

COMPTON DANDO PARISH COUNCIL

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

PRESENT: D Drury (DD) (Chair), P Paget (PP) (Vice- Chair)), H Maggs (HM) & J Davis (JD)

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

MINUTES OF A PARISH COUNCIL MEETING

HELD ON 16TH AUGUST 2016 IN COMPTON DANDO PARISH HALL

1. **APOLOGIES FOR ABSENCE:** Were received from Councillor A Dawes and accepted.
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.

Councillor PP notified the Parish Council of an interest in item 7.1 Burnett as a Conservation village and also with item 8.1 Planning Application 16/03490/FUL.

Councillor DD notified the Parish Council of an interest in 7.1 Burnett as a Conservation village.

3. **QUESTIONS ON NOTICE BY MEMBERS**

Whether to discuss the planning application 16/03245/FUL from the Publow parish, for the provision of new site access and agricultural engineering works.

It was AGREED to discuss the application at Knight Folly Farm following concerns raised by parishioners.

The Parish Council unanimously OBJECT to the application due to the following:
There would be an adverse impact on the Green Belt (Policy GB2) as well as an ecological impact (Policy D2). There would also be implications for highways safety due to the increase in the number of HGV lorries accessing the site (Policy D2), which would also cause damage to the verges of the narrow lanes. There were also concerns that the amount of in-fill could be excessive.

4. **MINUTES OF THE PREVIOUS MEETING HELD ON 19th JULY 2016**
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 16/08/2016**

Bank Reconciliation for 01/08/2016

The attached Bank Reconciliation was received and noted.

The Clerk reported that the Notice of Conclusion of Audit had been received and copies were distributed for display. A copy will be emailed to Councillor CW and to the representative in Chewton Keynsham for display on their noticeboards (ACTION CLERK). The notice is also on the Parish Council website.

5.2 **Schedule of Expenditure for 01/04/2015 to 16/08/2016**

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

5.3 **Parish Hall Payments for 16/08/2016**

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

Cheque no.	Payee	Description	Amount
982	P Paget	Lottery Prize	£25.00
983	K Bunyan	Lottery Prizes	£100.00
984	Tincknell Fuels	Fuel Oil	£415.17
985	L Fox	Consumables	£23.60

5.4 NAT WEST BANK SIGNATORIES UPDATE

This has yet to be completed.

5.5 TO TAKE A DECISION ON THE PAYMENT METHOD FOR THE CPRE ANNUAL MEMBERSHIP

It was unanimously DECIDED to change the annual membership payment method to that of direct debit. The Direct debit mandate was duly signed by two Councillors and it will be forwarded to CPRE for action by the Clerk.

5.6 PAYMENT METHOD FOR THE CLERK'S MOBILE PHONE

The Clerk reported that because the Parish Council mobile phone is a 'pay as you go' phone then a direct debit mandate could not be set up. The Clerk will continue to pay for top ups and then put in a claim. Any future clerks would need to set up their own payment method.

6. MATTERS ARISING

6.1 CPRE – LETTER TO YOUR MP REQUESTING A STOP ON GREEN BELT DEVELOPMENT– UPDATE CLERK

The Clerk reported that the opportunity to send a letter had now been closed.

6.2 WAR MEMORIAL GRANT APPLICATION– UPDATE CLERK

The Clerk reported that there had been a problem with the sending of the photographs but that she had now received them and would send in the application as soon as possible,

6.3 MILLENNIUM GREEN GRASS CUTTING – UPDATE CLERK

The Clerk reported that Lesley Bowes had been informed that the Parish Council had accepted her quote. The invoice for the extra work will be sent to the Parish Council at the end of the season.

It was agreed that a letter of thanks should be sent to Nigel Gayle for cutting the grass at such short notice and thereby enabling the fete to use this area (ACTION CLERK).

6.4 REPORTED TRAFFIC NEAR MISSES IN THE PARISH – UPDATE CLERK

The Clerk reported that she had received the reference number 174602.

6.5 COMMUNITY SHOWCASE AT THE KEYNSHAM AREA FORUM ON 26 SEPTEMBER 2016 – UPDATE

It was reported that Councillor PP had spoken to Councillor HM in her role as Chairman of the CDCA. Councillor HM reported that the matter would be discussed at the CDCA meeting being held next week.

