311.28	10.20	321.48	545	-223.52	-41.01%
Street Light Maintenance	200.88	40.17	241.05	350	-108.95	-31.13%
Training	50.00	0.00	50.00	200	-150.00	-75.00%
Website	0.00	0.00	0.00	120	-120.00	-100.00%

Parish Hall Report

November 2016

There is very little, out of the ordinary, to report this month; the important news was, of course, that the “Hall” has been granted charitable status. This not only regularises the legal and financial standing of the organisation but also helps to preserve the amenity for the parish.

The above apart, there is little to report: both John Dottridge and Philippa Paget attended one of the regular hall managers’ meetings where we found ourselves amongst the consensus, reporting typical booking levels and no particular administrative issues.

John Dottridge
8th November 2016