

# COMPTON DANDO PARISH COUNCIL

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

**PRESENT:** D Drury (Chair), P Paget, A Dawes (AD), C Willows (CW), T Butler (TD) + 2 members of the public

**IN ATTENDANCE:** S Smith (Clerk), S Davis (Ward Councillor)

## MINUTES OF A PARISH COUNCIL MEETING

**HELD ON 16<sup>TH</sup> APRIL 2019 IN COMPTON DANDO PARISH HALL**

- 1. APOLOGIES FOR ABSENCE:** Apologies from Ward Councillor Sally Davis for a late arrival and from Councillor HM.
- 2. NOTIFICATION OF ANY MEMBER'S PERSONAL OR PREJUDICIAL INTEREST IN ANY ITEM ON THE AGENDA:**  
District Councillor S Davis requested that it be recorded that any comments made by her on planning matters would be in line with papers before the Parish Council.
- 3. QUESTIONS ON NOTICE BY MEMBERS**  
None
- 4. MINUTES OF THE PREVIOUS MEETING HELD ON 19<sup>TH</sup> MARCH 2019**

THE MINUTES WERE AGREED BY ALL TO BE A TRUE RECORD AND DULY SIGNED BY THE CHAIR.

### 5. FINANCE

#### 5.1 Finance Report for Compton Dando Parish Council 16/04/2019

##### Bank Reconciliation for 31/03/2019

The attached Bank Reconciliation was received and noted.

#### 5.2 Schedule of Expenditure for 01/04/2018 to 31/03/2019

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

#### 5.3 Parish Hall Payments for 16/04/2019

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

Cheque Number	Payee	Description	Amount
100003	K Webb	Stationery	£40.71
100004	Chew Valley East News	Advertising	£45.00
100005	L Fox	Consumables	£20.91
100006	L Fox	Caretaking Fees	£198.00
100007	H Dottridge	Lottery Prizes	£100.00

#### 5.4 CONFIRMATION THAT DATA PROTECTION REGISTRATION RENEWAL WAS RECEIVED AND HAS BEEN PAID BY DIRECT DEBIT

Received and noted.

#### 5.5 TO APPROVE AND SIGN THE SELF CERTIFICATION AS AN EXEMPT AUTHORITY

Compton Dando Parish Council is classed as a smaller council as its income is below £25,000, therefore it will come under the title of an exempt authority when it comes to the external audit in 2019.

If it is felt that there is a sound, effective system of financial control in place, an effective internal audit and the Code of Transparency is followed, then it is possible to self-certify as an exempt authority.

The self-certification as an exempt authority was DULY signed.

**5.6 NOTIFICATION RECEIVED FROM B&NES COUNCIL THAT PRECEPT OF £6116.73 HAS BEEN PAID INTO THE BANK**

Received and noted.

**5.7 TO DECIDE IF 'READ-ONLY' INTERNET BANKING SHOULD BE SET UP FOR THE PARISH HALL ACCOUNTS**

Having read-only internet banking for the Parish Hall current account was APPROVED.

The Clerk will contact the Parish Hall Chairman and Treasurer (ACTION CLERK).

**5.8 TO RECEIVE NOTIFICATION THAT THE PARISH HALL NAT WEST BANK ACCOUNTS ARE NOW CLOSED AND THE CLOSING BANK STATEMENTS HAVE BEEN RECEIVED**

Received and noted.

**6. TO RECEIVE UPDATES ON PROGRESS OF RESOLUTIONS FROM THE CDPC MEETING HELD ON 19<sup>TH</sup> MARCH 2019**

**6.1 None**

**7. MATTERS FOR DISCUSSION/DECISION**

**7.1 TO MINUTE A REQUEST TO PARISHIONERS TO BE CONSIDERATE OF GROUND NESTING BIRDS WHEN OUT WALKING DOGS**

The decision to remind walkers in the Spring was taken last August.

**7.2 TO REVIEW THE YEARLY RISK ASSESSMENT PROCEDURES LIST**

The list was reviewed and DULY signed.

**7.3 TO REVIEW THE SECURITY INCIDENT RESPONSE POLICY**

The policy was reviewed and DULY signed.

**7.4 TO REVIEW THE GDPR CONSENT TO HOLD INFORMATION FORM**

The consent form was reviewed and DULY signed.

**7.5 TO REVIEW THE ACCIDENT AND INJURY RECORD FOR THE CLERK FORM**

The record was reviewed and DULY signed.

**7.6 TO REVIEW THE RISK ASSESSMENT POLICY**

The policy was reviewed and DULY signed.

**7.7 TO RECEIVE NOTICE OF ALL THE COMPLETED APPLICATIONS FOR S137 FUNDING**

The Clerk reported that a request for £300 had been received to clear the banks of the stream below the church field in Compton Dando.

A request for £399 had been received to buy and erect extra Christmas tree lights for the Compton Dando village Christmas tree as it had now grown very tall.