6.6 LORRY SAT NAVS

An email had been received from PC James Evans 3803 stating the following:

I have been attempting to get a definitive answer in relation to your enquiry. The Department of Transport can and do supply information as to the weight limits / size limits of each route. The issue is that you have to either buy a specialist sat nav or you have to adjust the setting accordingly. They claim that the information that they use is as up to date as it can be and is updated regularly. So in short they are saying it is more operator error. We continue to monitor these areas and deal with motorists contravening the road traffic act. I hope this makes sense, any questions please make contact.

It was reported that road signs exist warning drivers to ignore their sat navs and there is a supplier of these based in Weston-Super-Mare. Sadie Cox of B&NES Council is to be asked if the Council are able to supply the Parish with any of these signs for Slate/Peppershells Lane and at the top of Chewton Road as it leaves the Wellsway (ACTION CLERK).

7. MATTERS FOR DISCUSSION/DECISION

7.1 BURNETT AS A CONSERVATION VILLAGE

It was reported that a Burnett resident has agreed to liaise with the Clerk as necessary with regard to this matter. It was decided though, that the invitations to a presentation/question and answer time before the October meeting, should be posted to the individual residents (ACTION CLERK).

The Clerk will contact B&NES Council for an up-to-date electoral roll, and verify the list with Councillors DD and PP before the invitations are sent out shortly after the September meeting.

7.2 TO DECIDE ON THE MEMBERSHIP OF A COMPTON DANDO PARISH COUNCIL PERSONNEL COMMITTEE

It was DECIDED that Councillors HM (to be Chair of Personnel Committee), JD and PP would constitute the Personnel Committee. Councillors AD, CW and CW would make up a second stage committee should a reason for doing so arise. Councillor DD would have a casting vote should this be necessary.

7.3 TO APPROVE THE EQUAL OPPORTUNITIES STATEMENT

The Equal Opportunities statement was APPROVED and duly signed by two Councillors.

7.4 TO APPROVE A DISCIPLINARY & GRIEVANCE PROCEDURE POLICY

The Disciplinary & Grievance Procedure Policy was APPROVED and duly signed by two Councillors.

7.5 TO DECIDE WHETHER TO JOIN WITH SHOSCOMBE PARISH IN REQUESTING 20 MPH SPEED LIMITS

An email was received from Jean Fossaceco, Shoscombe's Parish Clerk stating the following:

I'm contacting you as we are trying get some warning signs around our village and single track roads and 20 mph enforceable limit but, as usual, there's no money! Neil Butters, our ward councillor, has suggested I ask other councils if they would be interested as Stefan Chiffers, the highways officer responsible for this, might be more successful in getting funding from dept of transport if it's a few villages rather than individual ones. I can see from minutes that that is something you have looked into do thought I'd approach you.

The Councillors felt unable to support Shoscombe's Parish Council request because of a decision made at the 19 April 2016 Compton Dando Parish Council meeting. At this meeting it was decided to accept the proposal on offer by B&NES Council in case that was withdrawn due to limited funding; having some 20 mph speed limits in place rather than possibly losing out completely was considered to be the right course of action. (ACTION CLERK to reply)

8. PLANNING APPLICATIONS RECEIVED

8.1 16/03490/FUL Grove Cottage, Cockers Hill, Compton Dando, Bristol, Bath & North East Somerset, BS39 4JX

Installation of concrete foundation base and erection of telecommunications street cabinet, on private land and out of sight from public view.

The Parish Council unanimously SUPPORT the application because it was felt that there would only be a slight adverse visual impact on the Green Belt (Policy GB2) and only a slight impact on the local

natural environment (Policy D2).

8.2 16/03502/FUL Parcel 6464 Culverhay Compton Dando Bristol

Erection of 4 x 8 metre wooden telegraph poles.

The Parish Council unanimously SUPPORT the application but would appreciate it if it were possible for the construction to use less telegraph poles and thereby reduce the adverse visual impact on the Green Belt (Policy GB2).

