

COMPTON DANDO PARISH COUNCIL

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

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

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

MINUTES OF A PARISH COUNCIL MEETING

HELD ON 18th JULY 2017 IN COMPTON DANDO PARISH HALL

1. **APOLOGIES FOR ABSENCE:** Cllr J Davis and Cllr H Maggs.
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 20th JUNE 2017**
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 18/07/2017**
Bank Reconciliation for 29TH June 2017
The attached Bank Reconciliation was received and noted.
 - 5.2 **Schedule of Expenditure for 01/04/2017 to 18/07/2017**
The attached Schedule of Accounts was approved and the cheques duly signed.
 - 5.3 **Parish Hall Payments for 18th July 2017**
The Schedule of Accounts was approved and the cheques duly signed.

Cheque no.	Payee	Description	Amount
1022	H Dottridge	Lottery Prizes	£125.00
1023	Mogford Prescott	Repairs	£355.26
1024	L Fox	Consumables	£19.55

5.4 A CiL REQUEST FOR £800.62 HAS BEEN MADE FOR COMPTON DANDO PARISH COUNCIL IN RESPECT OF APPLICATION 17/00383/VAR AT CHEWTON PLACE, CHEWTON KEYNSHAM, BRISTOL.

Notification that this payment has been made has been received from B&NES Council.

Received and noted.

5.5 PAINT REQUIREMENTS HAVE BEEN ESTIMATED FOR COMPLETION OF THE FINGER POST PAINTING AND PAINTING OF THE TELEPHONE KIOSK IN COMPTON DANDO

It is estimated that 2 x 0.75l of white and 2 x 0.75l of black Hammerite (smooth) paint are needed.

Also required are 8 medium paint brushes, 1 pack of coarse sandpaper and 1 pack of disposable gloves and one can of Paint 99 Line Gloss 539 red 2.5ltr Paint for the telephone kiosk.

A cheque for £57.10 was signed to pay the proforma invoice from X2Connect Ltd for the kiosk paint.

The painting of the Compton Dando kiosk has been carried out by Councillor AD; the new paint will be kept in storage.

The other requirements will be bought by Councillor Drury (ACTION CLLR DD).

Councillor TB arrived at this point in the meeting.

5.6 THE TRADE UNION SIDE OF THE NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES HAVE MADE A NEW NJC PAY CLAIM FOR 2018-2019

The claim is for the deletion of NJC pay points SCP 6-9 to reach the Foundation Living Wage of £8.45 (UK) and £9.75 (London) and a 5% increase on all NJC pay points.

This claim if accepted would increase the Clerk's salary.

5.7 TO DISCUSS POSSIBLE USE OF THE £4177.70 RECEIVED FROM CHEWTON PLACE CiL FUNDING

It was reported that the CiL funding was to be spent only on infrastructure and that there was a five-year time limit. It was DECIDED that there was no need to rush into a decision on what to spend it on.

5.8 TO APPROVE AND SIGN A NEW ENERGY CONTRACT WITH EDF

The current contract runs out on 31 August and if the Parish Council does not sign a new fixed term energy contract, the charges would automatically be those of the Extended Supply Charges which are variable and typically higher than the normal contract.

The two-year contract was APPROVED and DULY SIGNED by the Chair and Clerk.

The signed contract will be sent to EDF (ACTION CLERK).

5.9 TO SIGN THE AON APPLICATION FOR AN INSURANCE QUOTE

The quote request was DULY SIGNED by the Chair and Clerk.

6. MATTERS ARISING

To receive any available updates on matters arising from last meeting:

6.1 REVIEW OF THE ASSET REGISTER BY THE PARISH HALL MANAGEMENT COMMITTEE

This is still in the process of being reviewed.

6.2 THE POOR STATE OF UPLANDS LANE

Cheryl Hannah as the Public Rights of Way officer for the area, is responsible for the by-ways of Uplands Lane and intends to improve it this financial year.

The section up to the byways is an adopted highway. Kevin Penny is the Highways Inspector and has been in contact to say he has chased up the matter and it is being worked on.