There had been a third request for insurance for the Compton Dando defibrillator, however, the Clerk had informed the applicant that this was covered by the Parish Council insurance and that the cost of replacement pads could be applied for through S137 funding when they needed replacing.

**7.8 TO RECEIVE NOTICE THAT RESTORATION OF THE COCKERS HILL FINGERPOST HAS BEEN SELECTED BY TESCO BAGS FOR HELP AND WILL BE PUT FORWARD FOR CUSTOMER VOTE DURING MAY AND JUNE 2019**

Received and noted.

**7.9 TO COMPLETE THE HEALTH & SAFETY QUESTIONNAIRE ON THE MILLENNIUM GREEN FOR GREENSLADE TAYLOR HUNT**

The questionnaire was completed and DULY signed.

**7.10 TO RECEIVE NOTICE OF REQUIREMENTS FOR THE CLERK'S PENSION RE-ENROLMENT**

Key dates for Compton Dando Parish Council:

- 3rd anniversary of staging date - 1st October 2019
- Re-enrolment window opens - 1st July 2019
- Re-enrolment window closes - 31st December 2019
- Re-declaration deadline 2nd March 2020

An official letter will be sent to the Parish Clerk by the Chair of Council on 1st September 2019.

Received and noted.

**7.11 TO RECEIVE NOTICE THAT COMPTON DANDO VILLAGE HAS BEEN ASKED TO CREATE A SCARECROW TRAIL BY MARKSBURY PRIMARY SCHOOL**

Received and noted.

Concerns had been received that the positioning of the scarecrows should be carefully considered in order to not scare horses.

**Ward Councillor Sally Davis arrived.**

**8. PLANNING APPLICATIONS RECEIVED**

**8.1 19/00540/FUL Land North of West Barn Uplands Lane Chewton Keynsham Bristol  
Erection of 1no dwelling.**

The Parish Council unanimously support the application for the following reasons:

The scale, height and degree of the extension is acceptable, but any further increase in size would not be; the amenity of the neighbours' light, access and noise is preserved and the materials and design are satisfactory, although the Parish Council would like to see re-use of the red roof tiles and other materials. The Parish Council like the screening with natural hedging. (Policy D2, page 28 LP).

It was thought that although the access is tricky the number of vehicles using the dwelling would not be worse than for its use as a barn and there is sufficient parking (Policy D2, page 28 LP).

The Parish Council defer the checking of the drainage arrangements to the Council.

**8.2 19/01407/FUL Tolzey Cottage Penn Hill Lane Queen Charlton Bristol BS31 2SJ**  
**Replacement of garden room and replacement of identified windows.**

The Parish Council unanimously support the application for the following reasons:

The scale, height and degree of the extension is acceptable as are the materials and design; the amenity of the neighbours' light, access and noise is preserved and there will be no changes to external lighting (Policy D2, page 28 LP).

**8.3 19/01408/LBA Tolzey Cottage Penn Hill Lane Queen Charlton Bristol BS31 2SJ**  
**External alterations for the replacement of garden room and replacement of identified windows.**

The Parish Council unanimously support the application for the following reasons:

The scale, height and degree of the extension is acceptable as are the materials and design; the amenity of the neighbours' light, access and noise is preserved and there will be no changes to external lighting (Policy D2, page 28 LP).

**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](http://www.bathnes.gov.uk)**

**10.1 19/00402/FUL Bathford Hill Compton Dando Bristol Bath and North East Somerset**  
**Erection of single storey rear extension following removal of existing conservatory.**  
**(CDPC Support Feb 2019)**

**PERMIT**

**10.2 18/05103/FUL Wellfield House, Parkhouse Lane, Keynsham Bristol BS31 2SG**  
**Erection of 4 no. buildings and associated works. (CDPC Support Dec 2018)**

**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](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:**

11.1 None

**12. ITEMS FOR ACTION**

12.1 None

**13. CORRESPONDENCE FOR ACTION**

**13.1 EMAIL RECEIVED FROM B&NES COUNCIL NOTIFYING OF PLANNING POLICY CONSULTATION ON DEVELOPERS CONTRIBUTIONS (GREEN INFRASTRUCTURE) AND AN AMENDMENT TO CIL INFRASTRUCTURE LEVY**

“We are inviting feedback on focused amendments to the Planning Obligations Supplementary Planning Document (SPD) with particular reference to Green Infrastructure, and an amendment to the Community Infrastructure Levy (CIL) Infrastructure List (CIL Regulation 123 list).

The consultation documents can be accessed online at: [www.bathnes.gov.uk/developercontributions](http://www.bathnes.gov.uk/developercontributions)

Comments on both consultation documents must be received by Bath and North East Somerset Council Planning Policy team by **5.00 pm on Thursday 25 April 2019.**”

Received and noted.

#### **14. CORRESPONDENCE FOR INFORMATION**

**14.1 None**

#### **15. REPORTS**

##### **15.1 PARISH HALL REPORT (APPENDED)**

The Clerk read out the report.