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 16/01992/FUL The Gables, Common Lane, Compton Dando, Bristol, BS39 4JU (CDPC Supported this application)

Erection of a shed for agricultural use on land at the rear of The Gables
PERMIT

10.2 16/02544/FUL The Old School, Court Hill, Compton Dando, Bristol, BS39 4JZ (CDPC Supported this application)

Erection of outbuilding in rear garden.
PERMIT

10.3 16/02890/LBA Chewton Place Chewton Road Chewton Keynsham BS31 2SX (CDPC Supported this application)

External alterations to renew external render.
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 09/00640/undev – QUARRY LODGE WOOLLARD

No update had been received. The Clerk also reported that the original case officer was no longer on the case but the request for an update had been sent to Planning Enforcements at B&NES Council as well. The head of Enforcement, Richard Stott is to be contacted for an update (ACTION CLERK).

11.2 TRAVELLERS SITE QUEEN CHARLTON – CASE OFFICER CHRIS GRIGGS-TREVARTHEN

The following update was received:

A Public Inquiry into the refused planning application for a change of use of the land to use as a gypsy and traveller site is scheduled to take place for 3 days starting on the 4th October 2016. It is due to be held at Bath City FC in Twerton.

The Council is in the process of preparing its case for the Inquiry and will formally notify all interested parties about the Inquiry nearer to October.

Simultaneously, the Council's enforcement team are pursuing an injunction against the unauthorised use of the land.

I cannot provide any further details at this stage, but the enforcement team will keep you updated in line with our local enforcement policy.

Councillor CW will be asked to inform the residents of Queen Charlton village about the public inquiry and to state that there will be someone from the Parish Council present as well (ACTION CLERK).

12. ITEMS FOR ACTION

12.1 None.

13. CORRESPONDENCE FOR ACTION

13.1 EMAIL RECEIVED WITH AN INVITATION TO THE B&NES CCG (CLINICAL COMMISSIONING GROUP) AGM ON 29 SEPTEMBER 2016 2.00-5.00 PM

To decide on who attends as a representative of the Parish Council. One ticket has been reserved to date.

No-one from the Parish Council is able to attend.

13.2 NEWSLETTER AND SURVEY RECEIVED FROM SUE MOUNTSTEVENS, POLICE AND CRIME COMMISSIONER (PCC), FOR THE 2016 PCC PRIORITIES CONSULTATION

A key role of the PCC is to set the Police and crime priorities for the area in the Police and Crime Plan.

The new plan will cover the period October 2016 to 31 March 2021. The consultation will run from 24 June 2016 to 30 August 2016.

A hard copy has been supplied for the Parish Council to complete OR

The online survey is available at:

<http://www.avonandsomerset-pcc.gov.uk/Take-Part/Your-policing-priorities-consultation.aspx>

After due consideration it was decided that the survey that had been received was for an individual and not appropriate for a Parish Council to complete.

13.3 EMAIL RECEIVED WITH INVITATION TO THE ALCA AGM ON SATURDAY 8 OCTOBER 2016

The meeting takes place in Midsomer Norton Town Hall, BA3 2HQ 10.30 – 12.00.

The keynote speaker is Dr Johnathan Owen, Chief Executive of NALC.

Every ALCA Member Council is entitled to be represented by two persons at the AGM; the two persons being either two Councillors or one Councillor and the Clerk to the Member Council.

Councillor DD will attend to represent the Parish Council.

13.4 EMAIL RECEIVED FROM THE PCAA WITH THEIR RESPONSE (APPENDED) TO PLANNING APPLICATION 16/P/1795/RM (COMMENTS APPENDED).

The application is for a new replacement reception building Silver Zone car park. Any comments to their response have been requested by 25 August 2016.

It was DECIDED to SUPPORT the comments made by the PCAA. Clerk to inform the PCAA (ACTION CLERK).

13.5 EMAIL RECEIVED FROM ALCA INFORMING THE PARISH COUNCIL OF THE NEW LOCAL COUNCIL AWARD SCHEME (APPENDED)

There are three levels of award to be achieved: Foundation, Quality and Quality Gold. There are two fees required, one for registration with NALC and the other an accreditation fee.

It was DECIDED to review in one year's time.

13.6 EMAIL RECEIVED ASKING FOR NOMINATIONS FOR THE CHAIRMAN OF BANES COUNCIL COMMUNITY AWARDS FOR 2016/2017

There are two categories; one for Voluntary work and the other for Business achievements.

The Parish Council do not wish to nominate anyone. The email has been circulated and the information will be put on the Parish Council website (ACTION CLERK).