Received and noted.

6.3 CCTV CAMERAS TO MONITOR FLY-TIPPING IN QUEEN CHARLTON

Sadie Cox-Alcuaz, Traffic Management technical officer for B&NES Council, telephoned to discuss where to put signs and a camera. She felt that because they had signs at the start of Charlton Lane that people were avoiding these and depositing litter further on nearer the village. She will speak with Martin Helier of Waste Services to decide on best places to locate the camera and signs from Redlynch end.

It was suggested that possibly Community Payback could be involved in picking up litter although concern with the high traffic levels on the road was also mentioned.

It was reported that six black bags had been recently dumped in Queen Charlton at regular intervals along the road between Whitchurch and the village. Photographs have been taken and one will be forwarded to Sadie Cox-Alcuaz (ACTION CLERK).

6.4 ILLEGAL GYPSY CAMP

Nigel Shires from B&NES Council, rung to say that the gypsy caravans had been followed out to Farrington Gurney area and they seemed to be continuing on from there.

Received and noted.

6.5 DAMAGE TO VERGES IN CHEWTON KEYNSHAM

A case reference of **229734** has been received.

7. MATTERS FOR DISCUSSION/DECISION

7.1 TO DISCUSS THE DRAFT LETTER TO THE PCAA (PARISH COUNCILS' AIRPORT ASSOCIATION)- CLLR CW

It was reported that during the PCAA meeting on 22nd June, a decision was taken to leave any further action until everything became clearer. A conversation with Hilary Burn the Chair of the PCAA, resulted in another decision to set out a strategy to address the presumption that there would be continual expansion. This strategy would need the backing of the parish councils who are members of the PCAA. It was APPROVED by Compton Dando Parish Council that a letter suggesting the formation of a strategy should be forwarded to all members of the PCAA as a starting point (ACTION CLLR CW).

The basis of the strategy were the concerns that once the 10 (million passengers per annum) mppa was achieved then 20 mppa would be the next aim. The infrastructure to enable this would be massive and unacceptable.

It was suggested that a copy of the letter proposing the strategy should also be sent to ALCA requesting they distribute it as well, since they have considerable influence.

7.2 TO CONSIDER APPLYING FOR THE B&NES EMPOWERMENT FUNDING FOR RESTORATION OF THE FINGER POSTS

The amount available from this fund for Compton Dando Parish Council is £290. This amount will require 'match funding' by the Parish Council which could be in time or expertise.

The dedicated Locality Manager, who should be contacted to take the matter further, is Sara Dixon.

Received and noted as a possible future source of funding.

7.3 TO DISCUSS VULNERABLE ROAD USERS WITH REGARD TO THE A39 ROAD JUNCTION IMPROVEMENTS

It was reported that all comments are considered during a consultation by the planning department. Compton Dando Parish Council are satisfied that all users will be considered during the consultation process and that no further action is required by themselves at this time.

7.4 TO DISCUSS THE COMPLETION OF RIPARIAN REQUEST NOTICES TO THE OWNERS OF THE LAND ADJOINING DAPWELL AND HIGHWALL LANES

The Riparian template letter provided by B&NES Council will be edited to suit the situation and sent to Councillor CW for approval, before being sent to the two landowners (ACTION CLERK AND CLLR CW).

7.5 TO DECIDE ON THE WORKING PARTY FOR THE HELAA (HOUSING AND ECONOMIC LAND AVAILABILITY ASSESSMENT) WORKSHOPS

B&NES Council will run a series of workshops for HELAA in September, in time for the new Local Plan, so there is no longer a need for a working party.

7.6 TO DISCUSS THE INCREASE IN THE NUMBER OF NIGHT FLIGHTS FROM BRISTOL AIRPORT

It was DECIDED that a letter asking for the reason behind the increase in night flights should be sent to Bristol Airport (ACTION CLERK).

7.7 TO DISCUSS THE RISK ASSESSMENTS CARRIED OUT FOR THE PARISH HALL

7.7.1 TO DISCUSS THE RISK ASSESSMENTS OF THE PARISH HALL

7.7.2 TO DISCUSS THE RISK ASSESSMENTS THAT SHOULD BE CARRIED OUT BY HIRERS OF THE PARISH HALL

Groups booking the Parish Hall should provide their own assessment of the activities that they will be carrying out.