##### **15.2 VILLAGE UPDATES**

**15.2.1** Councillor CW reported that he had confirmed the work for the erection of the Queen Charlton triangle protection with JD Contractors and also reported that he had arranged for top soil to be laid once the fence was in place.

It was DECIDED that more quotes should be obtained for the posts themselves as there is a delay with the quote from Keynsham Town Council.

**15.2.2** It was reported that Jim McEwen, Floods and Drainage officer for B&NES Council, has arranged for the area at the top of the hill on the left-hand east side of the B3116 by the pond, to be cleared by a tractor once the water level has dropped. Once this is complete, B&NES Council will flush through the drains.

##### **15.3 REPORT FROM THE SAM JAM FESTIVAL SUB-COMMITTEE LICENSING MEETING 28<sup>TH</sup> MARCH 2019 – COUNCILLOR DD**

It was reported that the licence was granted without amendment.

#### **16. ITEMS OF REPORT TO BE CARRIED FORWARD TO THE NEXT MEETING**

None.

**Councillor DD thanked Ward Councillor Sally Davis, on behalf of the Parish Council, for all her hard work and support over the years as the Ward Councillor. The Parish Council will miss Sally’s advice now that she will no longer be the Ward Councillor for the Parish because of the boundary changes.**

**DATE OF NEXT MEETING IS 21<sup>ST</sup> MAY 2019 AT 8.00PM IN COMPTON DANDO PARISH HALL  
THIS WILL BE PRECEDED BY THE ANNUAL MEETING OF THE PARISH AT 7.45 PM WHICH WILL BE PRECEDED BY  
THE ANNUAL PARISH COUNCIL MEETING AT 7.30 PM**

THE MEETING CLOSED AT 9.00 pm

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....

**Bank Reconciliation**  
Compton Dando Parish Council

30/03/2019

Prepared by: Clerk Susan Smith

Date:

15/04/2019

Approved by : Chair

Date:

16/04/2019

<b>Bank Reconciliation Date:</b>	30/03/2019
<b>Bank Balance at Date:</b>	6,725.79
<b>Unpresented cheques</b>	0.00
<b>Bank Balance less unpresented cheques</b>	6725.79
<b>Cashbook Balance at Date</b>	6725.79

**Unpresented cheques**

**Unpresented cheques**

0.00

**Cheques to be paid**

<b>Description</b>	<b>Cheque No</b>	<b>Amount</b>
SSE Contracting Ltd inv: 869550	001476	80.35
Clerk's salary and expenses	001478	384.7
PAYE 06 Mar to 05 Apr month 12	001477	12.2
ICO( Data Protection)by Direct Debit		35

**Financial Report**  
From

01/04/2018

To

31/03/2019

	Net	Budget	Variance	%Variance	
Clerk's Salary	4618.71	4133.20	485.51	11.75%	pay scale increase
Clerk's Expenses	69.12	64.26	4.86	7.56%	
Clerk's PAYE	168.14	0.00	168.14		
Audit Fees	200.00	367.20	-167.20	-45.53%	no external audit
Solicitor Fees	864.04	0.00	864.04		
Donation	150.00	25.50	124.50	488.24%	not budgeted for
Grants Given	500.00	2040.00	-1540.00	-75.49%	not allocated all fund
Grass Cutting	800.00	816.00	-16.00	-1.96%	
Hall Hire	172.00	171.36	0.64	0.37%	
Hall Refurb	0.00	0.00	0.00		
ICO	35.00	35.70	-0.70	-1.96%	
Parish Hall Insurance	1079.18	1224.00	-144.82	-11.83%	
Memberships and Subs	403.31	267.24	136.07	50.92%	some subs increased
Signs Notice boards	2055.14	0.00	2055.14		funded by CiL
Mobile Top Up	50.00	71.40	-21.40	-29.97%	
Postage	24.12	30.60	-6.48	-21.18%	
Office Supplies	88.09	40.80	47.29	115.91%	
Telephone Kiosks	0.00	102.00	-102.00	-100.00%	no expenditure
Street Light Electricity	448.70	546.72	-98.02	-17.93%	
Street Light Maintenance	267.84	382.40	-114.56	-29.96%	
Training	165.00	306.00	-141.00	-46.08%	
CiL Payments	1250.00		1250.00		
Website	0.00	122.4	-122.40	-100.00%	
Parish Hall Expenses	4563.35		4563.35		

# **Parish Hall Report**

**April 2019**

The committee has worked hard to replace our caretaker who, as reported last month, is resigning after many years of admirably conducting that role.

In fact, we have divided the role with Greg Drane generously volunteering to become the bookings supremo whilst Cheryl and Chris Cooper, from Keynsham, have been awarded the contract to maintain the day to day upkeep of the hall.

There is sure to be an odd hiccup as we execute the change to new systems, especially as the caretaker has run so tight a ship for so long and we ask for your forbearance during this period. However, we are excited by the prospect of introducing some new ideas to our booking system and all remain committed to providing the hall to the high standards maintained over the last decade or more.

All these changes apart, the day to day running of the hall has run smoothly and booking rates are firm.

John Dottridge  
April 2019