13.7 EMAIL RECEIVED FROM CHRIS BANKS, PROGRAMME OFFICER FOR B&NES COUNCIL DETAILING THE PROGRAMME OF HEARINGS FOR THE PLACEMAKING PLAN

Week 1 commences on Tuesday 13 Sept at 10 am and last for 3/4 days.
Chris wants to know if anyone wants to attend or is no longer able to attend.

Councillor DD may be able to attend.

13.8 EMAIL FROM IAN SAVIGAR, DIVISIONAL DIRECTOR FOR CUSTOMER SERVICES AT B&NES COUNCIL, REQUESTING THAT THE PARISH COUNCIL COMPLETE A QUESTIONNAIRE ON A REVISED SCHEME FOR LOCAL COUNCIL TAX SUPPORT FROM APRIL 2017

The questionnaire is available by clicking here [online questionnaire](#). It will be available for ten weeks, until midnight on Sunday 16th October 2016.

All local residents, key stakeholders, partner organisations and parish & town councils are invited to respond to the consultation and comment on the Council's preferred scheme.

The email has been circulated in the Parish. This item is to be carried forward to the September meeting when the Councillors will complete the questionnaire during the meeting.

14. CORRESPONDENCE FOR INFORMATION

14.1 EMAIL FROM SARAH JACKSON THE GREEN INFRASTRUCTURE CO-ORDINATOR FOR B&NES COUNCIL, REGARDING WALKS IN THE B&NES AREA

Sarah is trying to create an up-to-date reference source using all pdfs and other documents that various groups have produced.

"To have this information would be beneficial for various uses e.g i) informing, packaging and marketing walks to visitors or specific target audiences ii) devising new walks – to avoid duplication/share resources iii) coordinating a walking festival (pilot proposed in Bathscape bid)

To have a better overview of the current picture (a complete picture is probably unachievable), please complete and /or circulate the attached forms to your contacts who have or are involved with walking in Bath and North East Somerset - producing walks information, leading walks, organising walking festivals etc.

I am working with a student who will be collating the returned information over the summer/early Sept.

Please return forms by 13th August 2016. If not possible by this date - please send in information as soon as available."

The forms mentioned above are on the Parish Council website in a folder called "Walking in B&NES"

The email has been forwarded to local residents.

14.2 EMAIL FROM ALFRED LA VARDERA, OPERATIONS & BUSINESS DEVELOPMENT OFFICER FOR B&NES COUNCIL, INFORMING THE PARISH COUNCIL THAT THERE IS A DELAY IN THE CONSIDERATION OF THE CIL BIDS

The bids will be considered by the Divisional Directors Group (DDG) in September 2016 and the DDG will send its recommendations to the November 2016 Cabinet. This change in the timetable has been made to align the CIL bid and spend process with the Council's capital programme production for 2017/18.

Please note that your bids will be competing for CIL funding with the Council's Education Core Strategy priority schemes.

Received and noted.

15. REPORTS

15.1 PARISH HALL REPORT

There was nothing to report this month.

15.2 VILLAGE UPDATES

It was reported that the missing piece of finger post has not been found. It was suggested to see if there are any heritage grants available to fund the maintenance of the finger posts (ACTION CLERK).

It was reported that St Mary's church clock in Compton Dando has now been restored.

It was reported that there has been interest registered in superfast broadband in Compton Dando. Progress is being made to bring faster broadband to the village.

15.3 RESOURCEFUL EARTH RESIDENTS LIAISON MEETING 5 AUGUST 2016

It was reported that there will be a meeting for the general public and Councillors in September. A start has been made and there will be more details available in future meetings.

15.4 COMMUNITY CHALLENGE DAY – FINGERPOST CLEANING AND MAINTENANCE 14 JULY

It was reported that equipment has been left by B&NES Council for future work on the finger posts, following a successful day when some of the finger posts were restored. It is hoped to restore a couple more before the winter. An email will be sent out to see if there is enough interest and to arrange a date for the next maintenance day (ACTION CLERK & COUNCILLOR DD)

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

16.1 FINGER POST MAINTENANCE DAY

16.2 COMPLETION OF QUESTIONNAIRE ON LOCAL COUNCIL TAX SUPPORT CHANGES

16.3 NAT WEST ACCOUNTS SIGNATURE CHANGES

16.4 WAR MEMORIAL GRANT

16.5 GYPSY PUBLIC INQUIRY REMINDER

16.6 KEYNSHAM AREA FORUM SHOWCASE BY THE CDCA

THE MEETING CLOSED AT 9.40 PM

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....