It was reported that both items had been discussed at the Parish Hall Management Committee meeting earlier this evening and was a work in progress. It was reported that a final set of documents, including a Health & Safety policy should be ready for approval and adoption in October 2017.

7.8 TO DISCUSS THE AIMS AND OBJECTIVES OF THE PARISH COUNCIL

The Parish Council need to put in writing their aims and objectives. They are also needed to complete the draft Parish Charter questionnaire.

A minor amendment was made to the Aims and Objectives document and was then UNANIMOUSLY APPROVED.

7.9 TO COMPLETE THE PARISH CHARTER QUESTIONNAIRE

The Parish Charter Questionnaire was completed and will be sent to B&NES Council (ACTION CLERK).

8. PLANNING APPLICATIONS RECEIVED

8.1 17/03043/FUL Brooklands Watery Lane Burnett Keynsham Bristol Bath And North East Somerset BS31 2TF.

Erection of two storey rear & side extension and orangery following demolition of existing utility room

Compton Dando UNANIMOUSLY SUPPORT the application for the following reasons:

There will be no adverse visual impact on the Green Belt (Policy GB2). The design and materials are satisfactory as is the scale, height and degree of extension and there will be minimal impact on the local natural environment (Policy D2).

9. APPEALS

9. 1 APPEAL REF: 17/00065/ENFAPL Enforcement Ref: 13/00006/UNDEV

Planning Inspectorate Appeal Ref: **APP/F0114/C/17/3178850**

Appeal Start Date: **12th July 2017**

Crossway Stables Bath Road Farmborough Bath

Nature of Breach: Without planning permission, the unauthorised erection of a timber glazed link building, workshop and basement.

This appeal is not in the parish so no comment was made. It was suggested that if applications not in the parish are received in the future, it should be queried with the case officer.

10. DECISIONS BANES DECISION NOTICE GIVING FULL DETAILS CAN BE FOUND ON THE B&NES PLANNING PORTAL at www.bathnes.gov.uk

10.1 17/02293/FUL Warners Cottage Chewton Road Chewton Keynsham

Replacement of existing conservatory with new single story kitchen extension, formation of 2 no new windows to rear elevation, overcladding and re-roofing of existing single storey rear extension. (CDPC supported June 2017)

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

11.215/02083/ADCOU THE PIGGERY COMPTON DANDO

11.3 17/00004/UNDEV PARCEL OF LAND 9940 ON FAIRY HILL

11.4 OLD OAK HOUSE FORMERLEY OLD COACH HOUSE

To check on adherence to planning conditions – agricultural land being turned into a garden.

The Clerk reported that no updates had been received.

It was also reported that the parish council would be contacted once the case officers had any updates, so there was no need to send requests for updates.

12. ITEMS FOR ACTION

12.1 None

13. CORRESPONDENCE FOR ACTION

13.1 LETTER FROM THE PUBLIC RIGHTS OF WAY DEPARTMENT RE: B&NES COUNCIL (PUBLIC FOOTPATHS BA8/25, BA8/26, BA8/77 AND BA8/81, WICK FARM, COMPTON DANDO) PUBLIC PATH DIVERSION ORDER 2017

The diversion of the paths is in the interest of the landowner as diverting the paths away from the workings of the farm will be beneficial for farming purposes. The termination points of the footpaths (ABDF) overall remain the same. The diverted footpaths are approximately aligned with permissive paths which have been used by the public for a number of years.

The diverted footpaths are without any limitations, however the footpaths cross field boundaries into land used to rear livestock so authorisation of kissing gates under section 147 of the Act, to prevent the ingress and egress of these animals, will be required at points K, M, N, E and J, and two pedestrian gates will be required at point H.

If no objections are received the Council will be able to confirm the Order; otherwise the Council will need to decide whether or not to send the Order to the Secretary of State who is likely to hold a public enquiry. The Planning Inspectorate's website holds details of the process.

Any representations or objections must include particulars of the grounds on which they are made. They need to be received by the Rights of Way team by the 28th July 2017.

Received and noted.

13.2 DRAFT WHITCHURCH NEIGHBOURHOOD PLAN CONSULTATION 7TH JULY TO 18TH AUGUST

Due to an administrative error, the incorrect version of the consultation statement was published. Therefore, the draft Whitchurch Village Neighbourhood Plan (and supporting documents, including the correct version of the consultation statement) is being published again for consultation.

The publicity period under Regulation 16 will last for 6 weeks from 7th July to 18th August 2017. During this period, you can make representations on the draft Plan before it is submitted to an independent examiner. Please note that in order for your representations to be considered by the examiner they will need to be submitted during this consultation period.

The submitted Neighbourhood Plan proposal and supporting documents can be viewed on the website <http://www.bathnes.gov.uk/services/planning-and-building-control/planning-policy/neighbourhood-planning-bnes/neighbourhood>

In addition to this website you can view a hard copy of the Neighbourhood Plan proposal and supporting documents, at the following locations:-

- Bath Central Library (normal opening hours)
- One Stop Shop, Manvers St, Bath (normal opening hours)
- The Whitchurch Village Parish Council Offices

How to make representations

- email comments to planning_policy@bathnes.gov.uk

write to Planning Policy, Planning Services, B&NES Council, PO Box 5006,
Bath, BA1 1JG

Received and noted.

13.3 EMAIL PROVIDING INFORMATION ON CONVERTING STREET LIGHTS TO LED TO SAVE RUNNING COSTS.

http://indolighting.com/wp-content/uploads/2017/05/INDO_A4-Parish-Flyer_Final.pdf?utm_source=UK+Parish+Councils&utm_campaign=5626833533-PARISH_EMAIL_CAMPAIGN+500-999a&utm_medium=email&utm_term=0_074dbc56c3-5626833533-156497645&mc_cid=5626833533&mc_eid=1ac0a4d4c9

Link above provides more information on costs and what is involved.

The Clerk reported that following a discussion with SSE's engineer Andy John, that SSE replace all bulbs with LED ones as a matter of course and that changing to the Indo brand would not be cost effective.

13.4 EMAIL FROM ROSEMARY NAISH ASKING FOR COMMENTS ON THE POSSIBILITY OF HAVING A HALF DAY CONFERENCE TO REPLACE ONE OF THE 2 ½ HOUR PARISH LAISON MEETINGS

Compton Dando Parish Council SUPPORT having a half day conference but DO NOT SUPPORT this replacing one of the 2 ½ Parish Liaison meetings. This is in agreement with what Rosemary said. Rosemary is to be informed (ACTION CLERK).

14. CORRESPONDENCE FOR INFORMATION

14.1 EMAIL FROM LISA BARTLETT, DIVISIONAL DIRECTOR-DEVELOPMENT FOR B&NES COUNCIL, NOTIFYING OF THE RECEIPT OF THE INSPECTOR'S FINAL REPORT FOR THE PLACEMAKING PLAN

I am writing to advise you the Council has now received the Inspector's final Report. The Inspector has found the Placemaking Plan 'sound' subject to a number of modifications which are set out in her report. These are summarised as follows:

- Deletion of changes to Core Strategy considered to be of a nature or scale that would materially change the strategic approach and strategy established in the Core Strategy;
- Amendment to Policy NE2A 'Landscape Setting of Settlements' to ensure consistency with Policy NE2 'Landscape Character' and national policy in respect of any assessment of harm and mitigation;
- Changes to various policies to ensure consistency with national policy relating to Green Belts;
- Inclusion of Local BAP Habitat (Post Industrial sites) in list of Bath's Ecological Networks (Policy NE5);
- Delete safeguarded land for road schemes with no prospect of implementation;

- Alter Policy ST6 'Park and Ride' to ensure clear and convincing justification required for need for facility and any harm arising; and
- Include greater flexibility in application of car parking standards.