Bank Reconciliation

Compton Dando Parish Council

Meeting Date: 16/08/2016

Prepared by: Clerk Susan Smith Date: 12/08/2016

Approved by : Chair Date: 16/08/2016

Bank Reconciliation Date: 01/08/2016

Bank Balance at Date: 8,511.80

Unpresented cheques 0.00

Bank Balance less unpresented cheques 8511.80

Cashbook Balance at Date 8511.80

Unpresented Cheques

Date	Description	Cheque No	Amount
Unpresented cheques			0.00

Cheques to be paid

Description	Cheque No	Amount
Grass cutting Millenium Gn by N Gayle	001277	90
Clerks Salary, Overtime & Expenses	001278	405.89

Financial Report

From 01/04/2016 To 16/08/2016

	Net	Vat	Gross	Budget	Variance	%Variance
Clerk's Salary	1691.01	0.00	1691.01	2980	-1288.99	-43.25%
Clerk's Expenses	23.69	3.33	27.02	160	-132.98	-83.11%
Clerk's PAYE	0.00	0.00	0.00	0	0.00	
Audit Fees	100.00	20.00	120.00	350	-230.00	-65.71%
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	0.00	0.00	0.00	650	-650.00	-100.00%
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	0.00	0.00	0.00	1109	-1109.00	-100.00%
Memberships and Subs	50.00	0.00	50.00	255	-205.00	-80.39%
Notice boards	0.00	0.00	0.00	0	0.00	
Mobile Top Up	20.00	3.33	23.33	0	23.33	
Postage	11.74	0.00	11.74	25	-13.26	-53.04%
Office Supplies	16.62	3.33	19.95	70	-50.05	-71.50%
Telephone Kiosks	0.00	0.00	0.00	200	-200.00	-100.00%
Street Light Electricity	203.90	10.20	214.10	545	-330.90	-60.72%
Street Light Maintenance	133.92	26.78	160.70	350	-189.30	-54.09%
Training	10.00	0.00	10.00	200	-190.00	-95.00%
Website	0.00	0.00	0.00	120	-120.00	-100.00%

Draft PCAA response to application 16/P/1795/RM for a new replacement reception building Silver Zone car park.

The PCAA represents 17 parishes surrounding Bristol Airport. Our comments are below:

The only mention of the new car parking reception building is in the Design and Access Statement 2009 where it is shown in Fig: 5.12 for the south side within documents provided to the application 09/P/1020/OT2. The information provided stated that the building would be a single storey.

It is unfortunate that the proposed replacement building is two storeys rather than one. The building is in the middle of the Silver Zone car park and will compromise the openness of the Green Belt. It should be located as close as possible to the other large buildings such as the hangars if there are to be two storeys.

As the new car park reception building is approximately 300 metres to the north west of the existing structure, the PCAA expect this building to be knocked down. The PCAA request a condition to this affect.

The second storey is for administration, offices and staff. The PCAA requests that under a condition the lighting is turned off at night. Bristol Airport creates light blight now which is as intense as Weston-super-Mare and affects the Mendip Hills, an Area of Outstanding Natural Beauty. Reference: <http://www.cpre.org.uk/media-centre/latest-news-releases/item/4314-new-interactive-maps-reveal-england-s-darkest-and-most-light-polluted-skies>

The PCAA question the need for an asphalt road surface seven metres wide regarding this as further urbanising of the Green Belt on the south side and would prefer a gravel surface which would enhance drainage.

The PCAA welcome the landscape plan but request that more native plants and trees are used.

The PCAA wonder whether the new car park reception building could also incorporate car rental hire facilities and offices in order to reduce further building on the south side as it is larger than the current building and the one shown under planning consent 09/P/1020/OT2. New buildings on the south side generate a landscape change to create one that is increasingly urban.

A general observation is that development on the south side, which is in the Green Belt, is now compromising the openness of the Green Belt. Development should only be granted consent if it adheres to the planning consent of application 09/P/1020/OT2