The Inspector's letter and Report can be viewed on the Council's website <http://www.bathnes.gov.uk/placemakingplan>, and free of charge at the following locations Mondays – Thursdays (9am – 5pm), Fridays (9am - 4.30pm):

- One Stop Shop, Lewis House, Manvers Street, Bath BA1 1JG
- One Stop Shop, Keynsham Civic Centre, Market Walk, Keynsham, BS31 1FS
- The Hollies, High St, Midsomer Norton BA3 2DT

Copies will also be available at all Bath & North East Somerset libraries. Information on opening hours is available on the Council's website at www.bathnes.gov.uk/libraries

Receipt of the Inspector's Report represents the end of the Placemaking Plan Examination and therefore no further comments relating to the Placemaking Plan can be accepted. Under the Regulations there is no opportunity to formally object to the Inspector's recommendations.

The Inspector's Report and the recommended modifications will be discussed at Full Council on 13th July 2017 and adoption of the Placemaking Plan will be considered. The Council will also consider a number of minor modifications to the Placemaking Plan to ensure clarity, consistency and accuracy.

Received and noted.

14.2 EMAIL INFORMING OF BURNING THROUGH THE NIGHT TAKING PLACE IN THE MEADOWS AREA OF KEYNSHAM

Katherine Jones, the Environmental Health inspector for B&NES Council is investigating the problem reported to her by a resident of Keynsham. She has given this incident a reference number of 1701483E_BON.

Received and noted.

14.3 EMAIL FROM B&NES COUNCIL WITH THE TRANSPORT PLAN FOR DEALING WITH CURRENT AND FUTURE TRANSPORT ISSUES.

Received and noted.

14.4 EMAIL FROM WERN WITH THE LATEST INFORMATION ON CONNECTING DEVON & SOMERSET BROADBAND

B&NES and North Somerset Councils have confirmed that Gigaclear will be providing ultrafast broadband to the Lot 1 areas. The respective press releases are here;

<http://www.bathnes.gov.uk/latestnews/thousands-get-ultrafast-broadband-connections>

<http://www.n-somerset.gov.uk/news/thousands-to-get-ultrafast-broadband-connections/>

WERN will assess this over the next few days and look to get some workshops arranged in due course.

Received and noted.

15. REPORTS

15.1 PARISH HALL REPORT (APPENDED)

15.2 VILLAGE UPDATES

It was reported that Resourceful Earth would be submitting a planning application to address certain issues and clarify the number of lorry movements.

A parishioner reported to Council Connect that there had been an incident of fly-tipping on Hunstrete Lane below Nutgrove Farm.

A parishioner reminded Council Connect that the pot-holes from Fairy Hill on the road towards Chewton Keynsham had still not been repaired.

15.3 TRUSTEE NETWORK MEETING ON 27 JUNE – CLLR DD – APPENDED

15.4 PCAA MEEETING 22 JUNE – CLLR CW

This was discussed under item 6.3

15.4 PARISH LAISION MEETING ON 12 JULY – CLLR DD - APPENDED

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

None.

DATE OF NEXT MEETING IS 15th AUGUST 2017 AT 8.00PM IN COMPTON DANDO PARISH HALL

THE MEETING CLOSED AT 9.30 PM

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....

Bank Reconciliation
Compton Dando Parish Council

Meeting Date: 18/07/2017

Prepared by: Clerk Susan Smith	Date:	15/07/2017
Approved by : Chair	Date:	18/07/2017

Bank Reconciliation Date:	29/06/2017
Bank Balance at Date:	11,346.22
Unpresented cheques	750.00
Bank Balance less unpresented cheques	10596.22
 Cashbook Balance at Date	 10596.22

Unpresented cheques			
	16/05/2017 Compton Dando Nomads Cricket Club (£)	001355	500.00
	20/06/2017 CDCA youth group \$137 Grant	001332	250.00

	Unpresented cheques	750.00
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Cheques to be paid

Description	Cheque No	Amount
SSE Contracting Ltd inv 665160 Apr-Jun	001335	80.35
Clerk's Salary & Expenses	001336	358.24
X2 Connect Kiosk Paint	001337	57.1

Financial Report
From

01/04/2017

To

18/07/2017

	Net	Vat	Gross	Budget	Variance	%Variance
Clerk's Salary	855.18	9.19	864.37	2980	-2115.63	-70.99%
Clerk's Expenses	9.02	9.19	18.21	160	-141.79	-88.62%
Clerk's PAYE	0.00	0.00	0.00	0	0.00	
Audit Fees	200.00	40.00	240.00	350	-110.00	-31.43%
Solicitor Fees	0.00	0.00	0.00	0	0.00	
Donation	0.00	0.00	0.00	0	0.00	
Grants Given	1250.00	0.00	1250.00	1050	200.00	19.05%
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	0.00	0.00	0.00	0	0.00	
ICO	0.00	0.00	0.00	35	-35.00	-100.00%
Parish Hall Insurance	0.00	0.00	0.00	1109	-1109.00	-100.00%
Memberships and Subs	0.00	0.00	0.00	255	-255.00	-100.00%
Signs Notice boards	0.00	0.00	0.00	0	0.00	
Mobile Top Up	10.00	9.19	19.19	0	19.19	
Postage	0.00	0.00	0.00	25	-25.00	-100.00%
Office Supplies	45.93	9.19	55.12	70	-14.88	-21.26%
Telephone Kiosks	0.00	0.00	0.00	200	-200.00	-100.00%
Street Light Electricity	0.00	0.00	0.00	545	-545.00	-100.00%
Street Light Maintenance	66.96	13.39	80.35	350	-269.65	-77.04%
Training	70.00	9.19	79.19	200	-120.81	-60.41%
Website	0.00	0.00	0.00	120	-120.00	-100.00%
Parish Hall Expenses	0.00	0.00	0.00		0.00	

Parish Hall Report

July 2017

The Hall committee is extremely grateful to the organisers of the Compton Dando village Fête and all those that contributed to its success. The Hall's share of the proceeds is some £1,300, this sum making a substantial positive impact on our annual finances.

I am also pleased to report that Harriette, our secretary, has enjoyed considerable success with her drive to increase membership of the Hall's lottery. She has used the village's monthly e-newsletter to advertise unallocated lottery numbers and the number of prizes those numbers "won" during the last few months. This has encouraged five new people to join and one more who was thinking of stopping to stay subscribing. Altogether an excellent result and, whatismore, Harriette believes that with further promotion there are more people to come.

There have been odd small upsets to the smooth running of the Hall, such as one occasion when there seemed to be no hot water but it was temporary and one can only assume that, with so many hirers in the building, occasionally things are altered or adjusted resulting in these glitches.

All this apart we continue to do our best to carry out our duty on behalf of the trustees.

John Dottridge
16th July 2017

Trustee Training - 28th June 2017 (Course run by Stone King Solicitors)

Maintaining Trustee Properties

- The Chair of Trustees can be prosecuted for any H & S action taken against the Parish Council/Trustee Board.
- Most frequent claims arise from asbestos, fire and legionnaires disease claims.
Does the Parish hall have stored water facilities (tanks) if so the water should be managed and monitored details can be sought from water provider. A risk assessment should be in place? Fines for poor management of water systems could be in excess of £25,000
Do we know that the Parish Hall is asbestos free? If not we must assume if the building was constructed before 1990 that there may be asbestos somewhere and an asbestos survey should be carried out! Is there a

written document available to give to any contractor giving details of asbestos e.g. if the Hall is asbestos free.

Does the hall have written fire evacuation procedures and are these practised? Is there a fire risk assessment on file? Is all equipment serviced and maintained annually e.g. fire extinguishers? Is there a written record of servicing e.g. PAT testing of electrical equipment?

Flood risk assessment – As the Parish Hall has flood prevention procedures and alleviation measures then a risk assessment should be produced. This needs to have clear guidance in respect of not putting oneself in danger at a time of flood. As insurers of the Parish Hall the Parish Council could be liable for anyone injured when putting in place the flood doors.

- Under Health and Safety at Work Act 1974 - the Trustees have a duty to Employees, duty to others visitors and volunteers, duty as controllers of premises. Does the insurance policy cover the right number of volunteers?
- When employing contractors a copy of their insurance should be requested and kept on file.

HSE Regulations as follows should be adhered to:-

If you have a contractor working for you, then both you and the contractor will have duties under health and safety law. This also applies when a contractor employs subcontractors.

When employing contractors you should:

- select a suitable subcontractor – ensure they have sufficient skills and knowledge to do the job safely and without risks to health and safety
- assess the risks of the work – the level of risk will depend on the nature of the job. Whatever the risk, you will need to consider the health and safety implications
- do a risk assessment – you and the contractor should be aware of its findings. You should already have a risk assessment for the work activities of your own business. The contractor must assess the risks for the contracted work and then both of you must get together to consider any risks from each other's work that could affect the health and safety of the workforce or anyone else
- provide information, instruction and training to your employees. You should also provide any information to contractors on the risks from your activities and the controls you have in place. It may also be beneficial to consider, with the contractor, what instruction and training contractors will need

- set up liaison arrangements for co-operation and co-ordination with all those responsible to ensure the health and safety of everyone in the workplace
- decide what you need to do to manage and supervise the work of contractors and agree the nature of the controls before work starts
- Group users of the Parish Hall - The user should supply the Parish Hall with a risk assessment.

Managing Health and safety should be on the agenda of all Parish Hall/Trustee Board meetings and any issues recorded if there are no issues it must still be recorded.

Does the Parish hall have an accident book for recording any incidents?

Does the Parish hall have a Health and Safety Policy – including a statement of intent, who is responsible for what in respect of safety, who is responsible for risk assessments and safe working practices?

NOTES FROM PARISH LIAISON MEETING ON 12TH JULY 2017

Update points from Leader of B&NES Council

Council re-shuffle explained & thanks to retiring members

Transport policy for W of E – more funding and more opportunities coming forward. No P & R for Bath Meadows, Trams and Metro West trains (providing regular smaller trains to region) – Decision on whether to proceed and when to proceed will be announced in October.

Parish Charter update

The reason for the Parish Charter:-

- Need to improve communication
- Work together more
- Lack of understanding
- Further training opportunities

The document explained.

Outcomes:- Joint principles for devolution of services to Parish/Town Councils, strengthening parish clusters, Training opportunities and sharing of equipment and resources.

The consultation ends 31st July, preparation of final document August/September for submission to full cabinet meeting in the Autumn. The document will be reviewed on a regular bases.

Update on HELAA

The timetable is altered:-

- 1) Earlier this year call for sites – part of the evidence base
- 2) Parish/Town Council's asked to review sites and come forward with any new sites. B&NES need the help of Parish/Town Council to assess all proposed sites in their parish – local knowledge, boundaries, areas of flooding and archaeological information is important.
- 3) Shortly B&NES will announce a series of workshops and briefing sessions in September in time for the new Local Plan
- 4) B&NES will look at strategies in rural areas – housing, employment opportunities and facilities.
- 5) Deadline end of October

CIL update

CIL monies must be spent on infrastructure in the financial year that the funds are received. CIL is provided to the Parish in which the development occurred. Sec 106 monies go into a central pot and can be spent anywhere in the authority.

First round of bids – there were more bids than monies available hence the failure of the Whitchurch, Keynsham and Compton Dando bid. The decision on bids is made by cabinet. Concerns were expressed about the amount of bid wins went to projects in or close to Bath. Also, that there was no feedback on why a bid had failed. B&NES are currently working on a simpler process.

For larger projects PCs can pool their CIL with B&NES CIL to bring forward a project.

Paperless planning

Main issues for this process not working in some parishes:-

Lack of broadband

Downloading and accessing documents difficult

Measurements of plans impossible as not to scale once downloaded and on screen

Proposed improvements:-

New document storage on B&NES portal to be released

Officers to be provided with a list of Parish Council meetings.

Measures to stop B&NES portal going down.

With two weeks notice planning files older than 1996 can be provided